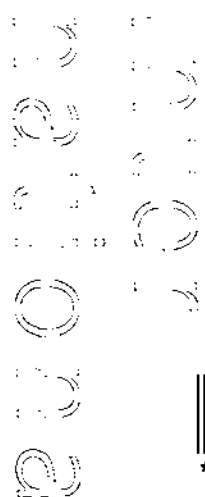


GEMEENTE DELFT

10 JUL 2006

Afd: BPS | Par:

ORGANISATIE VOOR  
INTERNATIONALE  
SAMENWERKING VAN  
DE VERENIGING  
VAN NEDERLANDSE  
GEMEENTEN



VNG



**OVEREENKOMST tussen VNG International  
en Gemeente Delft**

Contract LOGO South 2005 - 2008: Meerjarenproject Social Housing in Tshwane, South Africa with Delft, the Netherlands.

VNG International B.V., Organisatie voor internationale samenwerking van de Vereniging van Nederlandse Gemeenten, gevestigd en kantoorhoudend, Nassaulaan 12, 2514 JS te Den Haag, Nederland, in dezen rechtsgeldig vertegenwoordigd door haar directeur, de heer P. Knip, verder te noemen VNG International, deelt u mede dat u, met verwijzing naar uw aanvraag van 20 april 2006, een financiële bijdrage van maximaal € 289.263,45 ontvangt in het kader van het programma LOGO South voor de uitvoering van een meerjarenproject op het terrein van Social Housing. De gemeente Delft, te dezen krachtens artikel 171 Gemeentewet rechtsgeldig vertegenwoordigd door haar burgemeester, handelend ter uitvoering van het besluit van het college van burgemeester en wethouders van 25 oktober 2005 (registratienummer 625414).

VNG International voert het programma LOGO South uit in opdracht van de Vereniging van Nederlandse Gemeenten en met financiering van het Ministerie van Buitenlandse Zaken.

Ten aanzien van de financiële bijdrage gelden de volgende voorwaarden:

*Artikel 1*

Het project heeft de volgende algemene doelstelling:

Expand and consolidate the capacity of Tshwane in the field of social housing and city planning

Het project heeft de volgende sub-doelen:

A. Enable the city of Tshwane (Institutional Housing Section) to formulate and implement a Social Housing Policy, aligned with the NSHP and supported by the Social Housing Institutions.

B. Achieve that by the end of the year 2008 the Housing Company Tshwane is an accredited organisation by the Social Housing Regularity Authority, has the housing management of 2000 units and has 1000 units within several projects in development.

C. Enable the city of Tshwane to develop a vibrant heart of Mamelodi and Nellmapius, by increasing the management capacity of the Eerste Fabrieke town centre project organization and structure

Het project wordt op de volgende wijze uitgevoerd:

Annex A: Activiteiten schema uit de projectaanvraag.

Het resultaat van het project is:

*Subobjective A:*

A Social Housing Policy, aligned with the NSHP and supported by the Social Housing Institutions and approved by the Council of Tshwane in 2006. Performance agreements between HCT, Yeast City Housing and municipality approved in 2006.

The experiences in formulating performance agreements can – in cooperation with SALGA - be added to the toolkit and shared with other actors in the social housing field.

Based on these results in 2006, from 2007 onwards there will be an ongoing process of implementation, execution, monitoring (output/results) and evaluation (outcome; necessary changes SHP and/or the Performance Agreements).

**Subobjective B:**

The Housing Company Tshwane is a sustainable and accredited organisation by the Social Housing Regularity Authority and is well equipped for the management of the units.

**Subobjective C:**

The city of Tshwane has a well functioning project organisation, an appropriate management structure and project organisation, and has finished the first phase of the Eerste Fabrieke project

Bestuurlijke bezoeken voor zover niet opgenomen in het activiteitenplan dienen functioneel te zijn aan de uitvoering van het project door bij te dragen aan de projectdoelstelling.

Minimaal 4 weken voor de inzet van de aanvraag beschreven lokale expertise dient u de CV's en Terms of Reference van de verwachte werkzaamheden van de lokale experts schriftelijk in te dienen bij VNG International ter formele goedkeuring.

Eventuele aanpassingen in de aangegeven wijze van uitvoeren zullen, voorafgaande aan de uitvoering daarvan, aan ons ter goedkeuring worden voorgelegd.

*Artikel 2*

De activiteiten zullen worden uitgevoerd conform de in artikel 1 uitgewerkte wijze van uitvoering, de in de bijlage opgenomen en door ons goedgekeurde begroting. De duur van het meerjarenproject is 28 maanden, ingaande op 1 juni 2006 en eindigend op 31 oktober 2008. De financiële bijdrage zal uitsluitend worden aangewend voor uitvoering van de in artikel 1 genoemde activiteiten.

*Artikel 3*

De door u uit te zenden medewerker(s) treedt/treden niet in dienst van VNG International.

*Artikel 4*

Jaarlijks dient u ons voor 1 maart een inhoudelijk tussenverslag te zenden over de activiteiten in het voorafgaande kalenderjaar. Tevens dient u ons een maand na beëindiging van de door ons gefinancierde activiteiten (derhalve uiterlijk 1 december) een eindverslag te zenden. In beide gevallen dienen de bereikte resultaten te worden samengevat en te worden vergeleken met de bij de aanvang van het project geformuleerde doelstellingen en uitvoeringswijze (zoals genoemd in artikel 1), en met de eventueel tussentijds gewijzigde en goedgekeurde doelstellingen en uitvoeringswijze. Beide verslagen worden opgesteld in de Engelse taal.

*Artikel 5*

De verslagen zullen tevens een overzichtelijke financiële verantwoording dienen te bevatten terzake van de voor het project aangewende gelden. Deze verantwoording dient te zijn opgesteld aan de hand van de richtlijnen uit het 'LOGO South Report Form'.

*Artikel 6*

Vóór de uitvoering van de activiteiten zal een voorschot aan u worden verstrekt ter grootte van minimaal de helft van de begrote financiële bijdrage aan de activiteiten in het eerste kalenderjaar dat het project in uitvoering is, zijnde minimaal € 55 000.

#### *Artikel 7*

U dient ieder jaar voor 1 december een activiteitenplan en daarbij horende begroting voor het daaropvolgende jaar in te dienen. Na goedkeuring hiervan verlenen wij in een brief de formele toestemming voor de uitvoering van de activiteiten en zeggen wij de financiële bijdrage voor dat jaar toe.

#### *Artikel 8*

Na goedkeuring van het tussenverslag, als genoemd in artikel 4, zal op basis van werkelijk gemaakte kosten en na verrekening met het uitgekeerde voorschot het restant van de financiële bijdrage voor dat kalenderjaar op uw rekening worden overgemaakt. Tevens zal een voorschot aan u worden verstrekt ter grootte van minimaal de helft van de begrote financiële bijdrage aan de activiteiten genoemd in het door ons goedgekeurde activiteitenplan als genoemd in artikel 7.

#### *Artikel 9*

Na goedkeuring van het eindverslag, als genoemd in artikelen 4 en 5, zal de feitelijke financiële bijdrage worden vastgesteld op basis van werkelijk gemaakte kosten. Wij lichten u vervolgens in over de feitelijke financiële bijdrage en gaan vervolgens na verrekening met het uitgekeerde voorschotten tot betaling / facturering over. De totale vergoeding zal echter nooit meer bedragen dan de maximaal toegekende financiële bijdrage, zijnde € 289.263,45. Indien u niet voldoet aan het gestelde in artikel 4, 5 en 7 zullen geen betalingen gedaan worden en zullen eventueel uitgekeerde voorschotten teruggevorderd worden.

#### *Artikel 10*

Betalingen zullen geschieden op basis van een door ons opgestelde afrekening, zoals genoemd in artikel 8, onder vermelding van projectnummer "LOGO.ZA89".

#### *Artikel 11*

Wij behouden ons het recht voor te allen tijde een onderzoek in te stellen met betrekking tot de activiteiten. Dit onderzoek zal worden uitgevoerd na overleg met u. Door u en/of de organisatie belast met de uitvoering van de activiteiten zal aan de door ons aan te wijzen functionaris(sen) alle medewerking worden verleend.

#### *Artikel 12*

Tevens behouden wij ons het recht voor om, in geval van calamiteiten, de financiering van dit project te verminderen of voortijdig stop te zetten. Tot vermindering of voortijdige stopzetting zal eerst besloten worden na overleg met u, waarna een afrekening c.q. verrekening zal plaatsvinden op basis van gemaakte kosten en de in redelijkheid voor de toekomst aangegane verplichtingen.

#### *Artikel 13*

U zult uw medewerking verlenen aan de door ons te (doen) houden evaluatie.

#### *Artikel 14*

VNG International kan gebruik maken van geschriften en andere voortbrengselen die door de aanvrager in het kader van de subsidieverlening worden vervaardigd.

*Artikel 15*

Indien ter uitvoering van het project als bedoeld in artikel 1 een geschrift, waaronder een publicatie, rapportage of audiovisuele materialen, wordt uitgebracht, dient u in dit geschrift op te nemen dat dit is gefinancierd met middelen uit het programma LOGO South.

Indien u kunt instemmen met het bovenstaande, verzoeken wij u ten blijke van uw akkoord bijgaande en door ons reeds ondertekend exemplaar van deze overeenkomst te ondertekenen en, voorzien van dagtekening, bank- en rekeningnummer, aan ons te retourneren.

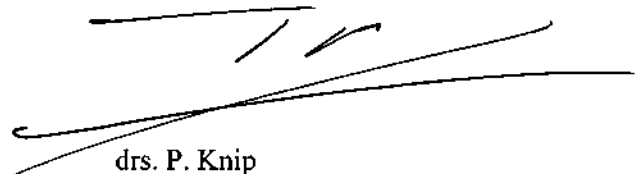
Aldus overeengekomen en in tweevoud opgemaakt,

VNG International

Den Haag, datum: .....4-7-56.....

Gemeente Delft ...

Delft, datum: .....



drs. P. Knip

Directeur VNG International

Dhr. B. Verkerk

Burgemeester Delft

Bank:

Rekeningnummer:

## LOGO South 2005-2008

### LOGO South 2005 – 2008 Reporting Form

Every project which is financed by LOGO South has to make a financial and content based report. In this form the guidelines for writing the report are given. The report has to be sent in digitally and by post. This form can also be downloaded at: <http://www.vng.nl/smartsite.dws?ID=35432>.

As agreed upon in the contract the following rules apply:

1. The municipality<sup>1</sup> is obliged to use this report form.
2. The financial and content based report has to be handed in before March 1 of each year. The financial report has to be accompanied by a report from an auditor, the protocol for this report is included in paragraph 5 of this form.<sup>2</sup>

For the project types Formulation Phase and Spreading Knowledge and Experience and if there have been no investment costs an Audit Report is not required and the costs will not be reimbursed. For these projects the final financial settlement is to be accompanied by the original receipts.

3. The final report has to be handed in within two months after the final activities took place.
4. The report forms have to be completely filled out
5. Send the report by post and e-mail to your contact at VNG International (P.O. Box 30435, 2500 GK the Hague).

*The LOGO South Programme works on a non profit basis and appeals to colleague solidarity. The financial support from LOGO should be seen as a contribution in the costs of international municipal cooperation. Due to this not all costs are necessarily financed. The financial contribution as stated in the contract is the maximum financial contribution.*

<sup>1</sup> Whenever municipality is mentioned in this text it can also relate to: province, district water board, public utility company or umbrella organisation.

<sup>2</sup> This report model is included in Dutch as well as English.

# **1 General Information**

## **1. Project details**

Project number :  
Title of the project :  
Counterpart :  
Date of sending in the finalised budget :

## **2. Details of the Dutch municipality**

Municipality :  
Name of Contact person: : Mr./Ms/ Mrs. <sup>3</sup>  
Function/Department :  
Post address :  
P.O. Box and Town :  
Phone :

3. Cross out what is not applicable

*LOGO South 2005 - 2008 – Report form – March 2005*

## **2 INSTRUCTION FOR CONTENT BASED REPORTS**

Every project which is financed by LOGO South has to make a financial and content based report. The aim of the content based report is to demonstrate to what extent the objectives of the project have been met.

The report will be used by VNG International as a content based justification of the activities which have been carried out. Also the reports can be used to share experiences, document cases and advise new applicants. Finally the report is meant for you and your counterpart to evaluate the project and find strengths and weaknesses of the project.

By the 1<sup>st</sup> of March the content based report covering the activities during the previous calendar year has to be sent in. Every report has to be accompanied by a financial report. The instructions for the financial report are listed in paragraph three of this form.

The final report of a LOGO South project should be sent in within two months of the final activity. The exact date will be stated in the contract.

### **Report Template**

#### **1 Front Page**

At least state:

- the project number (see contract)
- the project title
- the Dutch organisation
- the foreign counterpart
- status of the report (progress report or final report, concept or final version)
- reporting period
- drafting date

#### **2 Summary [max. 1 page]**

The summary gives a broad overview of the project. State:

- The objective
- The performed activities
- The achieved results
- Conclusions on effectiveness

#### **3 Report [4-8 pages]**

The report contains the following parts:

##### **3.1 Introduction**

The introduction contains a brief overview of the cooperation between the municipalities and the background of the project which is being reported upon.

##### **3.2 Objective**

The project objective and sub objectives as formulated in the contract.

##### **3.3 Implementation during the previous calendar year.**

In the description of the implemented activities emphasize the following aspects:

- Which concrete activities have been carried out.

- Have there been any deviations of the activity plan? If so, upon which grounds has this been decided?
- Investments: Describe the investments made and the added value for the project.
- How were the tasks divided (among local and Dutch parties) during the implementation of the activities? (Including a schedule of names, positions and duties of the travelling civil servants, trainee's and consultants).
- Provide for an evaluation by you and your counterpart of the implemented activities.
- List of missions carried out (if during a mission more than one place was visited please include in the table below.)

| <i>Dates of Mission</i> | <i>Name</i> | <i>Function</i> | <i>Destination</i><br>Country | City/ Town |
|-------------------------|-------------|-----------------|-------------------------------|------------|
|-------------------------|-------------|-----------------|-------------------------------|------------|

### 3.4 Results

- Provide a list of the results which have been achieved by implementing the activities. Try to refer as much as possible to the indicators which have been formulated<sup>4</sup>.
- Indicate to which extent the objective has been achieved due to the obtained results.
- If a part of the objective has not been achieved provide reasons for this failure.
- Monitoring and evaluation of you and your counterpart of the obtained results.

### 3.5 Sustainability

Provide your impression of the sustainability of the achieved results, e.g. organisation capacity and financial sustainability of the counterpart and political and administrative commitment.

### 3.6 Future plans

- Indicate which joint plans for the future have been formulated which build on the results achieved during the mission.

### 3.7 Support of the Project by the LOGO South Team

- Indicate how you appreciated the contact with the VNG International LOGO South team. Consider aspects such as quality and punctuality of the support (during the formulation of the application, during the implementation and the closing of the project) and the administrative support.
- At the moment VNG International offer two courses in support of the LOGO South programme: the introductory course Missions of Municipal Civil Servants and the course Management of International Projects. Please indicate to which extent the course selection has been of importance during the implementation of the project.

<sup>4</sup> Formulate the obtained results as SMART as possible: Specific, Measurable, Acceptable, Realistic and Timely.  
LOGO South 2005 - 2008 – Report form – March 2005

### 3 INSTRUCTIONS FOR THE FINANCIAL REPORT

The financial settlement follows the budget as has been approved in advance by VNG International. For the settlement fill in the "Financial Report LOGO South" which is included in this form. This form is also available on the web at: [www.vng-international.nl](http://www.vng-international.nl) and includes the calculations. For the financial settlement of the agreed on amount the columns under "actual costs" and "budgeted costs" of the budget should be filled out. The following rules apply for the financial report:

1. Before the 1<sup>st</sup> of March the financial report of the preceding calendar year has to be sent in.
2. The final financial settlement is to be handed in at the latest two months after the closure of the project.
3. The annual financial report and the final financial report are to be accompanied by an audit report. The original receipts can be kept in the municipal administration. (see paragraph 5: audit protocol).
4. The actual costs are to be entered into the budget model, with the exception of the 'Daily Subsistence Allowance' (DSA), the contribution of the salary costs and the kilometre reimbursement. The applicable DSA can be found on the web at:  
[http://icsc.un.org/resources/restr/off/dsa/reports/his\\_frm.htm](http://icsc.un.org/resources/restr/off/dsa/reports/his_frm.htm) Username: ICJ.TH1 (always capitals, 5 numbers /1 letter) and with password: QIJ05711 (always capitals 4 numbers/4 letters).
5. Expenses in foreign currencies are to be calculated into euros per receipt. The final sum of foreign currencies should be clearly indicated on the budget as well as the corresponding amount in euros.

#### List of Compensations within LOGO South:

##### Return tickets

Reimbursement on the basis of an *economy class* ticket. If a more expensive ticket was purchased than necessary (for instance due to vacation, combination with other work visits or choice of a *business class* ticket), an estimate of the airfare established by the travel agency needs to be handled as the 'normal price'. Extra weight is not reimbursed.

*Economy class* tickets are reimbursed for 100%.

##### Airport tax

The airport tax is included in the ticket fare in the Netherlands. This tax has to be paid separately in most developing countries. The airport tax in developing countries varies between € 10,- and € 50,-. The costs for airport tax are reimbursed for 100%.

##### Travel expenses in the developing country

This concerns the travel costs incurred in the developing country outside the partner municipality (in other words, no local transportation within the partner municipality itself). Local transportation for instance from the airport to the municipality (or the other way around) during a work visit can be adopted in the budget. It is also possible that the partner municipality in the developing country pays a work visit to the other municipality within this project. A reimbursement of € 0,11 per kilometre is applicable for the travel expenses. Reimbursement of a rental car can only be made after

consultation with VNG International. Travel expenses incurred for social activities or private visits are not reimbursed. Therefore it is important to specify the destinations.

#### Travel expenses in the Netherlands

This concerns travel expenses incurred in the Netherlands outside the municipality. For instance transportation from the airport to the municipality during work visits or costs incurred for the visits to the embassy, documentation centres and the like. For travel in the Netherlands, € 0,18 per kilometre is reimbursed for use of a car or a second class train ticket in combination with a bus or train taxi. If you made use of discount card, only the actual paid amount is reimbursed.

Reimbursement of a rental car is only possible after discussion with VNG International. Travel expenses incurred for social activities or private visits are not reimbursed. Therefore it is important to specify the destinations.

#### Visa issuance expenses

A travel visa is not always necessary; the expenses of a visa vary from country to country and depends on the length of your stay.

The visa issuance expenses are reimbursed for 100%.

#### Vaccination

The required vaccinations depend on the country of destination, duration of the trip, the period in which travelling is done and depends on vaccinations received earlier.

Vaccinations, malaria prophylaxis, injection needles and water disinfectant are reimbursed for 100%.

#### Accommodation expenses in the developing country

During work visits on the basis of the Daily subsistence allowance (DSA). The DSA is a lump-sum daily reimbursement: VNG International does not reimburse extra expenses and does not regain money in case of under spending. The DSA is intended for hotel accommodation, meals, local transportation, telephone expenses, etcetera. VNG International bases the daily allowance on the list of “*daily subsistence allowances*”, which is regularly established by the United Nations. The DSA varies per country, per area within a country and per period. You need to indicate in the budget if there are overnight stays at locations where different DSAs apply. You will use the tariffs that were applicable at that time in the budget. The number of DSA-reimbursements is based on the number of overnight stays at the location (in other words, on the basis of the hotel receipts). The daily reimbursement will decrease in the event that the host municipality takes care of the hotel. The percentage mentioned in the DSA-list for the *room* rate is deducted from the DSA in that case.

These reimbursements apply both to Dutch delegation members who are paying a work visit to the developing country, and to the delegation members of visits from another partner city to a colleague-municipality in one’s own country or within the region (south-south work visits).

The budget also mentions the number of overnight stays, the height of the DSA(s) for the city (cities), the number of people and the exchange rate of the dollar per work visit. The current DSA can be found on the website [http://icsc.un.org/sal\\_dsa.asp](http://icsc.un.org/sal_dsa.asp) Select 1. DSA reports and where it says username, fill out: ICJ.TH1 (always use capitals, 5 letters/1 digit) and where it says password: QIJO5711 (always use capitals, 4 letters/4 digits). Afterwards select DSA worksheet.

The DSA is indicated in US dollars. You need to convert it to Euro. You can use the website of the ‘Foreign Exchange Currency Converter’ [www.oanda.com/convert/classic](http://www.oanda.com/convert/classic)

#### Accommodation expenses in the Netherlands

During work visits on the basis of a fixed daily reimbursement. The allowance for accommodation expenses in the Netherlands during a work visit is equal to € 160 per person per day. This

reimbursement assumes that the delegation members from the developing country was accommodated in a hotel. The number of daily reimbursements is based on the number of overnight stays in the Netherlands (in other words, based on the hotel receipts). If people stay with a host family, a maximum reimbursement of € 60 per day applies. Show the calculations in the clarification included in the budget.

#### Insurances during work visits

It is recommended to have good travel insurance for luggage, medical expenses, repatriation etc. The premium expenses are 100% reimbursed. In case of damage, solely the own risk is reimbursed.

#### Contribution in salary costs

During work visits from the Netherlands to the developing country. This allowance is intended as contribution in the costs incurred by the Dutch municipality for the execution of the work visits to the partner municipality in the developing country. This is a standard allowance of a maximum of € 200 per person per working day with a maximum of five working days per week (Monday to Friday). This arrangement applies for all delegation members subject to participation on the basis of the submitted resume which was previously approved by VNG International. The contribution helps the institute that dispatches the employees and is intended as compensation for the lost salary costs incurred by the institute when it dispatches an employee. In other words, the reimbursement is not intended as (extra) reimbursement of expenses for the people who carry out the work visit. The contribution in the salary costs applies to the number of non-working days in the Netherlands as a result of the work visit. In principle, this means five days per week, from Monday to Friday. Show the calculations in the budget.

#### Input of local experts

In the event that a local expert is employed for instance for holding training sessions or for conducting research, the expenses for this could be adopted in the project budget. It needs to concern the execution of one of the project activities for which the executive municipality does not possess the capacity. The following are not considered for reimbursement: costs incurred for the project coordinator or the recruitment of personnel through a job ad or understaffing.

The costs for the input of local experts can be divided in two parts: 1. salary expenses, 2. other expenses incurred for the execution of the activity (for instance material or travelling expenses). The salary expenses for the input of this local expert need to be agreed upon at the current tariff in the country of execution and must be determined in an agreement in advance. The remaining expenses are also agreed upon beforehand with the local experts involved. The budget item of input of local experts can cover a maximum of 10% of the total project budget. Specify the budget amount for the expenses of the input of local experts in a clarification attached to the budget.

If the amount remains under 10% of the total project budget, the expenses for the input of local experts will be 100% reimbursed.

#### Audit

An intermediate reporting needs to be submitted together with an auditors' certificate on the previous calendar year on an annual basis before the 1st day of March. The reporting form contains the guidelines for this audit. The costs of the account can be adopted in the budget.

The expenses for the audit are 100% reimbursed.

#### Investment costs

The investments need to have a clear relationship with the transfer of knowledge within the project. LOGO South reimburses a maximum of half of the investment expenses with a maximum of € 45.000 per year. The actual investment contribution of the municipalities can consist of investments in tangible goods and materials. Goods and materials are thereby purchased locally, hence in the developing country.

When a good or material cannot be obtained locally, the investment costs can also be used to refurbish or ship the good or material. Specify the total investment costs in the clarification attached to the budget.

The contributions towards the investments in the project for the Netherlands can consist of money or – in exceptional cases - goods. When making the (used) goods available, the extent of one's own contribution is equal to the book value of these articles at this time (in other words, not the market value or technical utility value in the Netherlands or developing country).

The contributions towards the investments in the project for the municipality in the developing country can consist of: investments in the form of movable or immovable goods, labour time or money.

Contributions that come directly or indirectly from the Ministry of Foreign Affairs can not be claimed as one's own contribution.

#### Other expenses

In exceptional cases, VNG International will reimburse expenses other than those mentioned above. This concerns for instance: costs for documentation, supplemental courses or interpreting costs. All these expenses can only be placed on the budget after discussion with VNG International. As regards the interpreting expenses, VNG International assumes that the executors involved speak English, French or Spanish. If other working languages are required, a maximum reimbursement of € 200 per day is possible. (Audio)visual reporting, for instance with pictures, can be essential in certain projects. This is why expenses can be adopted in such cases. Specify the budget amount for these other expenses in a clarification attached to the budget.

In the event that the expenses were discussed with VNG International beforehand, the costs incurred can be 100% reimbursed.

#### 4. Budget Model LOGO South

##### Budget LOGO South Project:

| Number<br>Municipality                                        | unit   | 2006 (budgeted in euro) |                                        | Total 2006 |
|---------------------------------------------------------------|--------|-------------------------|----------------------------------------|------------|
|                                                               |        | number<br>persons       | amount<br>(€ / \$)<br>rate<br>(€ / \$) |            |
| <b>1. Return tickets</b>                                      | number |                         |                                        |            |
| eg. Work visit 1 to developing country                        |        |                         | 1                                      | 0          |
| <b>2. Airport tax</b>                                         | number |                         |                                        |            |
|                                                               |        |                         |                                        | 0          |
| <b>3. Travel expenses in developing country</b>               | km     |                         |                                        |            |
|                                                               |        |                         | 0,11 1                                 | 0          |
| <b>4. Travel expenses in the Netherlands</b>                  | km     |                         |                                        |            |
|                                                               |        |                         | 0,18 1                                 | 0          |
| <b>5. Visa issuance expenses</b>                              | number |                         |                                        |            |
|                                                               |        |                         | 1                                      | 0          |
| <b>6. Vaccinations</b>                                        | number |                         |                                        |            |
|                                                               |        |                         | 1                                      | 0          |
| <b>7. Accommodation expenses in developing country</b>        | days   |                         |                                        |            |
| With "South - South exchange" also expenses for seminars etc. |        |                         |                                        | 0          |
| <b>8. Accommodation expenses in the Netherlands</b>           | days   |                         |                                        |            |
|                                                               |        |                         | 160 1                                  | 0          |
| <b>9. Insurance during work visits.</b>                       | number |                         |                                        |            |
|                                                               |        |                         | 1                                      | 0          |
| <b>10. Contribution in salary costs</b>                       | days   |                         |                                        |            |
| (only possible for work visits to developing country)         |        |                         | 200 1                                  | 0          |
|                                                               |        |                         | 200 1                                  | 0          |
| <b>11. Input of local experts</b>                             |        |                         |                                        |            |
|                                                               |        |                         | 1                                      | 0          |
| <b>12. Audit</b>                                              |        |                         |                                        |            |
| (only possible for multi year projects)                       |        |                         | 1                                      | 0          |
| <b>13. Investment costs</b>                                   |        |                         |                                        |            |
| (only possible for multi year projects)                       |        |                         | 1                                      | 0          |
| <b>14. Other expenses</b>                                     |        |                         |                                        |            |
| <b>Total general (Euro)</b>                                   |        |                         |                                        | 0          |
| Unexpected 5%                                                 |        |                         |                                        | 0          |
| <b>Total 2006</b>                                             |        |                         |                                        | 0          |

## **5 AUDIT PROTOCOL**

### **1. General**

An audit is necessary for the annual financial report and for the final financial settlement of a LOGO South project. The audit protocol is meant for the municipality which has received a contribution from the LOGO South programme and for the appointed auditor.

The objective of this audit protocol is to:

- Clarify the responsibility of the municipality;
- Ensure a correct task transfer by the municipality to the auditor;
- Clarify the scope of the audit.

A Dutch auditor is to carry out the audit. The costs for the audit can be included in the project costs.

### **2. Scope of the audit**

The auditor is responsible for an adequate and sufficient report of their findings and possible financial consequences.

The audit has to be done by a (registered) auditor or a legal inspector.

The auditor has to, within his audit, specify that:

- The task has been carried out (time and costs have truly been used/made for the implementation of the task) in the manner and for the objective as specified in the application, the contract and possible additional conditions.;
- The declared costs are just and complete (including legitimacy);
- For the declared costs the activity has been carried out;
- The in the final settlement declared prices and standard compensations correspond with the prices and compensations as mentioned in the contract or the application;
- That the final financial settlement complies with the general standards of faithfulness.

VNG International can, in the scope of the responsibility for the correctness (including legitimacy) of her expenditures request an auditor to check the performed audit. The municipality and the auditor are to provide full cooperation to this procedure.

### **3. Audit Model**

We have checked the enclosed final financial settlement of the LOGO South project (project number) of (name and place) according to the audit protocol of VNG International on dd/mm/2005. The audit has been carried out according to the general principles of auditing.

On the basis of this report we are of the opinion that:

1. The activity/ activities have been carried out according to the conditions mentioned in the contract closed between (name and place) on (date);
2. The costs declared in the final financial settlement are a truthful reflection of the expenditures.

(Deviations of the audit protocol are to be mentioned separately in the audit report).

This declaration has been made for VNG International located in The Hague; the Netherlands.

, 2005

Auditor:

signature:

#### **4. Modelaccountantsverklaring**

Wij hebben de bijgevoegde einddeclaratie van het onderzoeksproject (naam van het LOGO South-project) van (naam en zetel) gecontroleerd overeenkomstig het controleprotocol van VNG International d.d. .... 2005. Ons onderzoek is verricht in overeenstemming met algemeen aanvaarde controlegrondslagen.

Op grond van dit onderzoek zijn wij van oordeel dat:

1. de activiteit(en) is (zijn) uitgevoerd conform de in de tussen VNG International en (naam en zetel) gesloten overeenkomst, d.d. (datum) vermelde voorwaarden;
2. de in de einddeclaratie opgenomen kosten een getrouw beeld geven van de bestedingen.

(Afwijkingen ten opzichte van het controleprotocol dienen afzonderlijk in de verklaring tot uitdrukking te worden gebracht.)

Deze verklaring is afgegeven ten behoeve van VNG International te Den Haag.

, 2005

registeraccountant / wettelijk controleur

handtekening:

| Nummer:                                                                                        | 2006 (begroot in euro) |                 |                 | Totaal 2006      |
|------------------------------------------------------------------------------------------------|------------------------|-----------------|-----------------|------------------|
| Gemeente:                                                                                      | Eenheid                | aantal personen | bedrag (€ / \$) | koers (€ / \$)   |
| <b>1. Retourtickets</b>                                                                        | Aantal                 |                 |                 |                  |
| <b>Component A, SHP</b>                                                                        |                        |                 |                 |                  |
| Werkbezoek Tshwane periode april - juni 2006 (act. 5)                                          |                        |                 |                 |                  |
| Werkbezoek Tshwane periode mei – september 2006 (act. 8 en 9)                                  |                        |                 |                 |                  |
| Werkbezoek Delft periode september – november 2006 (act. 12)                                   |                        | 4               | 1000            | 1                |
| Totaal Component A                                                                             |                        | 4               |                 |                  |
| <b>Component B, HCT</b>                                                                        |                        |                 |                 |                  |
| Werkbezoek HCT Tshwane, april 2006 (act. 1)                                                    |                        |                 |                 |                  |
| Werkbezoek Delft, mei 2006 (act. 4)                                                            |                        |                 |                 |                  |
| Werkbezoek HCT Tshwane, augustus 2006 (act. 6)                                                 |                        | 2               | 1000            | 1                |
| Werkbezoek HCT Tshwane, oktober 2006 (act. 11)                                                 |                        | 2               | 1000            | 1                |
| Totaal Component B                                                                             |                        | 4               |                 |                  |
| <b>Component C, Eerste Fabrieke</b>                                                            |                        |                 |                 |                  |
| Werkbezoek Tshwane, april 2006 (act. 2 en 3)                                                   |                        |                 |                 |                  |
| Werkbezoek Delft, september 2006                                                               |                        | 2               | 1000            | 1                |
| Totaal Component C                                                                             |                        | 2               |                 |                  |
| <b>Evaluatie december 2006</b>                                                                 |                        | 2               | 1000            | 1                |
| <b>3. Reiskosten in ontwikkelingsland</b>                                                      | km                     |                 |                 |                  |
|                                                                                                |                        | 500             | 0,11            | 1                |
| <b>4. Reiskosten in Nederland</b>                                                              | km                     |                 |                 |                  |
|                                                                                                |                        | 500             | 0,18            | 1                |
| <b>5. Visumkosten</b>                                                                          | aantal                 |                 |                 |                  |
|                                                                                                |                        | 16              | 50              | 1                |
| <b>6. Vaccinatie</b>                                                                           | aantal                 |                 |                 |                  |
| <b>7. Verblijfskosten in ontwikkelingsland</b>                                                 | dagen                  |                 |                 |                  |
| Bij 'Verspreiden kennis en ervaring' ook kosten voor seminar, produktontwikkeling enz.         |                        | 112             | 150             | 1                |
| <b>8. Verblijfskosten in Nederland</b>                                                         | dagen                  |                 |                 |                  |
|                                                                                                |                        | 56              | 160             | 1                |
| <b>9. Verzekeringen bij werkbezoeken</b>                                                       | aantal                 |                 |                 |                  |
| <b>10. Tegemoetkoming salariskosten (alleen mogelijk bij werkbezoek aan ontwikkelingsland)</b> | dagen                  |                 |                 |                  |
|                                                                                                |                        | 80              | 200             | 1                |
| <b>11. Inzet lokale deskundigen</b>                                                            |                        |                 |                 |                  |
| <b>12. Accountantscontrole (alleen mogelijk bij meerjarenprojecten)</b>                        |                        |                 |                 | 1                |
| <b>13. Investeringskosten</b>                                                                  |                        |                 |                 |                  |
| <b>14. Overige kosten</b>                                                                      |                        |                 |                 | 1                |
| <b>Totaal Generaal</b>                                                                         |                        |                 |                 | 0                |
|                                                                                                |                        |                 |                 | 57.705           |
| Onvoorzien 5%                                                                                  |                        |                 |                 | 2885,25          |
| <b>Totaal 2006</b>                                                                             |                        |                 |                 | <b>60.590,25</b> |

| Nummer: _____                                                                                            |           | _____           |               |                    |
|----------------------------------------------------------------------------------------------------------|-----------|-----------------|---------------|--------------------|
| Gemeente: _____                                                                                          |           | _____           |               |                    |
|                                                                                                          |           | aantal personen | bedrag (€/\$) | bedrag (€/\$)      |
| 1. Retourtickets                                                                                         | Aantal    |                 |               |                    |
|                                                                                                          | 4         |                 |               |                    |
| Werkbezoek Delegatie aan Tshwane voorjaar 2007 (1 week)                                                  |           |                 |               |                    |
| Werkbezoek Delegatie Tshwane aan Delft en Den Haag zomer                                                 | 9         |                 |               |                    |
| Werkbezoek SHP activiteit 8: voor zover in 2006 niet gerealiseerd                                        | 4         |                 |               |                    |
| Evaluatiewerkbezoek najaar 2007 (1 week)                                                                 | 2         |                 |               |                    |
| <b>TOTAAL</b>                                                                                            | <b>19</b> | <b>1000</b>     | <b>1</b>      | <b>€ 19.000,00</b> |
| 2. Luchthavenbelasting (deels verwerkt in ticketprijs)                                                   | 17        | 50              |               | € 850,00           |
| 3. Reiskosten in ontwikkelingsland                                                                       | km        |                 |               |                    |
|                                                                                                          | 500       | 0,11            | 1             | € 55,00            |
| 4. Reiskosten in Nederland                                                                               | km        |                 |               |                    |
|                                                                                                          | 500       | 0,18            | 1             | € 90,00            |
| 5. Visumkosten                                                                                           | aantal    |                 |               |                    |
| (visum kost 35 euro voor in Nederland. ZA is niet verplicht, 1 lege pagina in paspoort)                  | 10        | 50              | 1             | € 500,00           |
| Visa not required for a max. stay of 90 days, provided coming for touristic or business purposes         |           |                 |               |                    |
| 6. Vaccinatie                                                                                            | aantal    |                 |               |                    |
| Malaria profilax/dlp/ andere medicijnen                                                                  | 10        | 50              |               | € 500,00           |
| 7. Verblijfskosten in ontwikkelingsland (gebaseerd op DSA en omgerekend)                                 | dagen     |                 |               |                    |
| Verblijfskosten werkbezoek voorjaar 2007                                                                 | 56        |                 |               |                    |
| Verblijfskosten werkbezoek SHP activiteit 8                                                              | 7         |                 |               |                    |
| Verblijfskosten werkbezoek SHP student TU                                                                | 0         |                 |               |                    |
| Verblijfskosten evaluatiewerkbezoek najaar 2007                                                          | 14        |                 |               |                    |
| <b>totaal</b>                                                                                            | <b>77</b> | <b>€ 150,00</b> |               | <b>€ 11.550,00</b> |
| Bij 'Verspreiden kennis en ervaring' ook kosten voor seminar, produktontwikkeling enz.                   |           |                 |               | € 2.000            |
| 8. Verblijfskosten in Nederland                                                                          | dagen     |                 |               |                    |
| Werkbezoek delegatie Tshwane in Nederland zomer 2007                                                     | 83        | € 160,00        | 1             | € 10.080           |
| 9. Verzekeringen bij werkbezoeken                                                                        | aantal    |                 |               |                    |
| delegatie leden za (9) + delegatie NL (10)                                                               | 19        |                 |               | € 500,00           |
| 183 dagen voor 20 mensen (zakelijke reisverzekering centraal beheerd)                                    |           |                 |               |                    |
| 10. Tegemoetkoming salariskosten (ma t/m vrijdag) (alleen mogelijk bij werkbezoek aan ontwikkelingsland) | dagen     |                 | 1             |                    |
| Werkdagen werkbezoek voorjaar 2007                                                                       | 40        |                 | 1             |                    |
| werkdagen werkbezoek SHP act 8                                                                           | 5         |                 |               |                    |
| werkdagen werkbezoek onderzoek student TU                                                                | 0         |                 |               |                    |
| werkdagen werkbezoek najaar 2007                                                                         | 20        |                 |               |                    |
| <b>totaal</b>                                                                                            | <b>65</b> | <b>€ 200,00</b> |               | <b>€ 13.000</b>    |
| 11. Inzet lokale deskundigen                                                                             |           |                 |               |                    |
| Student Universiteit Pretoria vergoeding voor zover niet in 2006 (activiteit 8) onkosten, studie, reis   | 0         | € 200,00        |               | € 0,00             |
| 12. Accountantscontrole (alleen mogelijk bij meerjarenprojecten)                                         |           |                 | 1             |                    |
| idem aan 2006                                                                                            |           |                 |               | € 3.000            |
| 13. Investeringskosten                                                                                   |           |                 |               |                    |
| 14. Overige kosten                                                                                       |           |                 | 1             | 0                  |
|                                                                                                          |           |                 |               | € 61.125           |
| Onvoorzien 5%                                                                                            |           |                 |               | € 3.056,25         |
| <b>Totaal 2007</b>                                                                                       |           |                 |               | <b>€ 64.181,25</b> |

|                                                                                                          |           |                        |          |                    |
|----------------------------------------------------------------------------------------------------------|-----------|------------------------|----------|--------------------|
| Nummer:                                                                                                  |           | 2008 (begroot in euro) |          | Totaal 2008        |
| Gemeente:                                                                                                |           |                        |          |                    |
|                                                                                                          |           | Eerste termijn         | bedrag   |                    |
|                                                                                                          |           | personen               | (€ / \$) | (€ / \$)           |
| 1. Retourtickets                                                                                         | Aantal    |                        |          |                    |
|                                                                                                          | 4         |                        |          |                    |
| Werkbezoek Delegatie aan Tshwane voorjaar 2008 (1 week)                                                  |           |                        |          |                    |
| HCT/SHP/ EF                                                                                              |           |                        |          |                    |
| Werkbezoek Delegatie Tshwane aan Delft en Den Haag zomer                                                 | 9         |                        |          |                    |
| Evaluatiewerkbezoek najaar 2008 (1 week)                                                                 | 2         |                        |          |                    |
| <b>TOTAAL</b>                                                                                            | <b>15</b> | <b>1000</b>            | <b>1</b> | <b>€ 15.000,00</b> |
| 2. Luchthavenbelasting (deels verwerkt in ticketprijs)                                                   | 15        | 50                     |          | € 750,00           |
| 3. Reiskosten in ontwikkelingsland                                                                       | km        |                        |          |                    |
|                                                                                                          | 500       | 0,11                   | 1        | € 55,00            |
| 4. Reiskosten in Nederland                                                                               | km        |                        |          |                    |
|                                                                                                          | 500       | 0,18                   | 1        | € 90,00            |
| 5. Visumkosten                                                                                           | aantal    |                        |          |                    |
| (visum kost 35 euro voor in nederland. ZA is niet verplicht, 1 lege pagina in paspoort)                  | 10        | 50                     | 1        | € 500,00           |
| Visa not required for a max. stay of 90 days, provided coming for touristic or business purposes         |           |                        |          |                    |
| 6. Vaccinatie                                                                                            | aantal    |                        |          |                    |
| Malaria profilax/dtp/ andere medicijnen                                                                  | 10        | 50                     |          | € 500,00           |
| 7. Verblijfskosten in ontwikkelingsland (gebaseerd op DSA en omgerekend)                                 | dagen     |                        |          |                    |
| Verblijfskosten werkbezoek voorjaar 2008                                                                 | 56        |                        |          |                    |
| Verblijfskosten evaluatiewerkbezoek najaar 2008                                                          | 14        |                        |          |                    |
| <b>totaal</b>                                                                                            | <b>70</b> | <b>€ 150,00</b>        |          | <b>€ 10.500,00</b> |
| Bij 'Verspreiden kennis en ervaring' ook kosten voor seminar, produktontwikkeling enz.                   |           |                        |          | € 2.000            |
| 8. Verblijfskosten in Nederland                                                                          | dagen     |                        |          |                    |
| Werkbezoek delegatie Tshwane in Nederland zomer 2008                                                     | 63        | € 160,00               | 1        | € 10.080           |
| 9. Verzekeringen bij werkbezoeken                                                                        | aantal    |                        |          |                    |
| delegatie leden za (9) + delegatie NL (10)                                                               | 19        |                        |          | € 500,00           |
| 183 dagen voor 20 mensen (zakelijke reisverzekering centraal beheer)                                     |           |                        |          |                    |
| 10. Tegemoetkoming salariskosten (ma t/m vrijdag) (alleen mogelijk bij werkbezoek aan ontwikkelingsland) | dagen     |                        | 1        |                    |
| Werkdagen werkbezoek voorjaar 2008                                                                       | 40        |                        | 1        |                    |
| werkdagen werkbezoek najaar 2008                                                                         | 20        |                        |          |                    |
| <b>totaal</b>                                                                                            | <b>60</b> | <b>€ 200,00</b>        |          | <b>€ 12.000</b>    |
| 11. Inzet lokale deskundigen                                                                             |           |                        |          |                    |
| 12. Accountantscontrole (alleen mogelijk bij meerjarenprojecten)                                         |           |                        | 1        |                    |
| idem aan 2006                                                                                            |           |                        |          | € 3.000            |
| 13. Investeringskosten                                                                                   |           |                        |          |                    |
| 14. Overige kosten                                                                                       |           |                        | 1        | 0                  |
|                                                                                                          |           |                        |          | € 54.975           |
| Onvoorzien 5%                                                                                            |           |                        |          | € 2.748,75         |
| <b>Totaal 2007</b>                                                                                       |           |                        |          | <b>€ 57.723,75</b> |

**ALGEMEEN OVERZICHT**

Begroting LOGO South project

**Totaal 2006 in euro's** € 60.590,25**Totaal 2007 in euro's** € 64.181,25**Totaal 2008 in euro's** € 57.723,75**Totaal Generaal** € 182.495,25**TOTAAL (in euro's)** € 182.495,25**LIQUIDITEITSPANNING (IN TE VULLEN DOOR VNG INTERNATIONAL)**

## Daily Substance Allowance Worksheet

Country : South Africa

Location : Pretoria

### 1. Prices of a single room with bath, including service charges : ( Rand based )

| Hotels / Restaurants Used | Room Rate | Meal Rate | Comments               |
|---------------------------|-----------|-----------|------------------------|
| BURGER'S PARK             | 0         | 195       | Room: Inc. bkfst+disc. |
| CENTURION LAKE            | 725       | 0         | Room: Inc. bkfst+disc. |
| Holiday Inn Arcadia       | 782       | 0         | Room: Disc.            |
| SHERATON                  | 798       | 355       | Room: Disc.            |
| VILLA VIA                 | 725       | 0         | Room: Inc. bkfst.      |

### 2. Calculation of DSA Rate :

|                              |       |
|------------------------------|-------|
| a. Average Room Rate         | 758   |
| b. Average Meal Rate         | 275   |
| c. Sub Total                 | 1,033 |
| d. Incidentals ( 15 % of c ) | 155   |
| e. Total                     | 1,187 |

### 3. Rate of Exchange Used: 6.5400 Rand to one US Dollar

|                                             | Local Rate | US\$ Rate |
|---------------------------------------------|------------|-----------|
| <b>4. DSA Rates Effective : 01/Jun/2006</b> |            |           |
| First 60 Days                               | 1,21       | 185       |
| After 60 Days                               | 910        | 139       |
| First 30 Days                               | 1,21       | 185       |
| 30 to 60 Days                               | 1,21       | 185       |
| 60 to 120 Days                              | 910        | 139       |
| After 120 Days                              | 910        | 139       |

185 dollar = EUR

€ 145,23

<http://www.oanda.com/convert/classic>

### FXConverter - 164 Currency Converter Results

Friday, June 9, 2006

**1 US Dollar = 0.78503 Euro**  
1 Euro (EUR) = 1.27384 US  
Dollar (USD)

Median price = 0.78494 /  
0.78503 (bid/ask)  
Minimum price = 0.78068 /  
0.78077  
Maximum price = 0.79192 /  
0.79201