



Public Health  
Agency of Canada

Agence de la santé  
publique du Canada

**INTERNATIONAL HEALTH GRANTS PROGRAM**  
**PUBLIC HEALTH AGENCY OF CANADA**  
**TARGETED CALL FOR PROJECT PROPOSALS**



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## PART A - Invitation to Submit a Funding Request

The Office of International Affairs for the Health Portfolio (OIA) at the Public Health Agency of Canada (PHAC) would like to invite your organization to submit a funding request under the International Health Grants Program (IHGP).

### DEADLINE FOR SUBMISSION:

Send by e-mail to: Timna Gorber ([timna.gorber@hc-sc.gc.ca](mailto:timna.gorber@hc-sc.gc.ca)) with a copy to Boniface Kabore, ([boniface.kabore@phac-aspc.gc.ca](mailto:boniface.kabore@phac-aspc.gc.ca)) and Valérie Tkacz-Lacroix ([valerie.tkacz-lacroix@phac-aspc.gc.ca](mailto:valerie.tkacz-lacroix@phac-aspc.gc.ca)) no later than **November 4, 2016**.

PHAC will acknowledge the receipt of your funding request within two business days.

### INTRODUCTION

#### Purpose

OIA is seeking proposals which align with six priority areas that support Canada’s global health priorities and partnerships under the following themes:

- Anti-microbial Resistance;
- HIV/AIDS and Tuberculosis;
- *International Health Regulations* Capacity Building;
- Regulatory Capacity Building;
- Health Systems Strengthening; and
- Strengthening Global Health Governance.

Your organization has been identified as a key partner in helping to advance these priorities and is invited to submit a proposal for a project related to these themes.

#### Description of Funding Program – Objectives and Priorities

The IHGP is a program of the Government of Canada that facilitates the Health Portfolio’s participation in international activities, strengthens intersectoral collaboration and promotes increased awareness and understanding of current and emerging global health issues of priority to Canada.

The objectives of the IHGP are to:

- Identify, assess and promote approaches, models and best practices that respond to Canada’s global health priorities and international commitments and obligations;
- Increase knowledge on current and emerging global health issues to inform policy and program development and contribute to improving health outcomes within and outside Canada;
- Increase collaboration and strengthen relationships with key partners and stakeholders on current and emerging global health issues of importance to the Health Portfolio.
- Support Canada’s participation in select multilateral organizations in line with Canada’s international health commitments, obligations and priorities;
- Strengthen Canada’s leadership on global health issues and ensure that Canada’s priorities are reflected on the international health agenda;
- Enhance global health capacity/participation in areas directly related to the priorities of the Health Portfolio and/or the Government of Canada.



| ELIGIBILITY  |
|--|
| <p><b>1. Eligible organizations</b></p> <p>Only applicants who fall under the following categories may be considered for funding:</p> <p>International and Canadian not-for-profit organizations and institutions (i.e. bilateral and multilateral international organizations and institutions with established relationships with Canada; federal Crown corporations; non-governmental; or academic).</p> <p>The applicant must clearly demonstrate how its funding request meets the eligibility criteria as set out below.</p>   |
| <p><b>2. Eligible and Ineligible Expenditures</b></p> <p><b>Eligible expenditures:</b> include such necessary and reasonable costs that relate directly to the activities of the approved projects such as personnel, travel and accommodation, operating expenses, rent and utilities, material and supplies, costs of services and equipment rentals, evaluation and dissemination, and any other costs that are in support of the approved project.</p> <p><b>Ineligible expenditures:</b></p> <ul style="list-style-type: none"><li>• Pure research in any discipline;</li><li>• Costs of ongoing activities for the organization;</li><li>• Capital costs to acquire or improve capital assets through construction, purchase or lease;</li><li>• Ongoing operational support or overhead/administrative fees expressed as a percentage of ongoing activities of an organization; and</li><li>• Unidentified miscellaneous costs.</li></ul> |
| FUNDING REQUEST REVIEW PROCESS   |
| <p><i>Once received, all funding requests are screened to ensure they meet eligibility criteria, address the identified priorities and are complete as per the funding request requirements outlined in Part B (Funding Request Form). Eligible funding requests will be assessed for quality, merit and relevance. During the review process, applicants may be contacted to provide additional information. Applicants will be notified of the results once a final decision is made.</i></p> <p><i>The assessment criteria are included in each section of the Funding Request Form within this document.</i></p> <p><b>Note: PHAC is under no obligation to enter into a Funding Agreement as a result of this Invitation to Submit a Funding Request.</b></p>   |
| <p><b>Proactive Disclosure</b></p> <p>The Government of Canada may make public announcements regarding successful projects. Information related to such announcements will be published on PHAC’s website.</p>   |
| <p><b>Note: Project activities should <u>not</u> be undertaken or expenses incurred prior to the signing of a Funding Agreement by all parties.</b></p>  |

PHAC collects information for the purpose of evaluating funding applications for grants and/or contributions. The information contained in the Funding Request Form such as the objectives and activities of the organization, number of employees and financial data may be accessible under the provisions of Canada’s *Access to Information Act*. All personal information will be protected in accordance with Canada’s *Privacy Act*.



PART B - Funding Request Form

To be completed by the applicant

| SECTION 1  |  | Organizational Information                              |
|--|--|---|
| 1. Preferred language of correspondence  |  | X English <input type="checkbox"/> French               |
| 2. Name  |  |   |
| a. Legal name of organization: Inter-American Institute for Cooperation on Agriculture (IICA)  |  |   |
| b. Legal name of organization in French (if applicable): N/A   |  |   |
| c. Operating name of organization (if different from legal name): N/A  |  |   |
| 3. Size of organization  |  |   |
| a. Number of employees: 671  |  |   |
| b. Annual budget: \$40,000,000 (USD)   |  |   |
| 4. Mailing address:  |  | 5. Courier address (if different than mailing address): |
| P.O. Box 55-2200   |  |   |
| San José, Vazquez de Coronado, San Isidro  |  |   |
| Costa Rica 11101   |  |   |
| Tel.: +506 2216 0184   |  |   |
| Fax: +506 2216 0221  |  |   |
| 6. Organization's official website address: <a href="http://www.iica.int">www.iica.int</a>   |  |   |
| 7. Name of Executive Director or President: Dr. Victor M. Villalobos   |  |   |
| 8. Project contact person (if different from above): Trudy Werry   |  |   |
| 9. Financial contact person (if different from above): Robert Ahern  |  |   |
| 10a. Contact's mailing address (if different from above):  |  | 10b. Telephone No.: 613 2301044                         |
| IICA Delegation in Canada  |  | Extension:  |
| 130 Albert St. Suite 1002  |  |   |
| Ottawa, ON K1P 5G4   |  | 10c. Fax No.: 613 2301951                               |
| 10d. E-mail address(es): <a href="mailto:trudy.werry@iica.int">trudy.werry@iica.int</a> <a href="mailto:robert.ahern@iica.int">robert.ahern@iica.int</a> |  |   |

| SECTION 2  | Previous Funding |
|--|------------------|
| 1. Has the organization received funding from the Government of Canada (grants or contributions) within the past 12 months? X Yes <input type="checkbox"/> No  |                  |
| Contribution from Global Affairs Canada – the assessed contribution for Canada's membership in the IICA in order to participate in the Institute's work on trade development, food safety and sustainable production, to use the IICA as a forum to promote Canadian expertise and Canadian agri-business, and to improve and build new linkages for Canada with Latin America and the Caribbean. 2015-2016: \$3,598,302 |                  |
| Contribution from the Canada-Americas Trade Related Technical Assistance Program (CATRTA) through the Global Affairs Canada and administered by the Conference Board of Canada. In 2015-2016, IICA Canada carried out a project worth \$53,441.  |                  |





Funds (\$75,000) were provided to IICA in 2014 through Agriculture and Agri-food Canada (AAFC) to promote effective participation by CCLAC member countries, including those in the Caribbean, in the Codex Alimentarius Commission and Codex Committees. This new proposal builds on the 2014 investment by addressing issues previously identified particularly as they relate to the function of Codex authorities at the national level.

SECTION 3Project Information

|   |  |
|---|--|
| 1. Project title: Strengthening National Food Safety Regulatory Capacity in CARICOM Countries |  |
| 2a. Planned Project Start Date: March 6, 2017   | 2b. Planned project end date: Sept. 2019 |
| 3a. Duration of project (months): 30  | 3b. Total amount requested: \$110,000    |

4. Please provide a detailed, clear description of the proposal which includes:

Context – Project relevance and need

The availability of safe and nutritious food is a basic human right and a fundamental public health concern. The rapid growth in global food trade, particularly in developing and least developed nations, has definite socio-economic benefits. However, it may also result in increased potential for the spread of foodborne illnesses. The agri-food and seafood trade between the Caribbean Community (CARICOM) countries and Canada reached \$278 million (2015), including \$100 million in imports (5% increase from 2014), which has a direct impact on the Canadian food supply.

In 2013, in collaboration with the Pan-American Health Organization (PAHO), Canada developed a work plan to strengthen regulatory authorities' capacity for food safety in the CARICOM. Additionally, under the PAHO Strategic Plan 2014-2019, member countries, including Canada, committed to ensuring that all countries in the PAHO region have the capacity to mitigate risks to food safety and respond to outbreaks. The purpose of this proposed project is to implement elements of the work plan and support implementation of PAHO strategic plan priorities in the CARICOM region.

Funds were provided to IICA in 2014 through Agriculture and Agri-food Canada (AAFC) to promote effective participation by CCLAC member countries, including those in the Caribbean, in the Codex Alimentarius Commission and Codex Committees. This proposed intervention is aimed at building on previous investments by addressing issues identified during the earlier initiatives, particularly as related to the function of Codex authorities at the national level.

This project will enhance CARICOM countries' regulatory capacity and ability to adopt international food safety standards that are developed by the Codex Alimentarius, thus strengthening the safety of the global food supply. It will also result in improved collaboration and regulatory alignment between Canada and CARICOM countries to address food safety and nutrition issues of mutual interest, enhancing safety of foods imported from the CARICOM region.

Also, the World Health Organization's World Health Assembly Resolution 63.3 "Advancing Food Safety Initiatives" urges Member States to efficiently and consistently tackle foodborne diseases and food safety issues through the International Food Safety Authorities Network (INFOSAN) and to actively participate in Codex standard setting process.

Project objectives

The overall objective of this project is to improve the safety of the global food supply by strengthen national food control system of the CARICOM countries by enhancing their ability to identify emerging food safety issues and risks through INFOSAN, and to manage those risks at a global level through effectively influencing and participating in international food safety standards development process (i.e. Codex Alimentarius Commission). In particular, this project will:

- 1) **Establish a virtual network:** To strengthen the capacity of Codex Contact Points and food safety regulatory personnel in CARICOM countries by building on existing networks (INFOSAN and Codex) and establishing a virtual network of National Focal Points.
- 2) **Strengthen capacity of CARICOM National Codex Offices:** To improve organizational structure, operating framework and the governance of national Codex offices in the CARICOM countries through facilitated training from the Canadian Codex Office prior to the 2017 Codex Alimentarius Commission (CAC).

3) **Ongoing mechanism to identify emerging issues:** To strengthen mechanisms for identifying and reporting on emerging food safety issues, including leveraging the virtual network of National Focal Points, from the CARICOM region, to mitigate risks to the global food supply.

*Key activities*

1. **A regional meeting** with International Network of Food Safety Authorities (INFOSAN) National Focal Points to establish virtual network.

INFOSAN is a global network of national food safety authorities from 186 Member States managed by the World Health Organization (WHO) and the Food and Agriculture Organization (FAO). Its goal is to prevent the international spread of contaminated food and foodborne disease, and strengthen food safety systems globally. This has been done by promoting the rapid exchange of information during food safety events; sharing information on important food safety issues of global interest; promoting partnership and collaboration between countries and networks; and helping countries to strengthen their capacity to manage food safety emergencies.

INFOSAN is supported by Health Canada, the Public Health Agency of Canada and the Canadian Food Inspection Agency, primarily through interaction with Emergency Contact Points. While these engagements are very valuable, they typically occur during emergencies and therefore do not result in longer term, meaningful information exchange about preventive food safety issues such as risk analysis and emerging threats. As such, enhanced engagement with National Focal Points who are responsible for collecting and sharing information related to risk assessment on emerging hazards, lessons learnt, and identified good practices, will have a significant impact on strengthening food safety systems in the region. This network has not yet been formally established.

Through this activity, IICA will formalize and strengthen the working relations between National Focal Points of the CARICOM countries through a regional workshop. This workshop will consist of two components. 1) capacity building for food safety regulators 2) establishment and management of the virtual network (finalization of Terms of Reference, organizational structure, virtual meeting schedule, process to convene to address urgent issues, etc.). The capacity building aspect of this activity will particularly focus on providing input into INFOSAN, as well as using information in INFOSAN for undertaking health risk assessment, responding to food safety emergencies and outbreak and elements of a strong food safety system.

The advantage of this intervention is that it builds on previous INFOSAN investments, including those made by Canada, and provides a mechanism and structure by which food safety regulatory officials will be supported to meet “virtually” with scheduled regularity and discuss topics of relevance and importance to Canada and CARICOM (**Objective 1**). This platform will also serve as a mechanism to identify and report on emerging food safety issues which may impact the global food supply (**Objective 3**).

2. **Training** and hosting an inter-regional Codex Colloquium between Canadian Codex Office and national Codex Alimentarius Commission (CAC) delegates from the CARICOM countries.

It is proposed that authorities from the Canadian Codex office and other relevant Canadian agencies provide technical training to CAC delegates from CARICOM countries on strategies and approaches towards improving organizational structures, operating frameworks and national governance for Codex national offices (objective 2).

Intensive and focused training delivered by Canadian and international experts in food safety and Codex will be developed and delivered in partnership with IICA with support from the US Codex office and the United States Department of Agriculture (USDA) Foreign Agriculture Service (USDA/FAS).

Following Canada-CARICOM training session focused on enhancing organizational structure governance and operating framework of CARICOM Codex offices, delegates from the CARICOM countries will participate in a 3 day inter-regional Codex colloquium that will include all countries from the Americas (the Latin American and Caribbean region - CCLAC) and selected countries from Africa. This unique gathering will allow CARICOM delegates an unparalleled opportunity to interact with a large, diverse cadre of Codex professionals, learn best practices for effective participation in international standard setting bodies, and prepare for the upcoming Codex Alimentarius Commission (CAC). Using facilitated discussion and break-out



groups, CARICOM delegates will have an opportunity to be part of a “simulated/mock” CAC session and work with other countries from the Americas (CCLAC region of Codex) and Africa (CCAFRICA). CARICOM delegates along with delegates from the Americas and Africa will work through the entire CAC agenda, informally discuss country positions, identify areas of shared interest and/or divergence, and work to clarify questions and understanding around one another’s positions to reach consensus and strengthen regulatory alignment. In this way CAC delegates from the CARICOM, the CCLAC and CCAFRICA will be prepared to participate effectively when they arrive at the 2017 CAC meetings and differences in positions, should they exist, will be well known and understood prior to official meetings, thus avoiding timely and confusing explanations during the CAC. This may also potentially ensure that food safety standards of interest to Canada are effectively considered at the 2017 CAC meeting.

The proposed Codex colloquium provides a unique opportunity to re-enforce the training elements of importance to Canada and to further improve collaboration and regulatory alignment between Canada and CARICOM countries. By leveraging the opportunity afforded by the USDA/FAS funded colloquium, CARICOM participants will put into the practice training elements covered during the Canadian training. Participants will build competencies during the session thus strengthening capacity of CARICOM national Codex Offices.

3. Operationalization of the virtual network to support systematic and consistent **identification of emerging food safety issues**, trends and risks.

On-going support, monitoring and evaluation of the virtual network of the Regional INFOSAN National Focal Points will be carried out to support the operationalization of a mechanism to report emerging food safety issues (**objective 3**). The virtual network is expected to formalize its mechanism for identifying and reporting on emerging food safety issues from CARICOM during the aforementioned regional meeting (activity 1). In order to promote sustainability of the mechanism, network members will be engaged through a participatory process called “group concept mapping”. The process is intended to provide robust measures of consensus amongst the network members and will be used to facilitate implementation of the mechanism as well as to develop the baseline and criteria for evaluation. IICA specialists will provide secretariat services for the network’s virtual meetings and will support the network’s efforts to monitor and evaluate the mechanism for reporting on emerging food safety issues.

*Additional partners (if any)*

The United States Codex Office and the United States Department of Agriculture (USDA) Foreign Agriculture Service (FAS) will be partner to support one activity (**objective 2 – training**). These partners will contribute both technical and financial resources that will augment the impact and scope of this project, allowing Canada to leverage existing initiatives and prevent any duplicative capacity building activities, while targeting IHGP funding towards CARICOM countries. It will also enable engagement and participation of other from the Americas.

The Pan-American Health Organization (PAHO) will be a key technical partner in the INFOSAN regional meeting (**objective 1 & 3**). While the current budget does not envision a direct financial contribution by PAHO, IICA will work to identify opportunities to leverage program funds with additional resources should they become available.

Health Canada will be a key partner in supporting all the objectives and will provide in-kind support such as the provision of technical advice and training. Health Canada will also coordinate with other Government of Canada departments to provide and seek necessary in-kind and/or technical support.

*How the project will contribute to capacity building and knowledge transfer?*

This project will contribute to capacity building and knowledge transfer in several key ways:

With regard to Activity 1, direct capacity building and knowledge transfer between Canadian experts and CARICOM regulatory personnel will occur during the proposed regional meeting of INFOSAN National Focal Points. The agenda for this workshop will include aspects related to the use of information and data for food safety risk assessment, collaboration and communication between food safety regulators and national Codex officials/committees, risk communication, and other topics on food borne illness risk mitigation and prevention.

The proposed virtual network of INFOSAN National Focal Points will serve as a platform for horizontal cooperation, capacity building, and knowledge transfer as the network is intended to convene on a regular basis, discuss issues and challenges currently being faced, and work together to address them. The benefit of this type of capacity building is two-fold: in addition to the direct augmentation of professional skills, participants will receive the added benefit of a strengthened professional network that often has many unforeseen positive advantages for specific countries and the entire CARICOM region. This effect has been observed in previous





IICA interventions around food safety initiatives, where participants established a web based (e.g. Snapchat) account and currently use that platform to initiate discussions around emerging issues. Use of innovative tools such as these will allow CARICOM countries to play an effective role in informing and working with international regulators, such as Health Canada, to identify emerging issues, and respond to food safety risks proactively on a consistent basis.

With regard to Activity 2, direct capacity building and knowledge transfer between Canadian Codex personnel and food safety experts and their CARICOM counterparts will occur during the proposed training workshop. The training curriculum will include strategies and approaches to improve organizational structure, operating framework and national governance of Codex issues, as well as other topics supporting alignment between Canada and CARICOM countries on food safety approaches. Furthermore, capacity building and knowledge transfer during the colloquium will focus on interpretation and understanding Codex agenda items; effectively developing, presenting, and representing country positions; and the professional conduct of Codex delegates during the CAC. Similar to Activity 1, the international network of the CARICOM Codex delegates who participate will be strengthened and augmented, likely resulting in stronger regional cohesion and more positive interactions with potential trade partners in the future. In addition, IICA officials will follow up with each participant from the participating CARICOM countries to assess any additional needs for knowledge transfer and provide any additional capacity building support as necessary.

## SECTION 4 Capacity of Organization/Suitability

Provide an overview of the key roles and responsibilities of your organization for the execution of the project.

Provide an overview of your organization, including your organization's mandate/vision, philosophy/principles and goals.

IICA has been the specialized agency for agriculture of the Inter-American System for more than 70 years, and its mission is "To be the institution of the Inter-American System that provides technical cooperation, innovation and specialized knowledge to contribute to the competitive and sustainable development of agriculture in the Americas and to improve the lives of rural dwellers in the member countries".

IICA provides direct technical cooperation through actions focused on four strategic objectives:

- to improve the productivity and competitiveness of the agricultural sector;
- to strengthen agriculture's contribution to the development of territories and to rural well-being;
- to improve agriculture's capacity to mitigate the effects of, and adapt to, climate change, and make better use of natural resources; and
- and to improve agriculture's contribution to food security.

Within IICA, the overall objective of Agricultural Health and Food Safety (AHFS) is to promote a productive, profitable and competitive agricultural sector that provides safe food to local, regional and global markets through the application of appropriate sanitary and phytosanitary measures. The specific objectives of AHFS are:

- Promote effective implementation of the World Trade Organization (WTO) Agreement on the Application of Sanitary and Phytosanitary Measures (SPS Agreement) and the active and effective participation of member countries in international SPS fora;
- Support modernization of national AHFS services to help member countries meet market requirements and adequately protect human, animal and plant health.
- Support the strengthening of member countries and their national services in their ability to address emerging AHFS issues and emergencies and support the development of technical skills in plant health, animal health and food safety.
- Support the adoption of best practices and the application of science to improve productivity in the agricultural sector.

AHFS develops and implements technical capacity building projects around effective participation in the Codex Alimentarius valued between \$750,000 and \$1,000,000 USD annually. Regarding work in the Caribbean, IICA's AHFS group is currently implementing a project on behalf of CARIFORUM that is focused on strengthening sanitary and phytosanitary legislation, coordination, and capacity; this 42-month project is valued at 11.7 million Euros and will conclude in March, 2107.

In the Americas, IICA is a very effective partner for Canada to deliver a project under the International Health Grants Program. IICA, in collaboration with the US and Canada, has demonstrated the ability to forge harmonious positions on international platforms such as Codex. In the Americas, IICA has a



network of 34 Offices which can combine their capabilities to provide assistance with international experiences of various types, in coordination with national authorities and partners.

Provide a description of your organization, including governance and capacity to carry-out projects, i.e., staff's work experience, financial administration/management.

IICA has two governing bodies and one executive arm (General Directorate). Both are governed by the pertinent provisions of the Convention on the Inter-American Institute for Cooperation on Agriculture (IICA) and by their respective Rules of Procedure. The Inter-American Board of Agriculture (IABA) is the highest governing body. It consists of 34 Member States (Ministers of Agriculture) and holds a regular meeting every two years. The Executive Committee (EC) consists of 12 Member States. The Executive Committee holds a regular meeting each year. By mandate of the IABA, two special mechanisms have been appointed: (i) the Audit Review Committee (ARC), and (ii) the Special Advisory Commission on Management Issues (SACMI). Agriculture and Agri-Food Canada (AAFC) participates in IICA's governance.

IICA has adopted a results based management system across the Institute and has extensive experience in project management based on international quality standards and good management practices. Within IICA, all processes; resources; activities; monitoring, evaluation and accountability processes; and incentives focus on achieving results.

IICA works with a wide range of donors, such as the United States Department of Agriculture, the European Union, the Inter-American Development Bank and the Japan International Cooperation Agency, among others. This means that its management model and administrative processes adhere to strict international quality standards. For example, the EU's recognition of IICA has been expressed in its endorsement of the five pillars (accounting system, external audit, internal control system, grants and procurement) applied to management issues, as evidenced by an external assessment confirming IICA as an institution that complies with international standards, which allows the Institute to execute EU funds under IICA's regulations and standards.

In the Americas, IICA is a very effective partner for Canada to deliver a project under the International Health Grants Program. IICA, in collaboration with the US and Canada, has demonstrated the ability to forge harmonious positions on international platforms such as Codex. In the Americas, IICA has a network of 34 Offices which can combine their capabilities to provide assistance with international experiences of various types, in coordination with national authorities and partners. For this project IICA not only has "on the ground" specialists in the region but can call upon its vast network of internal experts in food safety, Codex international standards, and project evaluation.

Provide a brief explanation demonstrating your organization's financial capacity to support the proposed project.

Contributions in the form of annual quotas from member countries provide a source of funding to maintain IICA's network of offices and core personnel throughout the hemisphere, to respond to the priorities of Member States in accordance with the Program Budget approved by the IABA. In addition, IICA relies on external resources to contribute to financing IICA's interventions in its member states. Most of these external resources are implemented through projects. A stronger internal framework for the management of projects has been implemented in the Institute to strengthen its standing as the leading development agency providing technical assistance to agriculture and the rural milieu in the Americas. Like many of the leading international agencies involved in development cooperation, IICA has recognized the advantages of having a standardized approach to project cycle management of their interventions.

Annually approximately 70% of the resources executed by IICA are external funds administered through legal agreements with counterparts, donors, financial organizations and governments, under a fund accounting system that enables IICA to maintain separate detailed information by source or project, including the available balance of resources, budget, commitment and accounting information and detail by activity, project, program, location, and line item or expense category.

The Institute's accounting records are kept via a standardized accounting system, SAP, to ensure control while capturing detailed information necessary to effectively respond to the reporting and informational needs of our varied counterpart governments and institutions. Accounting procedures are based on in-country, decentralized accounting and reporting processes, linked to a single database, to provide budgetary controls and consolidation of the information, and accounts are audited annually to ensure transparency.



IICA has over the years been largely successful in attracting external funding to implement a wide range of development projects, mainly as a result of the strength of its technical expertise and transparent use of resources. External funding has placed a greater emphasis on cost effective and efficient approaches to IICA’s work in its member territories. A key area of focus is the project management approach of the Institute and the adoption of a results-based model.

In 2015 the Institute used its own resources to execute five hemispheric projects, nine multinational projects, and 47 national actions; and implemented 190 externally funded projects and actions costing nearly USD 95 million. The entire portfolio of projects is linked to the 34 IICA country strategies agreed with the respective national authorities that, along with the MTP, establish the institutional work priorities.



| SECTION 5  |   |  |   |   |   |  |
|--|---|--|---|---|---|--|
| Workplan and Timetable   |   |  |   |   |   |  |
| Complete the workplan and timetable for the duration of the project.   |   |  |   |   |   |  |
| SECTION 5 ASSESSMENT CRITERIA  |   |  |   |   |   |  |
| Objective(s)   | Activities  | Person(s) Responsible  | Timelines   | Estimated Cost  | Output(s)   |  |
| What does your organization intend to accomplish as a result of this project? Who will benefit? How and by when?                         | What actions will be undertaken to meet the objectives?   | Who will be responsible for these activities?  | When and/or how long will the activities occur? (be specific)   | What resources are required?<br>Breakdown of information related to personnel, travel, meeting room, etc. (costs should be consistent with the proposed budget figures) | What products or services will be generated from the project activities?  |  |
| Establish a virtual network to strengthen the capacity of Codex Contact Points and food safety regulatory personnel in CARICOM countries | Regional meeting with INFOSAN National Focal Points   | Robert Ahern, AHFS Lead<br>Carol Thomas, AHFS Caribbean Region Specialist<br>Eric Bolaños, IICA Specialist for Codex capacity building | Two months to plan and execute the 2-day INFOSAN regional meeting tentatively scheduled for September 2017.   | Travel \$33,609<br>Materials \$650<br>Meeting room etc \$3336<br>Travel insurance \$1765<br>Personnel \$2500  | A functional virtual network established for INFOSAN National Focal Points of the CARICOM region.<br><br>Finalized terms of Reference, organizational structure, virtual meeting schedule, and process to convene and address urgent food safety issues |  |
| To improve organizational structure, operating framework and the governance of national Codex offices in the CARICOM countries           | Training of INFOSAN National Focal Points<br>Codex workshop and inter-regional Codex colloquium including a simulated/mock CAC session. | IICA Robert Ahern, Carol Thomas, & Eric Bolaños<br>HC Codex Office Marie Pierre Parenteau & Bhavik Thakkar                             | Three months to plan and develop the training material and the Codex workshop activities to be delivered at the colloquium tentatively scheduled for June 2017. | Travel \$48,292<br>Materials \$650<br>Meeting room etc. \$3250<br>Travel insurance \$1892<br>Personnel \$2500   | Coordinating mechanism established between Canadian Codex authorities and CARICOM<br><br>Training material on Codex organizational structure, operating framework and governance for Codex  |  |



|   |  |   |   |   |   |
|---|--|---|---|---|---|
|   |  |   |   |   | national offices delivered.   |
| To strengthen mechanisms for systematic and consistent identification and reporting on emerging food safety issues from the CARICOM region to mitigate risks to the global food supply. | On-going support for regular meetings of the INFOSAN National Focal Points<br>Evaluation of the virtual network established for INFOSAN National Focal Points and its mechanism for reporting food safety issues | Robert Ahern, AHFS Lead<br>Carol Thomas, AHFS Caribbean Region Specialist<br>Eric Bolaños, IICA Specialist for Codex capacity building<br>Trudy Werry, IICA Canada, Technical and Performance Coordinator | Two months to plan and execute evaluation session during the 2-day INFOSAN regional meeting tentatively scheduled for September 2017.<br>Evaluation baseline and criteria established after the first meeting of virtual network (Sept 2017).<br>Evaluation completed after 2 years of virtual network functioning (Sept. 2019) | Evaluation \$5000<br>Knowledge dissemination \$1556<br>Personnel \$5000 | Mechanism for identifying and reporting on emerging food safety issues established.<br>IICA serves as the Technical Secretariat of the network and monitors the implementation of the mechanism. (Thomas)<br>Meeting reports<br>Evaluation report |

| SECTION 6   |  |  |  |   |  |  |
|---|--|--|--|---|--|--|
| Performance Measurement and Evaluation Plan   |  |  |  |   |  |  |
| Complete the Performance Measurement and Evaluation Plan, if the information is available.                      |  |  |  |   |  |  |
| SECTION 6 ASSESSMENT CRITERIA   |  |  |  |   |  |  |
| Objective(s)  | Expected Output(s)   | Expected Outcome(s)  | Success Indicators   | Data Collection Methods and Analysis  | Timelines and Frequency  |  |
| Must be identical to the objectives in the project workplan.  | Products or services generated from project activities must be identical to the outputs in the project workplan.   | What does your organization expect to change or influence as a result of activities and for whom?  | What information will your organization use to track results (outcomes)?   | How will your organization gather and analyze the information and who will be responsible?          | How often will your organization collect this data and for what time period? |  |
| Establish a virtual network to strengthen the capacity of food safety regulatory personnel in CARICOM countries | A functional virtual network for INFOSAN National Focal Points in CARICOM countries.<br><br>Finalized Terms of Reference, organizational structure, virtual meeting schedule, and process to convene and address urgent and \or emerging food safety issues. | Coordination and communication food safety regulators in CARICOM are improved.<br><br>Enhanced regional regulatory effectiveness and efficiency to be able to leverage international standards and global food safety issues, while reducing regulatory duplication. | Virtual network completes two years of meetings in compliance with by-laws | IIICA will serve as the Technical Secretariat of the network and will monitor its function (Thomas) | As indicated by the the Terms of Reference as agreed upon by the group.      |  |
| To improve organizational structure, operating framework and the  | Coordinating mechanism between Canadian Codex authorities and CARICOM  | CARICOM Codex delegates are prepared and competently contribute to the CAC meetings.   | At least seven (7) high quality CAC interventions from CARICOM countries   | IIICA’s delegate to the CAC to collect and analyse relevant data (Ahern)                            | Annually, at the CAC.  |  |



|   |  |   |   |  |  |
|---|--|---|---|--|--|
| governance of national Codex offices in the CARICOM countries   | Training material on Codex organizational structure, operating framework and governance for Codex national offices delivered.  | Improved alignment between Canada and CARICOM region on Codex issues.<br><br>Enhanced safety of food exports from CARICOM region through adoption of international food safety standards.   | Feedback from Canadian Codex authorities indicate improved collaboration and regulatory alignment.  | Survey conducted to seek feedback from Canadian Codex authorities (IICA Canada)  | Baseline survey 2017.<br>Follow –up 2019.  |
| To strengthen mechanisms for systematic and consistent identification and reporting on emerging food safety issues from the CARICOM region to mitigate risks to the global food supply. | Mechanism for identifying and reporting on emerging food safety issues established.<br><br>IICA serves as the Technical Secretariat of the network and monitors the implementation of the mechanism.<br><br>Meeting reports<br>Evaluation report | High level of buy-in for CARICOM INFOSAN National Focal Points to identify and report on emerging food safety issues, strengthening regional ability to manage food safety threats.<br><br>Canadian Codex authorities have access to reports on emerging food safety issues in CARICOM to establish effective food safety standards, guidelines and regulations.<br><br>Improved regulatory alignment between Canada and CARICOM countries to address food safety issues of mutual interests. | Network members reach a consensus on best reporting mechanism and develop the baseline and criteria for evaluation<br><br><br><br><br><br><br><br><br><br>The number of reports on emerging food safety issues. | A participatory process such as group concept mapping involving both CARICOM & Canadian Codex authorities and regulatory officials will be used for evaluating the reporting mechanism.<br><br><br><br><br><br><br>Meeting reports | Evaluation baseline and criteria established after the first meeting of virtual network (September 2017).<br><br>Evaluation completed after 2 years of virtual network functioning (Sept. 2019)<br><br><br><br>As indicated by the Terms of Reference as agreed upon by the group. |



| SECTION 7  | Detailed Budget |
|--|-----------------|
| Complete the Detailed Budget Template (attached Excel spreadsheet)   |                 |
| <b>Note:</b> <ul style="list-style-type: none"><li>• All costs in the budget template must be directly related to the project.</li><li>• Any claims for travel are closely scrutinized and must provide a solid rationale.</li><li>• Space or equipment owned by the organization should be identified as an in-kind (non-financial) contribution.</li></ul>   |                 |
| <b>Other Sources – Financial and Non-Financial (In-Kind)</b>   |                 |
| <ul style="list-style-type: none"><li>• Are the activities under this project funded through funds/monies from other funding sources?</li></ul> <p>No, all the activities as proposed are not funded through other sources. However, the United States Codex Office and the United States Department of Agriculture (USDA) Foreign Agriculture Service (FAS) will contribute both technical and financial resources that will augment the impact and scope of activity 2 (colloquium funding). By pairing activity 2 with a colloquium of delegates sponsored through the U.S. funding, Canada can target IHGP funding towards CARICOM countries and leverage an opportunity to re-enforce the training competencies for improving organizational structures, operating frameworks and national governance for CODEX national offices.</p> |                 |
| <ul style="list-style-type: none"><li>• Will your organization provide in-kind contributions for the activities of this project?</li></ul> <p>Yes, IICA will dedicate in-kind resources to this project and contribute to project planning, monitoring and evaluation, technical expertise, training material development, event planning, secretariat support for the virtual network, and financial budgeting and tracking.</p> <p>Will other organization provide in-kind contributions for the activities of this project?</p> <p>Yes, HC and possibly other Canadian government organizations will provide in-kind contributions such as technical expertise and the provision of training.</p>   |                 |
| <b>SECTION 7 ASSESSMENT CRITERIA</b> <ul style="list-style-type: none"><li>• The total funding requested from PHAC outlined in the detailed budget is appropriate to support the proposed activities and demonstrates value for money.</li><li>• The budget clearly demonstrates how the requested funding meets the eligible expenses outlined in Part A (Invitation to Submit a Funding Request).</li><li>• The budget explanations provided are appropriate and clear to assess/support the amount requested in each of the budget categories.</li></ul>  |                 |





The undersigned on behalf of the organization declares that:

- The information in this application and all accompanying documents are accurate and complete.
- **Where applicable**, their employees/Directors are in compliance with Canada's *Conflict of Interest Act*, the Values and Ethics Code for the Public Sector of Canada, and the Policy on Conflict of Interest and Post-Employment. Where an applicant or a recipient employs, or has a major stakeholder who is either a current or former (in the last twelve months) public office holder or public servant in the Canadian federal government, compliance with the Code(s) must be demonstrated. Please contact us if you require further information.
- The funding request is made on behalf of the organization named in Section 1 with its full knowledge and consent.

I acknowledge that should this funding request be approved, funding will be conditional upon the organization signing a written agreement with PHAC.

Authorized Representatives of the Organization

1. Dr. Audia Barnett Representative, IICA Delegation in Canada

Name:

Title:

Telephone Number: 6132301044

Fax Number: 6132301951

E-Mail Address: audia.barnett@iica.int

Signature of Authorized Representative:

Date: November 3, 2016



2.

Name:

Title:

Telephone Number:

Fax Number:

E-Mail Address:

Signature of Authorized Representative:

Date:



**MUST BE SIGNED BY INDIVIDUAL(S) AUTHORIZED TO LEGALLY BIND THE ORGANIZATION**





Organization  
Name:

Inter-American Institute for Cooperation on Agriculture  
(IICA)

Detailed Budget - Single Program Appendix B

For the period of \_\_\_\_\_ to \_\_\_\_\_

Program Name: \_\_\_\_\_

|  | Fiscal Year<br>2016 - 2017 | Fiscal Year<br>2017 - 2018 | Fiscal Year<br>2018 - 2019 | Fiscal Year<br>2019 - 2020 | Fiscal Year<br>2020 - 2021 | Total         |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------|
| <b>a) Personnel</b>                    |                            |                            |                            |                            |                            |               |
| Full Time                              |                            | 10,000                     |                            |                            |                            | 10,000        |
| Part Time Employees                    |                            |                            |                            |                            |                            | 0             |
| Position Title(s)                      |                            |                            |                            |                            |                            | 0             |
|  |                            |                            |                            |                            |                            | 0             |
|  |                            |                            |                            |                            |                            | 0             |
| Employer's Share of Payroll Deductions |                            |                            |                            |                            |                            | 0             |
|  |                            |                            |                            |                            |                            | 0             |
|  |                            |                            |                            |                            |                            | 0             |
|  |                            |                            |                            |                            |                            | 0             |
| Contractual Employees                  |                            |                            |                            |                            |                            | 0             |
|  |                            |                            |                            |                            |                            | 0             |
|  |                            |                            |                            |                            |                            | 0             |
|  |                            |                            |                            |                            |                            | 0             |
| <b>Subtotal</b>                        | <b>0</b>                   | <b>10,000</b>              | <b>0</b>                   | <b>0</b>                   | <b>0</b>                   | <b>10,000</b> |

|                          |          |               |          |          |          |               |
|--------------------------|----------|---------------|----------|----------|----------|---------------|
| <b>b) Travel</b>         |          |               |          |          |          |               |
| Transportation (airfare) |          | 34,567        |          |          |          | 34,567        |
| Accommodation            |          | 28,288        |          |          |          | 28,288        |
| Meals and Incidentals    |          | 15,757        |          |          |          | 15,757        |
| Local transportation     |          | 3,289         |          |          |          | 3,289         |
|                          |          |               |          |          |          | 0             |
|                          |          |               |          |          |          | 0             |
|                          |          |               |          |          |          | 0             |
| <b>Subtotal</b>          | <b>0</b> | <b>81,901</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>81,901</b> |

|                       |          |              |          |          |          |              |
|-----------------------|----------|--------------|----------|----------|----------|--------------|
| <b>c) Materials</b>   |          |              |          |          |          |              |
| Office Supplies       |          |              |          |          |          | 0            |
| Project Materials     |          |              |          |          |          | 0            |
| Printing/Photocopying |          | 1,300        |          |          |          | 1,300        |
| Postage               |          |              |          |          |          | 0            |
| Other (specify)       |          |              |          |          |          | 0            |
|                       |          |              |          |          |          | 0            |
|                       |          |              |          |          |          | 0            |
|                       |          |              |          |          |          | 0            |
| <b>Subtotal</b>       | <b>0</b> | <b>1,300</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>1,300</b> |

|                     |          |          |          |          |          |          |
|---------------------|----------|----------|----------|----------|----------|----------|
| <b>d) Equipment</b> |          |          |          |          |          |          |
| Office Equipment    |          |          |          |          |          | 0        |
| Furniture           |          |          |          |          |          | 0        |
| Special Equipment   |          |          |          |          |          | 0        |
|                     |          |          |          |          |          | 0        |
|                     |          |          |          |          |          | 0        |
|                     |          |          |          |          |          | 0        |
|                     |          |          |          |          |          | 0        |
| <b>Subtotal</b>     | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

|                 |          |              |          |          |          |              |
|-----------------|----------|--------------|----------|----------|----------|--------------|
| <b>e) Rent</b>  |          |              |          |          |          |              |
| Meeting room    |          | 5,266        |          |          |          | 5,266        |
| Equipment       |          | 1,320        |          |          |          | 1,320        |
|                 |          |              |          |          |          | 0            |
| <b>Subtotal</b> | <b>0</b> | <b>6,586</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>6,586</b> |

|                                 |          |          |          |          |          |          |
|---------------------------------|----------|----------|----------|----------|----------|----------|
| <b>f) Utilities</b>             |          |          |          |          |          |          |
| Utilities (phone, heating, etc) |          |          |          |          |          | 0        |
|                                 |          |          |          |          |          | 0        |
| <b>Subtotal</b>                 | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

|  |          |              |          |          |          |              |
|--|----------|--------------|----------|----------|----------|--------------|
| <b>g) Performance Measurement/Evaluation</b> |          |              |          |          |          |              |
| Performance Measurement/Evaluation           |          | 5,000        |          |          |          | 5,000        |
| Knowledge Translation/Dissemination          |          | 1,556        |          |          |          | 1,556        |
|  |          |              |          |          |          | 0            |
| <b>Subtotal</b>                              | <b>0</b> | <b>6,556</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>6,556</b> |

|                           |          |              |          |          |          |              |
|---------------------------|----------|--------------|----------|----------|----------|--------------|
| <b>h) Other (specify)</b> |          |              |          |          |          |              |
| 1) Travel insurance       |          | 3,657        |          |          |          | 3,657        |
| 3)                        |          |              |          |          |          | 0            |
| 3)                        |          |              |          |          |          | 0            |
| 4)                        |          |              |          |          |          | 0            |
| 5)                        |          |              |          |          |          | 0            |
| <b>Subtotal</b>           | <b>0</b> | <b>3,657</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>3,657</b> |

Detailed Budget - Single Program Appendix B

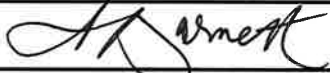
For the period of \_\_\_\_\_ to \_\_\_\_\_

Program Name: \_\_\_\_\_

|  | Fiscal Year<br>2016 - 2017 | Fiscal Year<br>2017 - 2018 | Fiscal Year<br>2018 - 2019 | Fiscal Year<br>2019 - 2020 | Fiscal Year<br>2020 - 2021 | Total |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-------|
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-------|

|  |   |         |   |   |   |         |
|--|---|---------|---|---|---|---------|
| Total Cost of Project  |   |         |   |   |   |         |
| Amount requested from PHAC   | 0 | 110,000 | 0 | 0 | 0 | 110,000 |
| Identify Other Income from all Sources (Specify in the spaces below) |   |         |   |   |   |         |
| 1)   |   |         |   |   |   | 0       |
| 2)   |   |         |   |   |   | 0       |
| 3)   |   |         |   |   |   | 0       |
| 4)   |   |         |   |   |   | 0       |
| 5)   |   |         |   |   |   | 0       |
| Total of Other Income from all Sources                               | 0 | 0       | 0 | 0 | 0 | 0       |
|  |   |         |   |   |   |         |
| Total Budget (including funding from other sources)                  | 0 | 110,000 | 0 | 0 | 0 | 110,000 |

AUTHORIZED SIGNATURE



2016/11/04

SignatureDate

Note: To add further rows to the Detailed Budget perform the following:

(1) Right-click on the numerical column and click **Insert**.

(2) Alternatively, on the 'Home' tab under 'Cells' heading, click on 'Insert' and then on 'Insert Sheet Rows.'



Organization Name:

Inter-American Institute for Cooperation on Agriculture (IICA)

Program Name:

Budget Justification Form

BUDGET ITEMS

Personnel

Full time employees: (Position titles, salary before deductions) Trudy Werry, IICA Canada, Technical and Performance Coordinator, \$74,364, (role - coordinator, evaluation of project) 5% of time dedicated to project over 2 years) and Ysabel Giroux, IICA Canada Office Manager, \$50,064, (role - budget management and project monitoring), 5% of time dedicated to project over 12 month period.

Part time employees: Part time employees: (Position titles, number of hours worked per week, hourly rates)

Note: PHAC only refunds time worked on the funded project.

Employer's share of Payroll Deductions: Statutory Benefits: QPP, CPP, EI, Work Safety Insurance Board and Employer's contribution to extended employee group benefits (dental, medical, pension benefits, RRSPs) plans by virtue of employment/labour agreement or equivalent combined with statutory benefits up to a maximum of 20% of salary costs for each employee (must be offered to all employees).

Contractual Employees: (Number of hours worked per week, hourly rate)

Travel - Details apply for each meeting

Transportation: (Economy airfare , taxi, automobile, bus, train) Activity 1 - Georgetown, Guyana. All 17 participants travelling in economy airfare. Budget includes local transportation such as taxis and hotel transfers. Activity 2 - Ottawa, Canada (TBC). All 17 participants travelling in economy airfare. Budget includes local transportation such as taxis and hotel transfers.

Accommodation: (Number of nights, number of participants, hotel rates) Activity 1 - 3 nights, 4 days, 17 participants, \$160 room rate). Activity 2 - 5 nights, 6 days, 17 participants, \$235 room rate.

Meals and Incidental: (Number of meals, number of days , not to exceed National Joint Council Travel rates) Activity 1 - 4 days, 17 participants, \$86 per diem). Activity 2 - 6 days, 17 participants, \$97 per diem. Per diem scales are calculated by IICA Headquarters following internal processes and Article 8.9.2.3 Personnel Manual is applied..."No international per diem may be higher than that established by the International Civil Service Commission".

Materials

Office Supplies: (example: stationery, pens, envelopes, reference manuals)

Project Materials: (Purpose, type, price, for example: Website licence fees (if part of the overall project), cost of subscriptions for items required for the project, cost of literature review to undertake the project)

Printing/Photocopying: (Purpose, type, price, for example: contract printing, photocopy charges) \$1300

Postage: (Regular, messenger services, freight)

|  |  |
|--|--|
| Organization Name:   |  |
| Inter-American Institute for Cooperation on Agriculture (IICA) |  |
| Program Name:  |  |
| -  |  |

|   |
|---|
| Budget Justification Form   |
| BUDGET ITEMS  |
| Other (specify):  |
| Equipment   |
| Office Equipment: (Purpose, type, price, for example: cost of renting or purchasing computers, calculators, maintenance; ineligible if equipment is owned by the recipient  |
| Furniture: Only in <u>exceptional</u> circumstances should furniture be purchased. (Furniture used for the project should be provided by the recipient as an in-kind contribution)  |
| Special Equipment: (On a case-by-case basis. The equipment must be unique and necessary to carry out the project.   |
| Rent  |
| Rent: If rented space is not used 100% for PHAC's project, indicate how PHAC's portion is calculated (e.g., square footage or other reasonable methods, number of staff, etc). Actual rental costs incurred and substantiated by a rental/lease agreement. Cost incurred to rent space for off-site meetings, conferences, training (if space not available at project location) 100% of rental fees will be used for activity 1 and 2 as per the project outline.  |
| Utilities   |
| Utilities: Phone, hydro, heating, how is the charge prorated to PHAC's project? (if not included in the rental agreement)   |
| Performance Measurement/Evaluation  |
| Performance Measurement/Evaluation: (fees : rate and hours) Contract fees for a third-party evaluation, data collection and analysis. Group Concept Mapping or similar process will be used to facilitate implementation of a sustainable reporting mechanism by the members of the network and to develop the baseline and criteria for evaluation. Possible contract with Dr. Martin Cloutier, School of Management, University of Quebec. Estimated rate of \$500 per day for 10 days of work.   |
| Knowledge Translation/Dissemination: Sharing of results (What, where, how, cost) Translation of documents into French estimate \$1000, design and publication of a brochure and \ or posters \ communication products \$1,556.  |
| Other (specify)   |
| Other: Specify purpose, description, rate or prorated charge (should be kept at a minimum) Participants (other than GoC officials) in activity 1 and activity 2 will require travel insurance estimated at \$3657 for both activities.  |
| Other Sources - Financial   |
| <ul style="list-style-type: none"><li>Are the activities under this project funded through funds/monies from other funding sources?<br/>If yes, specify in budget explanation and identify name of funding source(s )</li><li>Name of funding source(s) The United States Codex Office and the United States Department of Agriculture (USDA) Foreign Agriculture Service (FAS) will partner with IICA to support one activity (objective 2 – training) of the project. These partners will contribute both technical and financial resources that will augment the impact and scope of activity 2 of the project.</li><li>Status of application:<br/>Pending approval. Funding for the 3 day inter-regional Codex colloquium is expected given previous years commitments and through indications from officials in recent discussions. However, should this component not be funded, the project activity and its outcomes as proposed will be realized regardless. This is because the USDA/FAS funding is intended to cover the travel costs of delegates from the other countries in the Latin American and Caribbean region (CCLAC) and from selected countries from Africa. Should the U.S. funding not be realized, the secondary event, as proposed, will have fewer participants.</li></ul> |

Organization Name:

Inter-American Institute for Cooperation on Agriculture (IICA)

Program Name:

|  |
|--|
| Budget Justification Form  |
| BUDGET ITEMS   |
| Other Sources - Non-Financial (In-Kind)  |
| <p>• Are in-kind contributions being made by your organization for the activities of this project? <b>Yes.</b> IICA officials in Food Safety will contribute to this project by providing technical expertis, event planning, project coordination, and training. These officals include Robert Ahern, AHFS Lead, Carol Thomas, AHFS Caribbean Region Specialist, Eric Bolaños, IICA Specialist for Codex capacity building. In addition, IICA's Representative to Canada, Dr. Audia Barnett, will provide guidance and liaison on the project. IICA will also contribute office space, equipment, and some materials and supplies as needed.</p> <p>• Are in-kind contributions being made by other organizations for the activities of this project? <b>HC and possibly other Canadian government organizations will provide in-kind contributions such as technical expertise and the provision of training.</b></p> <p>In-kind contributions are goods or services provided to the project, sometimes by the recipient organization itself, for which no exchange of money takes place. Examples include the use of office space, equipment, materials, supplies and services provided by professionals on a voluntary basis. Donations of money are categorized as “other sources of funding” and not as an in-kind contribution.</p> <p>If yes, specify in budget explanation and identify name of funding source(s )</p> <p>• Name of funding source(s)</p> <p>Note: To add further rows to the Budget Justification perform the following:<br/>(1) On the 'Home' tab under 'Cells' heading, click on 'Insert' and then on 'Insert Sheet Rows'.</p> |