

# ISTITUTO ZOOPROFILATTICO SPERIMENTALE DEL LAZIO E DELLA TOSCANA M. ALEANDRI

## DELIBERAZIONE DEL DIRETTORE GENERALE

n. 435 del 2/12/2020

OGGETTO: Stipula dell'accordo di cui alla Letter of Agreement (LoA) GF AGAHD RA30102000000, PO Number 340550 con Food and Agriculture Organisation (FAO) per la collaborazione nel progetto "Online Publication of Guidelines and a practical manual for Good Beekeeping Practices", - Contributo massimo a titolo di rimborso € 23.161,00 a favore dell'Ente - Codice progetto IGA GEN 20FAOB.

**Proposta di deliberazione n. 36 /RES del 30 /11/2020**

**Ufficio Ricerca, Innovazione e Cooperazione Internazionale**

**L'Estensore** Dott. Romano Zilli

**Il Responsabile del procedimento** Dott. Romano Zilli

**Il Dirigente** Dott. Romano Zilli

**Visto di regolarità contabile** ..... **n. di prenot.** .....

Parere del Direttore Amministrativo  
Dott. Manuel Festuccia .....

☒ Favorevole ☐ Non favorevole

Parere del Direttore Sanitario  
Dott. Andrea Leto.....

☒ Favorevole ☐ Non favorevole

IL DIRETTORE GENERALE  
Dott. Ugo Della Marta

## **IL RESPONSABILE DELL' UFFICIO RICERCA ED INNOVAZIONE**

**Dott. Romano Zilli**

**OGGETTO DELLA PROPOSTA:** Stipula dell'accordo di cui alla Letter of Agreement (LoA) GF AGAHD RA30102000000, PO Number 340550 con Food and Agriculture Organisation (FAO) per la collaborazione nel progetto "Online Publication of Guidelines and a practical manual for Good Beekeeping Practices", - Contributo massimo a titolo di rimborso € 23.161,00 a favore dell'Ente – Codice progetto IGA GEN 20FAOB.

### **PREMESSO CHE**

- la Legge Regionale n.14 del 29/12/2014 prevede come attività attribuita all'Istituto Zooprofilattico Sperimentale del Lazio e della Toscana, all'art. 3 comma 1 punto o) la cooperazione tecnico scientifica con istituti del settore veterinario anche esteri ...omissis;
- le Linee di indirizzo del Consiglio di Amministrazione per la pianificazione dell'Istituto Zooprofilattico Sperimentale del Lazio e della Toscana, periodo 2016-2020 individuano la cooperazione internazionale come attività strategica;

### **VISTO CHE**

- l'Istituto ha negli anni stipulato numerosi accordi in forma di Letter of Agreement (LoA) con la FAO (Food and Agriculture Organization delle Nazioni Unite), per l'esecuzione di progetti nel campo della sanità animale e sicurezza alimentare;
- la FAO (Food and Agriculture Organization delle Nazioni Unite) ha proposto all'Istituto l'accordo in forma di Letter of Agreement (LoA) GF.NSAGD.RA30102000000, PO Number 346561 in data 27/11/2020 per la collaborazione nel progetto "Online Publication of Guidelines and a practical manual for Good Beekeeping Practices";

### **PRESO ATTO**

- che secondo i termini della LOA, il progetto ha la finalità della pubblicazione online delle linee guida per le buone pratiche apistiche di apicoltura sostenibile e del manuale pratico per gli apicoltori sulle tecniche e procedure per le produzioni sostenibili;
- che il progetto prevede la messa a disposizione da parte dell'Istituto di proprio personale esperto ed idoneo a svolgere le attività descritte, nell'arco del periodo dal 27/11/2020 al 15/11/2021;
- il progetto prevede, a titolo di rimborso in favore di IZSLT per le spese necessarie allo svolgimento delle attività sopra descritte, un contributo complessivo pari ad € 23.161,00;
- che l'erogazione del contributo è prevista secondo la modalità descritta nella LoA, ovvero:
  - primo acconto, non superiore ad € 6.900, alla stipula dell'accordo;
  - secondo acconto, non superiore ad € 11.580, all'accettazione da parte di FAO dei deliverable o alla scadenza o lasso di tempo indicati nel piano di lavoro;
  - saldo finale, non superiore ad € 4.681 all'accettazione da parte di FAO del Report finale.

## **DATO ATTO**

- che ricavi e costi saranno imputati al codice progetto IGA GEN 20FAOB, come da Ns prot.7794/2020;
- che il piano di attività integrato alla LoA prevede anche le spese per i relativi materiali e servizi di cui l'Istituto dovrà approvvigionarsi per l'esecuzione di quota parte delle attività;

## **RITENUTO OPPORTUNO**

- di stipulare l'accordo di cui alla LoA, oggetto della presente proposta di deliberazione;
- di individuare come responsabile scientifico del progetto il dott. Giovanni Formato, dirigente veterinario dell'Istituto, in virtù delle precedenti esperienze nazionali ed internazionali maturate dallo stesso e dalla Unità di Apicoltura, presso la quale lo stesso Dirigente opera, nella materia oggetto della presente LoA;
- di autorizzare il dott. Giovanni Formato allo svolgimento di ogni attività necessaria all'assolvimento dei compiti derivanti dalla stipula dell'accordo;

## **PROPONE**

per i motivi esposti in narrativa che ivi si intendono integralmente trascritti,

1. di stipulare l'accordo di cui alla Letter of Agreement (LoA) GF.NSAGD.RA30102000000, PO Number 346561 con Food and Agriculture Organisation (FAO), allegata al presente atto, di cui forma parte integrante e sostanziale, per la collaborazione nel progetto "Online Publication of Guidelines and a practical manual for Good Beekeeping Practices";
2. di prendere atto delle attività previste dall'accordo con FAO, che si svolgeranno nel periodo compreso tra il 27/11/2020 al 15/11/2021 nonché dei relativi impegni;
3. di prendere atto che il contributo massimo a titolo di rimborso a favore dell'Istituto, derivante dall'accordo in oggetto è pari a € 23.161,00;
4. di dare atto che ricavi e costi saranno imputati al codice progetto IGA GEN 20FAOB, come da Ns prot.7794/2020;
5. di individuare come responsabile del progetto il dott. Giovanni Formato, dirigente veterinario dell'Istituto.

Ufficio Ricerca e Innovazione  
(Dott. Romano Zilli)



## **IL DIRETTORE GENERALE**

**VISTA** la proposta di deliberazione avanzata dal dirigente dell' Ufficio Ricerca ed Innovazione dott. Romano Zilli n. 36/DIR RES del 30/11/2020 avente ad oggetto: Stipula dell'accordo di cui alla Letter of Agreement (LoA) GF AGAHD RA30102000000, PO Number 340550 con Food and Agriculture Organisation (FAO) per la collaborazione nel progetto "Online Publication of Guidelines and a practical manual for Good Beekeeping Practices", - Contributo massimo a titolo di rimborso € 23.161,00 a favore dell'Ente – Codice progetto IGA GEN 20FAOB.

**SENTITI** il Direttore Amministrativo ed il Direttore Sanitario che hanno espresso parere favorevole alla adozione del presente provvedimento;

**RITENUTO** di doverla approvare così come proposta;

## **DELIBERA**

di approvare la proposta di Deliberazione n. 36/DIR RES del 30/11/2020 avente ad oggetto: Stipula dell'accordo di cui alla Letter of Agreement (LoA) GF AGAHD RA30102000000, PO Number 340550 con Food and Agriculture Organisation (FAO) per la collaborazione nel progetto "Online Publication of Guidelines and a practical manual for Good Beekeeping Practices", - Contributo massimo a titolo di rimborso € 23.161,00 a favore dell'Ente – Codice progetto IGA GEN 20FAOB.

e conseguentemente:

1. di stipulare l'accordo di cui alla Letter of Agreement (LoA) GF.NSAGD.RA30102000000, PO Number 346561 con Food and Agriculture Organisation (FAO), allegata al presente atto, di cui forma parte integrante e sostanziale, per la collaborazione nel progetto "Online Publication of Guidelines and a practical manual for Good Beekeeping Practices";
2. di prendere atto delle attività previste dall'accordo con FAO, che si svolgeranno nel periodo compreso tra il 27/11/2020 al 15/11/2021;
3. di prendere atto che il contributo massimo a titolo di rimborso a favore dell'Istituto, derivante dall'accordo in oggetto è pari a € 23.161,00;
4. di dare atto che ricavi e costi saranno imputati al codice progetto IGA GEN 20FAOB, come da Ns prot.7794/2020;
5. di individuare come responsabile del progetto il dott. Giovanni Formato, dirigente veterinario dell'Istituto.

**IL DIRETTORE GENERALE**

(Dott. Ugo Della Marta)



FAO Budget Code: GF.NSAGD.RA30102000000

GRMS Supplier Number: 53870

PO Number: 346561

Your Ref.:

## LETTER OF AGREEMENT

Between

the Food and Agriculture Organization of the United Nations ("FAO")

and

Istituto Zooprofilattico Sperimentale del Lazio e della Toscana "M. Aleandri"

Via Appia Nuova, 1411, Rome, Italy

### "Online Publication of Guidelines and a practical manual for Good Beekeeping Practices"

#### 1. Introduction

The Food and Agriculture Organization of the United Nations (hereinafter referred to as "FAO") and the Istituto Zooprofilattico Sperimentale del Lazio e della Toscana "M. Aleandri" (hereinafter referred to as the "Service Provider") (together hereinafter referred to as the "Parties") have agreed that the Service Provider will provide certain services defined in detail in the attached Annex (the "Services") which forms an integral part of this Letter of Agreement (hereinafter the "Agreement") in support of the FAO's strategic objective 3 to (i) reduce rural poverty with a special focus on small-scale producers and beekeepers and to (ii) increase the sustainability and resilience of small-scale producers in an changing environment. To enable the Service Provider to provide the Services, FAO will pay the Service Provider a total amount not exceeding EUR 23 161 (twenty-three thousand one hundred sixty-one Euros), which represents FAO's maximum financial liability, into the Service Provider's account specified in paragraph 2 below.

**In performing the Services, the Service Provider will comply in full and without delay with all rules and regulations that are issued by national and local governments regarding quarantine, public health, and/or the holding of public events and gatherings. In case of failure to comply, FAO may cancel part of the Services, and suspend or terminate the Agreement in accordance with the provisions detailed in the section "Delays and Termination" of this Agreement. In addition, the Service Provider may not, as part of the Services described in this Agreement, arrange any international travel for individuals that are not under their employment, without the prior notification and written clearance from the FAO LoA Responsible Officer who is named below. Such notification should clearly mention the name of the traveller, reason for travel, and the origin and destination of the journey.**

#### 2. Detailed Banking Instructions

**Bank name:** Banca Popolare dell'Emilia Romagna

**Bank country and city:** Modena (Italy)

**Bank branch address:** Via S. Pancrazio 10, 00041 Albano (RM)

**Branch name:** BPER Banca - Banca Popolare dell'Emilia Romagna

**SWIFT code:** BPMOIT22XXX

**Account number:** 30983

**Exact bank account holder's name:** Istituto Zooprofilattico Sperimentale del Lazio e della Toscana "M. Aleandri"

**Account currency:** Euro (€)

**Bank branch code or sort code:**

**IBAN number:** IT 48 C 05387 38860 000002430983

3. Designation of the FAO Responsible Officer

Ms Roswitha Baumung, Animal Production Officer, FAO, Viale delle Terme di Caracalla, 00153 Rome, +39 0657052158, [roswitha.baumung@fao.org](mailto:roswitha.baumung@fao.org), is designated the officer responsible for the management of this Agreement ("Responsible Officer") on behalf of FAO.

4. Entry into force and period of validity

The Agreement will enter into force upon the date of signature by the Service Provider, by FAO or on 27 November 2020 whichever of the three dates is the latest and will terminate on 15 November 2021.

5. Purpose

a) The purpose for which the funds provided by FAO under this Agreement shall be used are the following:

(i) **Objective.** The Services will contribute to the following Organizational objective:

- reduce rural poverty in general, with a specific reference to small-scale producers and beekeepers;
- increase the sustainability and resilience of small-scale producers in a changing environment.

(ii) **Outputs.** The Service Provider will produce, achieve or deliver the following outputs:

**Output 1: "E-publication of the Guidelines on sustainable beekeeping"** allowing to obtain high quality products while respecting the consumer's health with a focus on small-scale producers, farmers and beekeepers in the context of sustainable beekeeping models. The guidelines will be published as part of the NSA-series and are intended for a target audience of project design teams, national programme managers and policymakers. The compilation of the guidelines will benefit from technical inputs from Apimondia.

**Output 2: "E-publication of the Practical Manual for rural areas of Africa" (English and French version)** (developed in collaboration with TECA) according to TECA documenting practices to be used by beekeepers at apiary level for a sustainable production. The manual will be shared through several FAO websites including the TECA platform to allow worldwide access to the good practices and will be provided with visual images and demonstrations.

(iii) **Activities.** The Service Provider will undertake the following activities:

**Output 1:**

**E-publication of Guidelines on Sustainable Beekeeping**

- Finalize the content of a co-publishing agreement between Apimondia, FAO, CAAS and IZSLT;
- prepare an annex on technical specifications for procurement of beekeeping equipment taking regional differences into account;
- finalize the draft document and include reviewers' comments;
- prepare the E-publication of the Guidelines on sustainable beekeeping, including the following: editing according to FAO style, proofreading, layout and artwork;
- provide final edited text to FAO;
- send print-ready proofs, including all text and cover pages to FAO, Apimondia and CAAS for review; and
- send final print-ready proofs, including all text and cover pages to FAO, Apimondia and CAAS for online publication.

**Output 2:**

**E-publication of the Practical Manual on sustainable beekeeping for rural areas of Africa**

- Finalize the content of a co-publishing agreement between Apimondia, FAO and IZSLT;
- finalize the draft document and include reviewers' comments;
- prepare the E-publication of the Practical Manual (English) for rural areas of Africa, including: editing according to FAO style, proofreading, layout, artwork;
- provide final edited text (English) to FAO;
- prepare the E-publication of the Practical Manual (French) for rural areas of Africa, including: translation from English, editing according to FAO style, proofreading, layout, artwork;
- provide final edited text (French) to FAO;
- send print-ready proofs (English and French), including all text and cover pages to FAO and Apimondia for review; and
- send final print-ready proofs (English and French), including all text and cover pages to FAO and Apimondia for online publication

- b) A detailed description of the Services including technical and operational requirements, budget, work plan and timeframe, performance indicators and means of verification, as well as inputs to be provided free-of-charge by the Service Provider and FAO, if any, are set out in detail in the Annex.

6. General Conditions

- a) Funds provided by FAO under this Agreement are to be used by the Service Provider exclusively for the provision of the Services in accordance with the budget set out in the Annex. Neither the Service Provider nor its personnel nor any other persons providing the Services on its behalf, will incur any additional commitment or expense on behalf of FAO.

- b) The Service Provider will be responsible for all activities related to the provision of the Services and the acts or omissions of all employees, agents or other representatives, and authorized subcontractors providing the Services on its behalf. FAO will not be held responsible for any accident, illness, loss or damage which may occur during the provision of the Services or any claims, demands, suits, judgements, arising there from, including for any injury to the Service Provider's employees, or to third parties, or any loss of, damage to, or destruction of property of third parties, arising out of or connected to the Service Provider's work or performance under this Agreement.
- c) The Service Provider shall not utilize funds received under this Agreement to subcontract services or procure items except as specifically provided for in the Annex or as specifically approved in writing by FAO. Any subcontracting arrangement shall in no way relieve the Service Provider of the responsibility for the provision/delivery of the Services required under this Agreement. Subcontracts or procurement of the items set forth in the Annex shall be procured in conformity with the Service Provider's own procurement rules and procedures. The Service Provider confirms that its procurement rules and procedures, and their implementation, ensure that the procurement process is transparent and consistent with generally-accepted principles governing public sector procurement to obtain best value for money. The Service Provider will ensure that its agreements with any subcontractor include the obligation to maintain appropriate records for a period of five years and FAO's right to review, audit and have access to all documentation and sites related to the activities carried out in connection with this Agreement.
- d) The Service Provider shall make and thereafter maintain, in compliance with national legislation, provision for adequate insurance to cover such risks as damage to property and injuries to persons, as well as third party liability claims.
- e) The personnel assigned by the Service Provider to provide the Services are not considered in any respect as being employees or agents of FAO. Nothing in this Agreement or in any document or arrangement relating thereto shall be construed as conferring any privileges or immunities of FAO on the Service Provider, its personnel or any other persons providing the Services on its behalf.
- f) Nothing in this Agreement or in any document relating thereto, shall be construed as constituting a waiver of privileges or immunities of FAO, or as its acceptance of the jurisdiction of the courts of any country over disputes arising out of this Agreement.
- g) The present Agreement shall be governed by general principles of law, to the exclusion of any single national system of law. General principles of law shall be deemed to include the UNIDROIT Principles of International Commercial Contracts of 2016.
- h) In providing the Services, the Service Provider shall conform to all national laws applicable to its activities and its relations to third parties, including employees. The Service Provider shall promptly correct any violations thereof and shall keep FAO informed of any conflict or problem arising in relation to national authorities. In particular, in performing the Services, the Service Provider will comply in full and without delay with all rules and regulations that are issued by national and local governments regarding quarantine, public health, and/or the holding of public events and gatherings. In case of failure to comply, FAO may cancel part of the Services, and suspend or terminate the Agreement in accordance with the provisions detailed in the section "Delays and Termination" of this Agreement. In addition, the Service Provider may not, as part of the Services described in this Agreement, arrange any international travel for individuals that

are not under their employment, without the prior notification and written clearance from the FAO LoA Responsible Officer who is named below. Such notification should clearly mention the name of the traveller, reason for travel, and the origin and destination of the journey.

- i) The Service Provider shall observe the highest standard of ethics in providing the Services and agrees to adhere to the UN Supplier Code of Conduct, which can be viewed at <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>
- j) The Service Provider confirms that it has not engaged in, nor will engage in, any corrupt, fraudulent, collusive, coercive, unethical or obstructive practices in entering into or implementing this Agreement. If FAO determines that the Service Provider has engaged in such practices, it may impose sanctions, including termination of the Agreement, as provided by FAO's Sanctions Procedures ([http://www.fao.org/fileadmin/user\\_upload/procurement/docs/FAO\\_Vendors\\_Sanctions\\_Policy\\_-\\_Procedures.pdf](http://www.fao.org/fileadmin/user_upload/procurement/docs/FAO_Vendors_Sanctions_Policy_-_Procedures.pdf)). In addition, information on sanctioned Service Providers and other third parties may be shared with other Intergovernmental or UN Organizations. This provision must be included in all subcontracts, sub-agreements or assignments entered into by the Service Provider under this Agreement.
- k) For the purpose of this Agreement, the following terms shall have the following meanings:
  - (i) *"Fraudulent practice" is any act or omission, including misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain, financial and/or other benefit and/or to avoid an obligation.*
  - (ii) *"Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.*
  - (iii) *"Collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.*
  - (iv) *"Corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value whether tangible or intangible to improperly influence the actions of another party.*
  - (v) *"Unethical practice" is an act or omission contrary to the conflict of interest, gifts and hospitality or post-employment FAO policy (<http://www.fao.org/unfao/procurement/codedeconduitethique/en/>), as well as any provisions or other published requirements of doing business with FAO, including the UN Supplier Code of Conduct; and*
  - (vi) *"Obstructive practice" is an act or omission by the Service Provider or its affiliates, successors or assigns that may prevent or hinder the work of the Investigation Unit of the FAO Office of the Inspector General.*
- l) The Service Provider shall take all reasonable precautions to avoid any conflict of interest in the implementation of the Services and shall inform FAO without delay of any situation constituting or likely to entail a conflict of interest including any FAO personnel having an interest of any kind in the Service Provider's activities.

- m) In order to enter into an agreement with FAO, the Service Provider, and any of its agents or authorized subcontractors, should not be suspended, debarred or otherwise identified as ineligible by any Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral development bank, or by the institutions and bodies of economic integration organizations (e.g., the European Union). The Service Provider is required to disclose to FAO whether it, or any of its agents or authorized subcontractors, is subject to any sanction or temporary suspension imposed by any such organization or National Authority at any time during the three years prior to this Agreement or at any time throughout the execution of this Agreement. The Service Provider recognizes that a breach of this provision will entitle FAO to terminate its Agreement with the Service Provider immediately upon notice to the Service Provider, without any liability for termination charges or any other liability of any kind of FAO.
- n) Unless authorized in writing by FAO, the Service Provider shall not advertise or otherwise make public that it has a contractual relationship with FAO, nor shall the Service Provider, in any manner whatsoever use the name or emblem of FAO, or any abbreviation of the name of FAO.
- o) Any intellectual property rights including copyright, of material such as publications, software and designs, made available by the Parties to be used in implementing activities under this Agreement will remain with the originating Party. All intellectual property rights, including copyright, in the outputs produced under this Agreement are vested in FAO, including, without any limitations, the right to use, publish, translate, sell or distribute, privately or publicly, any item or part thereof. FAO hereby grants to the Service Provider a non-exclusive royalty-free license to use, publish and distribute the outputs delivered under this Agreement for non-commercial purposes, provided that FAO is acknowledged as the source and copyright owner. Neither the Service Provider nor its personnel will communicate to any other person or entity any confidential information made known to it by FAO nor will they use this information for private or corporate advantage. This provision will survive the expiration or termination of this Agreement.
- p) To comply with disclosure requirements and enhance transparency, FAO may release and/or publish the following information about this Agreement: (i) the name and nationality of the Service Provider; (ii) a brief description and location of the Services provided; and (iii) the amount of this Agreement. The Service Provider specifically consents to the release and/or publication of such information. FAO will not release or publish information that could reasonably be considered confidential or proprietary.
- q) The Service Provider shall return to FAO any unexpended funds budgeted and paid by FAO under this Agreement.
- r) This Agreement is not subject to payment by FAO of any levies, taxes, registration duties or any other duties or charges whatsoever. The Service Provider shall duly pay taxes, duties and other charges in accordance with prevailing laws and regulations applicable to the Service Provider.
- s) The Service Provider agrees to undertake all reasonable efforts to ensure that none of the funds received from FAO under this Agreement are used to provide support to individuals or entities i) associated with terrorism, as included in the list maintained by the Security Council Committee established pursuant to its Resolutions 1267 (1999) and 1989 (2011) or ii) that are the subject of sanctions or other enforcement measures promulgated by the United Nations Security Council. This provision must be included in all subcontracts, sub-agreements or assignments entered into under this Agreement. The Service Provider acknowledges and agrees that this provision

constitutes an essential term of this Agreement and any breach of these obligations and warranties shall entitle FAO to terminate this Agreement immediately upon notice to the Service Provider, without any liability for termination charges or any other liability of any kind of FAO.

- t) The Service Provider shall take all appropriate measures to prevent sexual exploitation or abuse of any beneficiary of the services provided under this Agreement, or to any persons related to such beneficiaries, by its employees or any other persons engaged and controlled by the Service Provider to perform any services under this Agreement. For these purposes, sexual activity with any person less than eighteen years of age shall constitute the sexual exploitation and abuse of such person. In addition, the Service Provider shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favours or activities, or from engaging in any sexual activities that are exploitive or degrading to any beneficiary of the services provided under this Agreement or to any persons related to such beneficiaries. The Service Provider acknowledges and agrees that the provisions hereof constitute an essential term of this Agreement and that any breach of these provisions shall entitle the Organization to terminate this Agreement immediately upon notice to the Service Provider, without any liability for termination charges or any other liability of any kind.

#### 7. Reporting and Record Maintenance Requirements

- a) The Service Provider shall submit to the Responsible Officer named in paragraph 3, the Reports listed in the Annex on the dates set forth therein, including a final report consisting of a narrative report and financial report ("Final Report") within 30 days following the completion of the Services. The Final Report must be sufficiently detailed to allow certification of deliverables and of expenditures. The financial report shall be signed and certified as to its correctness by a duly designated representative of the Service Provider (e.g. executive officer, chief financial officer, chief accountant or similar).
- b) The Service Provider shall keep accurate financial records and maintain supporting documentation showing the utilization of inputs and funds under this Agreement and any other documentation related to the Services for a period of five years following termination or expiry of the Agreement, during which period FAO, or a person designated by FAO, or the relevant auditing authority (e.g. national audit office) shall have the right, at any time, to conduct reviews and/or audits relating to any aspect of this Agreement. The Service Provider shall provide its full and timely cooperation with any such review or audit. Full and timely cooperation shall include, but not be limited to, making available employees or agents and granting to FAO or other designated person or relevant authority, access at reasonable times and conditions to the Service Provider's premises or other sites where documentation related to this Agreement is kept or activities related to this Agreement are carried out.

#### 8. Delays and Termination

- a) The Agreement shall enter into force upon signature by both Parties and shall remain in force until the Services have been satisfactorily provided or until otherwise terminated in accordance with the provisions herein.
- b) The Service Provider will carry out the Services in accordance with the work plan and within the timeframe set forth in the Annex and shall notify FAO of any delays that will prevent delivery of the Services in accordance with the work plan and within the timeframe set forth in the Annex.

- c) FAO may suspend or cancel all or part of this Agreement, obtain the Services elsewhere and make corresponding adjustments to any payments that may be due to the Service Provider, if the Service Provider fails to make delivery, or perform to a standard considered acceptable to FAO. Subject to consultation with the Service Provider, the determination of FAO, relating to this provision, shall be binding.
- d) If at any time during the course of this Agreement it becomes impossible for the parties to perform any of their obligations for reasons of Force Majeure, that party shall promptly notify the other in writing of the existence of such Force Majeure. The party giving notice is thereby relieved from such obligations as long as Force Majeure persists. For the purpose of this Agreement, the term “Force Majeure” shall mean any unforeseeable exceptional situation or event beyond the Parties' control which prevents either of them from fulfilling any of their obligations under this Agreement, was not attributable to error or negligence on their part (or of their personnel, agents, or other representatives, or authorized subcontractors), and proves insurmountable in spite of all due diligence.
- e) FAO shall have the right to terminate this Agreement, by written notice to this effect, if it considers that continued implementation of the Agreement is impossible or impractical:
  - (i) for unforeseen causes beyond the control of FAO;
  - (ii) in the event of a default or delay on the part of the Service Provider after written notice by FAO which provides a reasonable period to remedy the default or delay.
- f) In the event of termination as per 8e) above, the following shall apply:
  - (i) termination for unforeseen causes beyond its control, FAO shall complete all payments for expenses which have been incurred by the Service Provider up to the effective date of termination.
  - (ii) termination due to the Service Provider's default or delay, the Service Provider shall refund to FAO any payment already received in respect of Services that have not been performed to a standard considered acceptable to FAO.
- g) FAO shall have the right to terminate this Agreement, by written notice to this effect, if FAO establishes in accordance with its administrative procedures:
  - (i) irregularities, including any corrupt, fraudulent, collusive, coercive, unethical or obstructive practices in paragraphs 6i)-p) on the part of the Service Provider in relation to this Agreement; or
  - (ii) a breach of the reporting requirements in paragraph 7 above.
- h) In the event of termination as per g) above, the Service Provider shall refund to FAO all payments that were made on the basis of the irregularity or corrupt, fraudulent, collusive, coercive, unethical or obstructive practices, or as otherwise determined by FAO to be equitable and take other action as deemed appropriate by FAO.

## 9. Terms of Payment

- a) The payments will be made after certification by the Responsible Officer of the request(s) for payment as follows:
  - i) 1<sup>st</sup> payment not to exceed EURO 6,900 upon signature of the present Agreement;
  - ii) 2<sup>nd</sup> payment not to exceed EURO 11,580 upon acceptance by FAO of the deliverable(s) 'Provision of final edited text of the guidelines and the practical manual in English' as specified in the Annex; and
  - iii) final payment not to exceed EURO 4,681 upon acceptance by FAO of the Final Report mentioned under paragraph 7a) above.
- b) The payments will be made in the currency stated in paragraph 1, in accordance with the detailed banking instructions provided by the Service Provider and defined in paragraph 2.
- c) The Service Provider shall submit each request for payment to the address indicated below:

Badi Besbes  
Senior Animal Production Officer  
Animal Production and Genetic Resources Branch (NSAG)  
Food and Agriculture Organization of the United Nations  
Viale delle Terme di Caracalla  
00153 Rome (Italy)

- d) FAO enjoys certain privileges and immunities which include exemption from payment of Value Added Tax ("VAT" or "IVA"), customs duties and importation restrictions.
- e) If the Service Provider fails to submit the Final Report mentioned in 7a) above no later than 30 days following completion, expiry or termination of this Agreement, FAO may, after provision of due notice of the default, terminate this Agreement without making the final payment.

## 10. Settlement of Disputes

- a) Any dispute between the parties arising out of the interpretation or execution of this Agreement, if not settled by negotiation between the parties or by another agreed mode of settlement, shall be submitted at the request of either party, to one conciliator. Should the parties fail to reach agreement on the name of a sole conciliator, each party shall appoint one conciliator. The conciliation shall be carried out in accordance with the Conciliation Rules of the United Nations Commission on International Trade Law, as at present in force.
- b) Any dispute not resolved by conciliation shall, at the request of either party, be settled by arbitration in accordance with the Arbitration Rules of the United Nations Commission on International Trade Law, as at present in force. The arbitral tribunal shall have no authority to award punitive damages. FAO and the Service Provider agree to be bound by any arbitration award rendered in accordance with this article, as the final adjudication of any such dispute.

- c) The parties may request conciliation during the execution of this Agreement and in the period not to exceed twelve months after the completion, expiry or termination of this Agreement. The parties may request arbitration not later than ninety days after the termination of the conciliation proceedings. All dispute resolution proceedings shall be conducted in the language in which the agreement is drafted provided that it is one of the six official languages of FAO (Arabic, Chinese, English, French, Russian and Spanish). In cases where the language of the agreement is not an official language of FAO, the conciliation or the arbitration proceedings shall be conducted in English.

#### 11. Amendments

Any changes or amendments to this Agreement shall be made in writing and on the basis of mutual consent of the signatories to this Agreement.

**Signed on behalf of the Food and Agriculture Organization of the United Nations:**

Signature: 

Date: 27 November 2020

Keith Sumption, Officer-in-Charge, Animal Production and Health Division

**Signed on behalf of the Istituto Zooprofilattico Sperimentale del Lazio e della Toscana (IZSLT):**

Signature: 

Date: \_\_\_\_\_

Ugo Della Marta, Director-General

The Parties agree that this Agreement will be concluded electronically via email exchange of scanned signed copies of the Agreement and that the signed copies exchanged in this manner shall be treated as original. The Agreement shall enter into effect on the date of signature and, if signature takes place on different dates, it shall enter into effect on the date of last signature.

## ANNEX 1

### TERMS OF AGREEMENT

#### 1. Background

Pollination is critical for food production and human livelihoods, linking wild ecosystems with agricultural production systems and people. Additionally, beekeeping with its manifold products, ranging from honey and propolis to bee venom, can provide an important source of income for many rural livelihoods and an international study estimates that the annual global food production which depends on pollination is worth between USD 235 and 577 billion.

FAO is committing itself more and more to beekeeping as a result of specific requests and instances raised by its Member States.

In FAO, beekeeping falls mainly, though not exclusively, under the Agriculture and Consumer Protection Department and is assigned primarily to the Plant Production and Protection Division (NSP) for pollination services and biodiversity issues and the Animal Production and Health Division (NSA) for the veterinary, animal genetics and production aspects. While a document on good beekeeping practices focusing on bee health has been developed, a document focusing on improved production of the manifold bee products, helping to reduce poverty and to increase sustainability and resilience of small-scale producers, is still missing.

The Istituto Zooprofilattico Sperimentale del Lazio e della Toscana (IZSLT) is a public health control institution with a technical, administrative and managerial autonomy. It operates as a technical and scientific instrument within the National Public Health Service for the Latium and Tuscany Regions (Central Italy) as well as for the Italian State.

IZSLT is proposed to act as the Service Provider as it performs laboratory analysis, research, epidemiological surveillance, continuous training and international cooperation activities. In addition to typically veterinary services and routine activities, the IZSLT performs a number of other activities specifically aimed at improving production for the beekeeping sector:

- honey bee diseases diagnostic services;
- honey bee products and feedstuffs control by means of microbiological, chemical, physical and organoleptic examinations including laboratory tests to check their quality standards;
- inspections of imported queen bee consignments;
- technical and scientific support to beekeepers including training sessions;
- experimental research in the field of bee product food safety and hygiene;
- studies, experiments and production technologies and techniques needed to monitor the safety of food of animal origin and animal feed;
- scientific and technological cooperation at national and international levels;
- epidemiological surveillance on food safety, livestock and their products, including the environmental factors;
- risk analysis linked to the honey bees and bee products;
- support, technical assistance, training and hygiene information to beekeepers; and
- training of National Health Service staff and other operators in the beekeeping sector.

## 2. Terms of Reference

### 2.1 Definition of Output(s) and/or Outcome(s)

**Output 1: “E-publication of the Guidelines on sustainable beekeeping”** allowing to obtain high quality products while respecting the consumer’s health with a focus on small-scale producers, farmers and beekeepers in the context of sustainable beekeeping models (to be classified beforehand). The guidelines will be published as part of the NSA-series and are intended for a target audience of project design teams, national programme managers and policymakers. The compilation of the guidelines will benefit from technical inputs from Apimondia.

**Output 2: “E-publication of the Practical Manual on sustainable beekeeping for rural areas of Africa” (in English and French)** (developed in collaboration with TECA) according to TECA documenting practices to be used by beekeepers at apiary level for a sustainable production. The manual will be shared through several FAO websites including the TECA platform to allow worldwide access to the good practices and will be provided with visual images and demonstrations.

### 2.2 Description of Services

The Service provider will provide the following services:

#### **Output 1**

##### **E-publication of Guidelines on Sustainable Beekeeping**

- Finalize the content of a co-publishing agreement between Apimondia, FAO, CAAS and IZSLT;
- prepare an annex on technical specifications for procurement of beekeeping equipment taking regional differences into account;
- finalize the draft document and include reviewers’ comments;
- prepare the E-publication of the Guidelines on sustainable beekeeping by subcontracting a specialised agency. Activities include: editing according to FAO style, proofreading, layout and artwork;
- provide final edited text to FAO;
- send print-ready proofs, including all text and cover pages to FAO, Apimondia and CAAS for review; and
- send final print-ready proofs, including all text and cover pages to FAO, Apimondia and CAAS for online publication.

#### **Output 2**

##### **E-publication of the Practical Manual on sustainable beekeeping for rural areas of Africa**

- Finalize the content of a co-publishing agreement between Apimondia, FAO and IZSLT;
- finalize the draft document and include reviewers’ comments;
- prepare the E-publication of the Practical Manual (English) for rural areas of Africa by subcontracting a specialised agency. Activities include: editing according to FAO style, proofreading, layout, artwork;
- provide final edited text (English) to FAO;

- prepare the E-publication of the Practical Manual (French) for rural areas of Africa by subcontracting a specialised agency. Activities include: translation from English, editing according to FAO style, proofreading, layout, artwork;
- provide final edited text (French) to FAO;
- send print-ready proofs (English and French), including all text and cover pages to FAO and Apimondia for review; and
- send final print-ready proofs (English and French), including all text and cover pages to FAO and Apimondia for online publication.

### 2.3 Workplan and Timeframe (Duration)

|  | Dec 2020-Jan<br>2021 | Feb – Jun<br>2021 | Jul – Oct<br>2021 | Nov 2021 |
|--|----------------------|-------------------|-------------------|----------|
| <b>Output 1:<br/>E-publication of Guidelines on Sustainable Beekeeping</b>   |                      |                   |                   |          |
| Finalize the content of a co-publishing agreement between Apimondia, FAO, CAAS and IZSLT   | X                    |                   |                   |          |
| Prepare an annex on technical specifications for procurement of beekeeping equipment taking regional differences into account  | X                    |                   |                   |          |
| Finalize the draft document and include reviewers' comments  | X                    |                   |                   |          |
| Prepare the E-publication of the Guidelines on sustainable beekeeping, including the following: editing according to FAO style, proofreading, layout and artwork             |                      | X                 | X                 |          |
| Provide final edited text to FAO   |                      | X                 |                   |          |
| Send print-ready proofs, including all text and cover pages to FAO, Apimondia and CAAS for review  |                      |                   | X                 |          |
| Send final print-ready proofs, including all text and cover pages to FAO, Apimondia and CAAS for online publication  |                      |                   |                   | X        |
| <b>Output 2:<br/>E-publication of the Practical Manual on sustainable beekeeping for rural areas of Africa</b>   |                      |                   |                   |          |
| Finalize the content of a co-publishing agreement between Apimondia, FAO and IZSLT   | X                    |                   |                   |          |
| Finalize the draft document and include reviewers' comments  | X                    |                   |                   |          |
| E-publication of the Practical Manual (English) for rural areas of Africa, including: editing according to FAO style, proofreading, layout, artwork                          |                      | X                 | X                 |          |
| Provide final edited text (English) to FAO   |                      | X                 |                   |          |
| E-publication of the Practical Manual (French) for rural areas of Africa, including: translation from English, editing according to FAO style, proofreading, layout, artwork |                      | X                 | X                 |          |
| Provide final edited text (French) to FAO  |                      | X                 |                   |          |
| Send print-ready proofs (English & French), including all text and cover pages to FAO and Apimondia for review   |                      |                   | X                 |          |
| Send final print-ready proofs (English & French), including all text and cover pages to FAO and Apimondia for online publication   |                      |                   |                   | X        |

## 2.4 Monitoring Mechanisms and Reporting Requirements

Ms Roswitha Baumung, Animal Production Officer, (NSA, FAO HQs, Rome, Italy) will monitor the proper implementation of the Agreement and certify to the disbursing officer that the terms of the Agreement have been satisfactorily met and that appropriate payments can be made.

## 3. Inputs to be provided free of charge by Service Provider

The Service Provider will provide a portion of the staff time as in-kind contribution to this Agreement.

## 4. Inputs to be provided in kind by FAO

FAO will provide technical backstopping during planning and implementation of all activities.

## 5. Detailed budget

| No. | Item   | Unit        | No. of units | Unit Cost | Total Cost |
|-----|--|-------------|--------------|-----------|------------|
|     |  |             |              | Euro      | Euro       |
| 1   | HUMAN RESOURCE INPUTS  |             |              |           |            |
| 1.1 | Senior Technical Expert  | person-days | 5 days       | 400       | 2,000      |
|     | Total Expertise  |             |              |           | 2,000      |
| 2   | E-PUBLICATIONS   |             |              |           |            |
| 2.1 | E-publication of the Guidelines on sustainable beekeeping, including: editing according to FAO style, proofreading, layout, artwork  | words       | 159,000      | 0.119     | 18,921     |
| 2.2 | E-publication of the Practical Manual (English) for rural areas of Africa, including: editing according to FAO style, proofreading, layout, artwork                          | words       | 3,200        | 0.30      | 960        |
| 2.3 | E-publication of the Practical Manual (French) for rural areas of Africa, including: translation from English, editing according to FAO style, proofreading, layout, artwork | words       | 3,200        | 0.40      | 1,280      |
|     | Total E-publications   |             |              |           | 21,161     |
|     | FAO'S MAXIMUM FINANCIAL LIABILITY  | GRAND       | TOTAL        |           | 23,161     |

## 6. Responsible Officer

Ms. Roswitha Baumung, Animal Production Officer, NSAG (FAO), has been designated by the Budget Holder responsibility to manage and monitor the proper implementation of the Agreement on behalf of FAO and to certify to the Budget Holder that the terms of the Agreement have been satisfactorily met and that appropriate payments can be made.

## **7. Reimbursements**

The Service Provider must reimburse to FAO by 15 December 2021 any overpayments that may have been effected or excess funds, which may remain after completion of the services.

## ***PUBBLICAZIONE***

Copia della presente deliberazione è stata pubblicata ai sensi della L.69/2009 e successive modificazioni ed integrazioni in data 2/12/2020.

IL FUNZIONARIO INCARICATO

