



, 25 January 2022

### **Mandate agreement**

We are pleased to inform you that the management of Fastenaktion (Swiss Catholic Lenten Fund) and the International Cooperation Department have thoroughly studied your application and approved a total amount of

**CHF**

We kindly ask you to abide by the conditions set out in the enclosed agreement. Please fill in the details and return a signed copy to Fastenaktion. The first instalment will be paid after receipt of the signed agreement and the corresponding request for payment.

Further instalments will be paid according to the agreements concerning work schedules and reporting, as well as on the basis of the annual budget decision taken by Fastenaktion.

We are glad to cooperate with you and wish you a lot of success.

yours sincerely

**Fastenaktion**

Markus Brun  
Head of Department

Encl.:

- Agreement
- Payment request form



# Mandate Agreement for the Programme Coordination



## Mandate agreement

between

**Fastenaktion**

Swiss Catholic Lenten Fund, Alpenquai 4, 6005 Lucerne, Switzerland

(Principal)

and

represented by [name of coordinator]

(Agent, hereafter called Programme Coordination)

under the project number:

concerning the

**Coordination of the country programme in [country]:**

\*\*\*\*\*

**1. Start of agreement:**

**2. Duration of agreement:        until**

**3. Mandate:**

Coordination of the cooperation between Fastenaktion and its partner organisations in the context of the above-cited country programme, as well as providing consultancy to the partner organisations. The terms of the contractual relationship between Fastenaktion (Swiss Catholic Lenten Fund) and the Programme Coordination are set out in the coordination guidelines (see appendix 1), the specification (see appendix 2), and the expenses guidelines for the Programme Coordination (see appendix 3).



# Mandate Agreement



## 4. Flat-rate remuneration by Fastenaktion (see coordination guidelines Art. 5):

	Number of working days provided for during the period of the agreement (minimum 8 hours per day)	Flat-rate remuneration per working day incl. overhead costs (in [currency])	Total (in [currency])
Programme coordinator			
Staff member for coordination and project support tasks			
Administrator, bookkeeper with corresponding advisory and supervisory tasks			
Support staff (driver, security staff)			
Total flat-rate remuneration			

## 5. Payment of expenses (see Expenses guidelines for the Programme Coordination):

Budget for	1 <sup>st</sup> year (in [currency])	2 <sup>nd</sup> year (in [currency])	3 <sup>rd</sup> year (in [currency])
Transport costs			
Subsistence costs			
Overnight accommodation costs			
Representation costs			
Other costs			
Total expenses			
Total expenses in the agreed currency			

## 6. Budget of the total costs of the Programme Coordination (cost ceiling):

	in [currency]	in CHF exchange rate: .....
Flat-rate remuneration		CHF
Payment of expenses		CHF
Total		CHF



# Mandate Agreement



**7. Exchange rate fluctuations:**

The amounts listed in the local currency in this mandate agreement are binding. The amounts in CHF shall be adjusted to the respective exchange rates applicable at the time of the transfer.

**8. Statement of account and mode of payment:**

The transfer of the flat-rate remuneration is done in quarterly instalments on the basis of a corresponding statement of account from the Programme Coordination for the days worked. The expenses will also be billed and paid on a quarterly basis.

The Programme Coordination declares its willingness to give Fastenaktion, at its request, full access to the accounting records relating to the coordination activity and to all relevant payment records.

**9. Inventory:**

Objects and vehicles used by the Programme Coordination that are the property of Fastenaktion will be listed on an inventory sheet that must be signed by both parties to the agreement.

Appendices 1, 2, 3, 4 and 5 form an integral part of this mandate agreement.

Alterations and supplements to this mandate agreement (including an extension) shall only be valid if they are done in writing and with the consent of both parties to the agreement. The mandate agreement shall be subject to Swiss law. For all disputes arising from this agreement, the place of jurisdiction shall be Lucerne.

The attached guidelines (appendices) can be changed by Fastenaktion’s Board of directors with a notice period of 3 months.

Lucerne, 25 January 2022

Place and date: .....

**Fastenaktion**  
International Cooperation Department

.....  
Markus Brun  
Head of Department

.....  
[Name of programme coordinator]  
Programme Coordination

.....

**Appendices:**

- 1 Guidelines for the coordination of the country programmes (Coordination guidelines)
- 2 Specification
- 3 Expenses guidelines for the Programme Coordination
- 4 Guideline on preventing and combating the abuse of power
- 5 Safety and Security Risk Management Policy



# Demand for Payment



## Zahlungsanforderung - Demande de versement - Demand for Payment - Solicitud de pago

Projekt-Nr / No. du project / No. of the project / No. del proyecto:

Projekt-Bezeichnung / Titre du projet / Title of the project / Título del Proyecto:

Wir bitten um die Auszahlung des Betrages von:  
Nous vous prions de verser le montant de:  
We wish to receive the amount of:  
Solicitamos el pago de:

CHF

Erwünschter Termin der Überweisung:  
Date à laquelle nous désirons le recevoir:  
Preferred date for remittance:  
Fecha deseada para el giro:

Adresse der Bank des Begünstigten:  
Adresse de la banque du Bénéficiaire:  
Banking address of Beneficiary:  
Dirección del Banco del Beneficiario:

Adresse der Korrespondenzbank  
Adresse de la banque de correspondance  
Address of the correspondence bank  
Dirección del Banco de correspondencia

IBAN-Nr.:

IBAN-Nr.:

Swift/BIC-Code:

Swift/BIC-Code:

Konto-Nr. des Begünstigten / No. du compte du Bénéficiaire  
Account No. of Beneficiary / No. de cuenta del Beneficiario

Konto-Nr. der Korrespondenzbank / No. du compte de la banque de correspondance / Account No. of the correspondence bank / No. de cuenta del Banco de correspondencia

Adresse des Konto-Inhabers  
Titulaire du Compte et adresse  
Holder of account and mailing:  
Titular de cuenta y dirección:

**Check**  
Begünstigter und Adresse  
Bénéficiaire et adresse  
Beneficiary and mailing address  
Beneficiario y dirección

### ORGANISATION

Ort und Datum / Lieu et date / Place and date / Lugar y fecha

.....

Unterschrift des Verantwortlichen für das Projekt  
Signature du responsable de ce projet  
Signature of the person responsible for the project  
Firma del responsable del proyecto

.....

### FASTENAKTION

Bitte nicht ausfüllen  
s.v.p. pas remplir  
Please do not fill  
Por favor no rellenar

Visum PV und Datum:

# Specification for the Programme Coordination



## Specification of the Programme Coordination in .....[country].....

1. This specification forms an integral part of the mandate agreement concerning the coordination of the country programme in .....[country]....
2. The coordination guidelines set out the basic conditions governing the contractual relationship between Fastenaktion and the mandated Programme Coordination. This also includes the general duties and rights of the Programme Coordination (see art. 8 – 13 of the coordination guidelines).
3. The country programme, which is an important management tool for Fastenaktion, is the basis from which the following specific tasks arise for the above-mentioned Programme Coordination, in addition to the general duties listed in the coordination guidelines:

*[Additions or specification of the general duties and/or adjustments to the requirements of the country programme]*

- 3.1 .....
- 3.2 .....
- 3.3 .....
- 3.4 .....

4. The present specification can be adapted, by mutual agreement between Fastenaktion and the Programme Coordination, to any new circumstances that may arise. Changes to the specification must be in writing.

Lucerne, 25 January 2022

Place and date: .....

.....  
Markus Brun  
Head of International  
Cooperation Department

.....  
[Name of Programme Coordinator]  
Programme Coordination

.....