

## Appendix D

**Sub-Project Symbol:** \*\* / \*\* / \*\*\* / \*\* / \*\*\* / \*\*

**Number of Supplementary Agreement:** \_\_\_\_<sup>1</sup>

**Date of Supplementary Agreement:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### **SUPPLEMENTARY AGREEMENT UNDER THE PROGRAMME OF THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES**

**BETWEEN**

**THE OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES**  
*(hereinafter referred to as "UNHCR")*

**AND**

the \_\_\_\_\_  
*(hereinafter referred to as "the Agency")*

**AND**

the \_\_\_\_\_  
*(hereinafter referred to as "the Government")*  
*(all hereinafter referred to as "the Parties")*

#### **ART.1 - PREAMBLE**

1.01 GIVEN that the Parties to this Supplementary Sub-Project Agreement signed an **original** Agreement with UNHCR on the following dates:

UNHCR

The Agency

The Government

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

<sup>1</sup> Enter sequential number of this supplementary agreement (e.g. 1, 2, ...).

1.02 GIVEN that the original Agreement has been amended in accordance with the provisions contained in previous Supplementary Agreements signed with UNHCR by the Parties on the following date(s) of the respective Supplementary Agreement(s):

	UNHCR	The Agency	The Government
First:	_____	_____	_____
Second:	_____	_____	_____

*(add or delete lines as required)*

1.03 GIVEN that those provisions contained in the original and any previous Supplementary Agreements remain **in force and effect** except as amended by this Supplementary Agreement;

1.04 AND GIVEN that after mutual consideration, the Parties have agreed that the revisions contained in this Supplementary Agreement and in the relevant revised Annexes (A, B, C) are necessary in order to reflect the current status of the Sub-Project;

#### IT IS HEREBY AGREED BY THE PARTIES

1.05 The elements of the original Agreement, including all Annexes and Appendices and as amended by any previous Supplementary Agreements, form an integral part of this Agreement;

#### **Revised Sub-Project Data Elements**

1.06 The Basic Sub-Project Data below contains the following revised data elements :

\_\_\_\_\_  
*(enter the Sub-Article number(s) of the data element(s) that have been revised)*

#### **Replacement of an Annex or other Attachment**

1.07 The replacement Annex or other attachment referenced below and attached to this Supplementary Agreement supersedes earlier versions attached to the original Agreement or previous Supplementary Agreement(s) and becomes integral part of this Agreement (tick as appropriate):

- Sub-Project Description set out in Annex A
- Sub-Project Budget set out in Annex B
- Sub-Project Workplan set out in Annex C

\_\_\_\_\_  
*(list additional revised Annexes if any)*

**Other Amendments**

1.08 For amendments to the Sub-Project other than those listed above, state reason and details of the amendment.

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**ART. 2 – BASIC SUB-PROJECT DATA**

2.01 **Project Symbol [LOI No.] And Title:** \_\_\_\_\_

2.02 **Sub-Project Symbol and Title:** \_\_\_\_\_

2.03 **Location:** \_\_\_\_\_

2.04 **Effective Commencement Date:** \_\_\_\_\_

2.05 **Planned Completion Date:** \_\_\_\_\_

2.06 **Liquidation Date:** \_\_\_\_\_

2.07 **Level at which Budgetary Transfers are Authorized:** (check box)

sector       activity       item       sub-item

2.08 **Periodic Reporting:**

Sub-Project Monitoring Report:

- by 10 April for the period ending 31 March (Part 1)
- by 15 July for the period ending 30 June (Parts 1&2)
- by 10 October for the period ending 30 September (Part 1)
- by 15 February for the period ending 31 December (Parts 1&2)

Other (specify titles and due dates):

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2.09 **Total Sub-Project Requirements:**

Cash in local currency: \_\_\_\_\_

Cash in [other] convertible currency: \_\_\_\_\_



Name of Account Holder, Account Title and Number: \_\_\_\_\_

2.13.1

- If the adjacent box is *ticked*, it indicates that the account is a separate account for UNHCR Sub-Project funds only. Any interest earned will be credited to the Sub-Project.
- If the adjacent box is *ticked* it indicates that the account is a pool account. Interest earned on this account will be apportioned and a fair share will be credited to the Sub-Project.

2.13.2

Paragraph 6 of Appendix 1 sets out the provisions in relation to the Bank Accounts in which UNHCR funds are to be deposited; it needs to be underlined that UNHCR funds must remain traceable.

2.14 **Audit Information:**

Name and Address of Audit Body: (see paras. 9 & 10 of Appendix 1)

\_\_\_\_\_  
\_\_\_\_\_

**ART. 3 – ANNEXES AND APPENDICES**

3.01 Signature by the Agency and Government of this Supplementary Agreement constitutes formal approval of the revised Annexes listed in Article 1.07 above, the respective cover pages of which have been initialled by the Parties upon signature.

3.02 Other Appendices to the previous Agreement (Financial and Programme Arrangements set out in Appendix 1; Standards of Conduct as set out in Appendix 2) remain valid.

SIGNED IN \_\_\_\_\_ ORIGINALS BY THE DULY AUTHORIZED SIGNATORIES

ON BEHALF OF THE FOLLOWING PARTIES:

	UNHCR	THE AGENCY	THE GOVERNMENT
Signature:	_____	_____	_____
Name:	_____	_____	_____
Title:	_____	_____	_____
Date:	_____	_____	_____
Place:	_____	_____	_____

