

Halifax International Security Forum  
Summary of Costs for the 2011 Summit

*H*  
June 5/12

Summit costs as per Final Report	\$	2,765,192.17 *	
Less other Revenues:			
	\$	108,000.00	
	\$	10,000.00	
	\$	25,000.00	
	\$	50,000.00	s.20(1)(b)
Total Revenues	\$	193,000.00 *	
Less HST rebate	\$	93,752.60	
Sub-total	\$	2,478,439.57	
Plus additional costs received after January 2012	\$	94,855.97	
Total Summit Costs, net of Revenues	\$	2,573,295.54	
Total Maximum allowable for Year 1	\$	2,490,000.00	✓ Paid <i>mut</i>
Costs in excess of Maximum	\$	83,295.54	✓

\* Hospitality costs totalling \$110,381.25 were considered not eligible for ACOA. These costs were covered by other revenues. ✓

Project No.: 199652

2012/07/03

Halifax International Security Forum  
1717 Rhode Island Avenue NW  
Suite 610  
Washington, DC  
USA  
20036

Attention: Mr. Peter Van Praagh

Dear Mr. Van Praagh:

**Re: Approval for Request for Payment**


We are pleased to advise that approval has been given by this Agency for the disbursement of **\$116,669.00** which represents payment number 08 of a Contribution under the Business Development Program. Accordingly, we are today requisitioning a payment from Public Works and Government Services Canada, and you may expect to receive this in the immediate future by direct deposit. The method of calculating the amount of payment and approved costs is shown in the attached Annex 1.

It is a condition of accepting this payment that you agree to fulfill the terms and conditions set out in the Letter of Offer, the Agreement and the declaration made in the application. It is also a condition of the contract that you will retain all invoices, cancelled cheques and records pertaining to this project to be made available in the event that this project is chosen for a comprehensive audit.

If further information is required or if your payment is not received promptly, please contact the undersigned at (800) 565-1228, (902) 426-6600 or via e-mail at [matthew.johnson@acoa-apec.ca](mailto:matthew.johnson@acoa-apec.ca).

Yours truly,



 Matthew Johnson  
Account Manager

Attachment

**Annex 1**

***Halifax International Security Forum***

Project # 199652

**Detailed Calculation of Payment #08**

Costs Claimed	\$0.00
Adjustment Amount	\$0.00
<b>Claim Approved Costs</b>	<u>\$0.00</u>
 Gross Approved Costs	
.000% of \$0.00	\$0.00
Less: Holdback	\$0.00
Advance Settlement	\$0.00
Plus: Advance	\$116,669.00
<b>Approved Payment</b>	\$116,669.00
Plus: Prior Payments	<u>\$3,921,467.06</u>
<b>Total Assistance Paid to Date</b>	<u><b>\$4,038,136.06</b></u>

*Note:* If an advance has been issued, please refer to the *Advance Payment* clause outlined in our Letter of Offer.

Requisition Control Number Status

C003412

Ready for posting

Position

Adjusting Entries

Invoices

Foreign Bank

Payee

HALIFAX INTERNATIONAL SECURITY FOR

G19540

The Toronto-Dominion Bank - 25012

Apply

Revert

Delete

Payment Type

Pr: Pmt

2

Direct Deposit

District Accounting Office

0065

Nova Scotia - Halifax

Post Month

Batch

June - Period 03

Data Entry Date

Release Date

Due Date

Int. Ind.

2012.06.28

2012.06.28

2012.06.28

2

Department Text

Voucher Amount

Cheque Amount

Currency

116,669.00

116669.00

Cheque Language

Cheque Number

Cheque Date

English

Payee Name

HALIFAX INTERNATIONAL SECURITY FORUM

Payee Address

UNASSIGNED

City

Province

Halifax

NS

Nova Scotia

Country

Postal Code

CAN

Canada

X

Fiscal Year

2012/2013

Back

Next

Finish

Exit

Start

Inbox - Microsoft Out...

[GX]GX Corporate Sy...

[11A] Payment Re...

Ottawa axes fisheries...

3:20 PM

PAID - BY CHECK REQUISITION

CERTIFIED PURSUANT TO SECTION 33  
OF THE FINANCIAL ADMINISTRATION ACT  
DATE June 2012 INIT

Invoice: 6034344-1/008      Paid On Req #: C003412      Status: Approved      Apply

Header										Details	
Line #	Commitment	All	Act	Rsp	Obj	Pro	Class	Line Amount			
GCA	6034344 1	210	A18	650	1104	620	511792	116,669.00			

New

Delete

Change

Apply

Line #	Description	Pre-tax Amount	Invoice Total
GCA	Advance	116,669.00	116,669.00
		Holdback Amount	Total for all lines
		.00	116,669.00

Commodity

Commitment	Detail	Project	All	Act	Rsp	Obj	Pro	Class
6034344 1		6034344	1	210	A18	650	1104	620 511792
Final	Close							
<input type="checkbox"/>	<input type="checkbox"/>							
								Claim Amounts
								Line Amount
								116,669.00

Display

Revised Payee

Exit

Recommendation Document - SCHEDULE A

Business Development Program

Sub-Program	GX Contract No.	QA File ID	Client ID	Supplier Code	Fiscal Year
620	6034344-1	199652	35169	G19540	2013

IDENTIFICATION

Payee (and joint payee, if applicable):			
Name(s):	HALIFAX INTERNATIONAL SECURITY FORUM	Principal In Arrears:	0.00
Address:	UNASSIGNED, Halifax, NS	Interest Due:	0.00
Attention:	Peter Van Praagh	Charges Due:	0.00

PROJECT DESCRIPTION AND AUTHORIZATION ASSISTANCE

Major Act: Business Support (2)	Offer Accepted: 2011/08/04	Project Start Date: 2011/07/28
Location of Project Municipality, Province-Territory Halifax Nova Scotia		Est. End Date: 2014/03/31
Type of Assistance: B - Non-Repayable	Last Financial Statement Date:	
Payment Type: Direct Deposit	Authorized Rate	% X Eligible Costs = Total Authorized Assistance
Email Notification (GX): dakota@halifaxtheforum.org	100.000	% X 7,470,000.00 = 7,470,000.00
		7,470,000.00

DEPARTMENT CASH FORECAST

Fiscal Year	2012/2013	2013/2014	2014/2015	2015/2016	Future Years
Committed	1,998,000.00	2,490,000.00	0.00	0.00	0.00
Expended	939,467.06	0.00			

Modified 2012/02/29 by Soraya Liscano

COSTS APPROVED

Cost Summary	TOTAL PRIOR CLAIMS			THIS CLAIM	TOTAL TO LATEST PERIOD END: 2012/07/31
	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)		
Costs Claimed	3,214,873.76	894,178.17	0.00	0.00	4,109,051.93
Adjustments/Deferrals/Deferral+	-724,873.76	-31,047.11	0.00	0.00	-755,920.87
Eligible Costs Approved	2,490,000.00	863,131.06	0.00	0.00	3,353,131.06

PAYMENT CALCULATION

Approved Assistance:	\$0.00	
Less Applicable Holdback (0%):	\$0.00	Available Holdback: \$0.00
Assistance Payable:	\$0.00	
Outstanding Advances:	\$568,336.00	
Advance Settlement:	\$0.00	Unsettled Outstanding Advances: \$568,336.00
Amount Owning:	\$0.00	
New Advance:	\$116,669.00	Unsettled Outstanding Advances: \$685,005.00
Release Holdback:	\$0.00	Available Holdback: \$0.00
PAYE Payout:	\$0.00	Outstanding PAYE: \$0.00
Current Payment:	\$116,669.00	
Disbursed (Net) before current payment:	\$3,921,467.06	
Disbursed (Net) after current payment:	\$4,038,136.06	

Period Covered From: 2012/07/01  
Period Covered To: 2012/07/31

0) Deferred:	0.00
1) Deletion:	0.00
2) Addition:	0.00
3) Deferred+:	0.00
Total:	0.00

Claim No: 8  
Claim Type: Progress (P)  
GX Payment #: 6034344-1/008

Object Code	Amount
1104 - Advances/Settlements - NRC - Encourage Employment	116,669.00

Additional Claim Information Requested

Prepared By:	Recommended By:	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department signing Authorities:
Signature: <i>Liscano</i>	<i>MPJ</i>	<i>J Muller</i>
Title: <i>Payment Officer</i>	<i>Development Officer</i>	<i>AD/Dirch, L.S.</i>
Date: <i>June 22, 2012</i>	<i>June 27, 2012</i>	<i>June 28, 2012</i>

**Inspection Review Report Problem Areas - SCHEDULE A-1**

**Project Summary**

**Applicant:** Halifax International Security Forum  
**QA File ID:** 199652  
**GX Contract No:** 6034344 1  
**Payment Evaluation Officer:** Soraya Liscano

**Description of Problem**

Claim #8

- advance request for May/Jun/Jul 2012 requested
- limited to monthly, advance for Jul/12 issued on this claim
  
- final report for year 1 on file
  
- Project start date established as July 28, 2011 from earlier date on General Ledger
- Project completion date is March 31, 2014
- There were no costs incurred prior to June 17, 2011
- claims are to be submitted on a monthly basis.
- disbursements are limited to \$2,490,000 per year for a total of \$7,470,000.00
- labour is limited to \$425,000 per year
- final claim and the comprehensive report for each year is due no later than January 31.
- ACOA shall not make any disbursement above 50% of project assistance without a claim for costs incurred to date.
- client provided PAD information prior to first disbursement
- 8.1 confirmation of financing - this project is funded 100% by ACOA, MOU with DND is being re-drafted - draft copy on file; DND concurrence on file, see tab
- 9.1 workplan provided with business plan
- 12.1 quarterly reports to be provided

**Items to be followed up at: (Next Payment)**

- quarterly report
- substantiate outstanding advance



**Project Summary**

Applicant: Halifax International Security Forum

QA File ID: 199652

GX Contract No: 6034344 1

Payment Preliminary Review Officer: Soraya Liscano


**Payment Checklist A**

	<i>Ans</i>	<i>Ref</i>
<b>1. GENERAL</b>		
Are the costs claimed consistent with those allowed as per the Statement of Work?	N/A	advance - 3rd installment
Have prior claims been reviewed to ensure no costs have been claimed in duplicate on current claim?	N/A	
Are the required reports on file?	N/A	
Is there a Pre-Authorized Repayment (PAD) form on file?	N/A	
Were costs claimed at arms length?	N/A	
Are costs claimed on the schedules arithmetically correct?	N/A	
Has the Applicant submitted a detailed list of costs with signed claim (invoice #'s, dates and amounts)?	N/A	
Has the Applicant completed, signed, and dated the Certification portion at the bottom of the claim form?	N/A	
Has the project's HST/GST rebate status changed?	N/A	
Have financing conditions been met?	N/A	
Are the current Financial Statements on file? Has QAccess been updated with the latest info?	N/A	
Have equity requirements been met?	N/A	
Have you checked any outstanding items on previous claims (Schedule A-1)? Has a complete description of adjustments been recorded on the B-4 for use in the payment letter?	N/A	
Has cashflow been adjusted?	N/A	
Have you prepared a schedule A-1 or indicated any items to be followed up?	Yes	
Has the final payment certificate been submitted with the final claim? (Have cashflows and repayment schedules been adjusted?)	N/A	

*Comments, Special Conditions and Observations :*

Account Manager :

Date :

 Jun 22/12



**Project Summary**

Applicant: Halifax International Security Forum  
QA File ID: 199652  
GX Contract No: 6034344 1  
Payment Evaluation Officer: Soraya Liscano

**Payment Checklist B**

	<i>Ans</i>	<i>Ref</i>
<b>1. GENERAL</b>		
Are you satisfied that all costs were incurred and contract commitments made after the receipt of the application by the department, and prior to the end of the control period/completion date?	N/A	
Have all significant changes from the original authorization received prior to approval?	N/A	
Are you satisfied the project is progressing as per the statement of work?	Yes	
Are you satisfied that assets are on-site (property titles transferred & adequate long term lease in place)	N/A	
Have all identified ineligible costs been deleted?	N/A	
Has there been any change in risk from the last assessment?	No	
If there has been a fixed asset disposition, transfer, or if the assets are no longer in use, are the appropriate adjustments reflected in this payment?	N/A	
Based on the Applicant's most recent financial statements, has equity been maintained?	N/A	
Is a subordination agreement required and, if so, is one on file?	N/A	
Is a CEAA report on file and client advised of all mitigations?	N/A	
Have all special conditions to the contract been met (financing, environment, other)?	N/A	
If a joint payee is required, is this indicated on the schedule A?	N/A	
Have any outstanding Audit issues been addressed?	N/A	

*Comments, Special Conditions and Observations :*

Account Manager : \_\_\_\_\_

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

*[Signature]* *Jun 22/12*

# Disbursement Details

Project Summary									
Applicant:			QA File ID:		GX Contract No:		Payment Evaluation Officer:		
Halifax International Security Forum			199652		6034344 1		Soraya Liscano		
Decision									
Rationale:									
Summary of Costs:									
Summary Of Advance:									
Outstanding Claimed Items									
Claim No.	Description	Supplier	Invoice Number	Invoice Date	Invoice Amount with HST/GST	HST/GST	Outstanding Invoice Amount with HST/GST	Outstanding HST/GST	
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Decision Items									
CRA Rebate Rate: 0 %									
Claim No.	Category	Payment Item	Claim Cost	Adjustment	Eligible Cost	Invoice HST/GST	Eligible HST/GST	Assist. Rate (%)	Payment Deferred Object Code
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Advance Items									
Claim Number	Description	Supplier	Month One	Month Two	Month Three	Total			
8/1	Project costs		\$0.00	\$0.00	\$116,669.00	\$116,669.00			
			\$0.00	\$0.00	\$116,669.00	\$116,669.00			
Advance Item Decisions									
Claim Number	Category	Description	Supplier	Requested	Adjustment	Eligible	Assist Rate (%)	Payment	Object Code
8/1	Other (operating)	Project costs		\$116,669.00	\$0.00	\$116,669.00	100.000	\$116,669.00	1104 - Advances/Settlements - NRC - Encourage Employment
				\$116,669.00	\$0.00	\$116,669.00		\$116,669.00	

✓ Completed

Remove Save Exit

Project Summary

Applicant: Halifax International Security Forum      QA File ID: 199652      GX Contract No: 6034344 1      Payment Preliminary Review Officer: Soraya Liscano

Advance

Line	Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month 3	Total Amount	Delete
1	Project costs		0.00	0.00	116,669.00	116,669.00	
						116,669.00	

Add Line Item

Project No.: 199652

2012/06/06

Halifax International Security Forum  
1717 Rhode Island Avenue NW  
Suite 610  
Washington, DC  
20036

Attention: Mr. Peter Van Praagh

Dear Mr. Van Praagh:

**Re: Approval for Request for Payment**


We are pleased to advise that approval has been given by this Agency for the disbursement of \$196,668.00 which represents payment number 07 of a Contribution under the Business Development Program. Accordingly, we are today requisitioning a payment from Public Works and Government Services Canada, and you may expect to receive this in the immediate future by direct deposit. The method of calculating the amount of payment and approved costs is shown in the attached Annex 1.

It is a condition of accepting this payment that you agree to fulfill the terms and conditions set out in the Letter of Offer, the Agreement and the declaration made in the application. It is also a condition of the contract that you will retain all invoices, cancelled cheques and records pertaining to this project to be made available in the event that this project is chosen for a comprehensive audit.

If further information is required or if your payment is not received promptly, please contact the undersigned at (800) 565-1228, (902) 426-6600 or via e-mail at [matthew.johnson@acoa-apeca.gc.ca](mailto:matthew.johnson@acoa-apeca.gc.ca).

Yours truly,



 Matthew Johnson  
Account Manager

Attachment

*Halifax International Security Forum*

Project # 199652

**Detailed Calculation of Payment #07**

Costs Claimed	\$0.00
Adjustment Amount	\$0.00
<b>Claim Approved Costs</b>	<u>\$0.00</u>
Gross Approved Costs	
.000% of \$0.00	\$0.00
Less: Holdback	\$0.00
Advance Settlement	\$0.00
Plus: Advance	\$196,668.00
<b>Approved Payment</b>	\$196,668.00
Plus: Prior Payments	<u>\$3,724,799.06</u>
<b>Total Assistance Paid to Date</b>	<u><b>\$3,921,467.06</b></u>

*Note:* If an advance has been issued, please refer to the *Advance Payment* clause outlined in our Letter of Offer.

Requisition Control Number C002487		Status Ready for posting	Approval Operator	
Position	Adjusting Entries	Invoices	Foreign Bank	
Payee G19540		HALIFAX INTERNATIONAL SECURITY FORI		
		Apply	Revert	Delete
Payment Type 2 Direct Deposit	Pri. Pmt.	Cheque Language... Cheque Number... Cheque Date		
District Accounting Office 0065 Nova Scotia - Halifax		Payee Name HALIFAX INTERNATIONAL SECURITY FORUM		
Post Month June - Period 03	Batch	Payee Address UNASSIGNED		
Data Entry Date 2012.06.05	Release Date 2012.06.05	Due Date 2012.06.05	Int. Ind 2	
Department Text				
Voucher Amount 196,668.00	Cheque Amount 196688.00	Currency		
City Halifax	Province NS Nova Scotia	Country CAN Canada		
	Postal Code X			

Fiscal Year 2012/2013 Back Next Finish Exit

Start | Inbox - Microsoft Out... | [GX]GX Corporate Sy... | [11A] Payment Re... | Microsoft Excel - Blan... | 11:22 AM

PAID - BY CHECK REQUISITION

CERTIFIED PURSUANT TO SECTION 33  
OF THE FINANCIAL ADMINISTRATION ACT  
DATE June 5/12 INIT [Signature]

Invoice	Paid On Req #	Status	
6034344-1/007	C002487	Approved	Apply

Header								Details	
Line #	Commitment	All	Act	Rsp	Obj	Pro	Class	Line Amount	
GCA	6034344 1	210	A18	650	1104	620	511792	196,668.00	

Line #	Description	Pre-tax Amount	Invoice Total
GCA	Advance	196668.00	196,668.00
		Holdback Amount	Total for all lines
		0.00	196,668.00

Commodity

Commitment	Detail	Project	All	Act	Rsp	Obj	Pro	Class
6034344 1	[X]	6034344	1	210	A18	650	1104	511792

Final Close

Claim Amounts

Line Amount

196,668.00

Revised Payee	Exit
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Recommendation Document - SCHEDULE A

Business Development Program

Sub-Program	GX Contract No.	QA File ID	Client ID	Supplier Code	Fiscal Year
620	6034344-1	199652	35169	G19540	2013

IDENTIFICATION

Payee (and joint payee, if applicable):			
Name(s):	HALIFAX INTERNATIONAL SECURITY FORUM	Principal in Arrears:	0.00
Address:	UNASSIGNED, Halifax, NS	Interest Due:	0.00
Attention:	Peter Van Praagh	Charges Due:	0.00

PROJECT DESCRIPTION AND AUTHORIZATION ASSISTANCE

Major Act: Business Support (2)	Offer Accepted: 2011/08/04	Project Start Date: 2011/07/28
Location of Project Municipality, Province-Territory Halifax Nova Scotia		Est. End Date: 2014/03/31
Type of Assistance: B - Non-Repayable	Last Financial Statement Date:	
Payment Type: Direct Deposit	Authorized Rate	% X Eligible Costs = Total Authorized Assistance
Email Notification (GX): dakota@halifaxtheforum.org	100.000	% X 7,470,000.00 = 7,470,000.00
		7,470,000.00

DEPARTMENT CASH FORECAST

Fiscal Year	2012/2013	2013/2014	2014/2015	2015/2016	Future Years
Committed	1,998,000.00	2,490,000.00	0.00	0.00	0.00
Expended	742,799.06	0.00			

Modified 2012/02/29 by Soraya Liscano

COSTS APPROVED

Cost Summary	TOTAL PRIOR CLAIMS			THIS CLAIM	TOTAL TO LATEST PERIOD END: 2012/06/30
	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)		
Costs Claimed	3,214,873.76	894,178.17	0.00	0.00	4,109,051.93
Adjustments/Deferrals/Deferral+	-724,873.76	-31,047.11	0.00	0.00	-755,920.87
Eligible Costs Approved	2,490,000.00	863,131.06	0.00	0.00	3,353,131.06

PAYMENT CALCULATION

Approved Assistance:	\$0.00	
Less Applicable Holdback (0%):	\$0.00	Available Holdback: \$0.00
Assistance Payable:	\$0.00	
Outstanding Advances:	\$371,668.00	
Advance Settlement:	\$0.00	Unsettled Outstanding Advances: \$371,668.00
Amount Owning:	\$0.00	
New Advance:	\$196,668.00	Unsettled Outstanding Advances: \$568,336.00
Release Holdback:	\$0.00	Available Holdback: \$0.00
PAYE Payout:	\$0.00	Outstanding PAYE: \$0.00
Current Payment:	\$196,668.00	
Disbursed (Net) before current payment:	\$3,724,799.06	
Disbursed (Net) after current payment:	\$3,921,467.06	

Period Covered From: 2012/06/01  
Period Covered To: 2012/06/30

0) Deferred:	0.00
1) Deletion:	0.00
2) Addition:	0.00
3) Deferred+:	0.00
Total:	0.00

Claim No: 7  
Claim Type: Progress (P)  
GX Payment #: 6034344-1/007

Object Code	Amount
1104 - Advances/Settlements - NRC - Encourage Employment	196,668.00

Additional Claim Information Requested

Prepared By:	M. Johnson, J. Mullen	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department signing Authorities: C. Mallett
Signature:	<i>[Signature]</i>	<i>[Signature]</i>
Title:	Payment Officer	AG. Reg. Ops
Date:	May 31, 2012	Jun 5/12



<b>Inspection Review Report Problem Areas - SCHEDULE A-1</b>
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<b>Project Summary</b>
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**Applicant:** Halifax International Security Forum

**QA File ID:** 199652

**GX Contract No:** 6034344 1

**Payment Evaluation Officer:** Soraya Liscano

<b>Description of Problem</b>
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Claim #7

- advance request for May/Jun/Jul 2012 requested
- limited to monthly, advance for Jun/12 issued on this claim
- final report for year 1 on file
- Project start date established as July 28, 2011 from earlier date on General Ledger
- Project completion date is March 31, 2014
- There were no costs incurred prior to June 17, 2011
- claims are to be submitted on a monthly basis.
- disbursements are limited to \$2,490,000 per year for a total of \$7,470,000.00
- labour is limited to \$425,000 per year
- final claim and the comprehensive report for each year is due no later than January 31.
- ACOA shall not make any disbursement above 50% of project assistance without a claim for costs incurred to date.
- client provided PAD information prior to first disbursement
- 8.1 confirmation of financing - this project is funded 100% by ACOA, MOU with DND is being re-drafted - draft copy on file; DND concurrence on file, see tab
- 9.1 workplan provided with business plan
- 12.1 quarterly reports to be provided

<b>Items to be followed up at: (Next Payment)</b>
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- quarterly report
- issue advance for July



<b>Project Summary</b>
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<b>Applicant:</b>	Halifax International Security Forum
<b>QA File ID:</b>	199652
<b>GX Contract No:</b>	6034344 1
<b>Payment Preliminary Review Officer:</b>	Soraya Liscano

<b>Payment Checklist A</b>
----------------------------

	<i>Ans</i>	<i>Ref</i>
<b>I. GENERAL</b>		
Are the costs claimed consistent with those allowed as per the Statement of Work?	N/A	advance - 2nd installment
Have prior claims been reviewed to ensure no costs have been claimed in duplicate on current claim?	N/A	
Are the required reports on file?	Yes	
Is there a Pre-Authorized Repayment (PAD) form on file?	N/A	
Were costs claimed at arms length?	N/A	
Are costs claimed on the schedules arithmetically correct?	N/A	
Has the Applicant submitted a detailed list of costs with signed claim (invoice #'s, dates and amounts)?	N/A	
Has the Applicant completed, signed, and dated the Certification portion at the bottom of the claim form?	N/A	
Has the project's HST/GST rebate status changed?	N/A	
Have financing conditions been met?	N/A	
Are the current Financial Statements on file? Has QAccess been updated with the latest info?	N/A	
Have equity requirements been met?	N/A	
Have you checked any outstanding items on previous claims (Schedule A-1)? Has a complete description of adjustments been recorded on the B-4 for use in the payment letter?	Yes	
Has cashflow been adjusted?	N/A	
Have you prepared a schedule A-1 or indicated any items to be followed up?	Yes	
Has the final payment certificate been submitted with the final claim? (Have cashflows and repayment schedules been adjusted?)	N/A	

<i>Comments, Special Conditions and Observations :</i>
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Account Manager : _____	Date : <u>May 31/12</u>
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**Project Summary**

Applicant: Halifax International Security Forum  
QA File ID: 199652  
GX Contract No: 6034344 1  
Payment Evaluation Officer: Soraya Liscano

**Payment Checklist B**

	<i>Ans</i>	<i>Ref</i>
<b>I. GENERAL</b>		
Are you satisfied that all costs were incurred and contract commitments made after the receipt of the application by the department, and prior to the end of the control period/completion date?	N/A	
Have all significant changes from the original authorization received prior to approval?	N/A	
Are you satisfied the project is progressing as per the statement of work?	Yes	
Are you satisfied that assets are on-site (property titles transferred & adequate long term lease in place)	N/A	
Have all identified ineligible costs been deleted?	N/A	
Has there been any change in risk from the last assessment?	No	
If there has been a fixed asset disposition, transfer, or if the assets are no longer in use, are the appropriate adjustments reflected in this payment?	N/A	
Based on the Applicant's most recent financial statements, has equity been maintained?	N/A	
Is a subordination agreement required and, if so, is one on file?	N/A	
Is a CEAA report on file and client advised of all mitigations?	N/A	
Have all special conditions to the contract been met (financing, environment, other)?	N/A	
If a joint payee is required, is this indicated on the schedule A?	N/A	
Have any outstanding Audit issues been addressed?	N/A	
<i>Comments, Special Conditions and Observations :</i>		

Account Manager : \_\_\_\_\_

Date : May 31/12

# Disbursement Details

<b>Project Summary</b>			
------------------------	--	--	--

<b>Applicant:</b>	<b>QA File ID:</b>	<b>GX Contract No:</b>	<b>Payment Evaluation Officer:</b>
Halifax International Security Forum	199652	6034344 1	Soraya Liscano

<b>Decision</b>
-----------------

**Rationale:**

**Summary of Costs:**

**Summary Of Advance:**

## Outstanding Claimed Items

Claim No.	Description	Supplier	Invoice Number	Invoice Date	Invoice Amount with HST/GST	HST/GST	Outstanding Invoice Amount with HST/GST	Outstanding HST/GST
					\$0.00	\$0.00	\$0.00	\$0.00

## Decision Items

**CRA Rebate Rate: 0 %**

Claim No.	Category	Payment Item	Claim Cost	Adjustment	Eligible Cost	Invoice HST/GST	Eligible HST/GST	Assist. Rate (%)	Payment	Deferred	Object Code
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		

## Advance Items

Claim Number	Description	Supplier	Month One	Month Two	Month Three	Total
7/1	Project costs		\$0.00	\$196,668.00	\$0.00	\$196,668.00
			\$0.00	\$196,668.00	\$0.00	\$196,668.00

## Advance Item Decisions

Claim Number	Category	Description	Supplier	Requested	Adjustment	Eligible	Assist Rate (%)	Payment	Object Code
7/1	Other (operating)	Project costs		\$196,668.00	\$0.00	\$196,668.00	100.000	\$196,668.00	1104 - Advances/Settlements - NRC - Encourage Employment
				\$196,668.00	\$0.00	\$196,668.00		\$196,668.00	

✓ Completed

Remove Save Exit

**Project Summary**

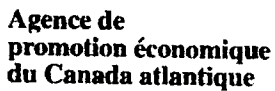
Applicant: Halifax International Security Forum      QA File ID: 199652      GX Contract No: 6034344.1      Payment Preliminary Review Officer: Soraya Liscano

**Advance**

Line	Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month 3	Total Amount	Delete
1	Project costs		0.00	196,668.00	0.00	196,668.00	
						196,668.00	

Add Line Item


Local intranet      100%



COPY - original  
on Vol # 3

Applicant Name: <i>Halifax International Security Forum</i>	Project No: <i>199652</i> Claim No: <i>2-2012</i>
Address: <i>1717 Rhode Island Ave. NW, Suite 610 Washington, DC 20036</i>	Contact Name: <i>Peter Van Praagh</i>
Is this a new address? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Telephone No.: <i>+1 202 688 2470</i> Fax No:

Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month3	Total Amount
Production / Design	multiple	250,000	180,000	20,000	370,000
Media, Publications & Outreach	multiple	58,000	25,000	25,000	108,000
		23,333	33,333	33,334	100,000
Travel/Airfare	multiple	38,335	38,335	38,335	115,005
Personnel	MISC				
TOTALS		371,668	196,668	116,669	685,005

  
 .....  
 Authorized Signing Authority

May 3, 2012  
 .....  
 Date

Project No.: 199652

2012/05/14

Halifax International Security Forum  
1717 Rhode Island Avenue NW  
Suite 610  
Washington, DC  
20036

Attention: Mr. Peter Van Praagh

Dear Mr. Van Praagh:

**Re: Approval for Request for Payment**

We are pleased to advise that approval has been given by this Agency for the disbursement of **\$742,799.06** which represents payment number 06 of a Contribution under the Business Development Program. Accordingly, we are today requisitioning a payment from Public Works and Government Services Canada, and you may expect to receive this in the immediate future by cheque or direct deposit. The method of calculating the amount of payment and approved costs is shown in the attached Annex 1.

It is a condition of accepting this payment that you agree to fulfill the terms and conditions set out in the Letter of Offer, the Agreement and the declaration made in the application. It is also a condition of the contract that you will retain all invoices, cancelled cheques and records pertaining to this project to be made available in the event that this project is chosen for a comprehensive audit.

If further information is required or if your payment is not received promptly, please contact Matthew Johnson, the officer assigned to your project, at (800) 565-1228, (902) 426-6600 or via e-mail at [matthew.johnson@acoa-apeca.gc.ca](mailto:matthew.johnson@acoa-apeca.gc.ca).

Yours truly,

Jacqueline Deveau  
Account Assistant

Attachment

**Annex 1**

***Halifax International Security Forum***

Project # 199652

**Detailed Calculation of Payment #06**

Costs Claimed	\$894,178.17
Adjustment Amount	\$-31,047.11
<b>Claim Approved Costs</b>	<u>\$863,131.06</u>

Gross Approved Costs		
100.000% of \$863,131.06		\$863,131.06
Less: Holdback		\$0.00
Advance Settlement		\$492,000.00
Plus: Advance		\$371,668.00
<b>Approved Payment</b>		\$742,799.06
Plus: Prior Payments		<u>\$2,982,000</u>
<b>Total Assistance Paid to Date</b>		<u><b>\$3,724,799.06</b></u>

*Note:* If an advance has been issued, please refer to the *Advance Payment* clause outlined in our Letter of Offer.



[11A] Payment Requisitions [2012/2013]				[X] [X] [X]	
Requisition Control Number		Status		Approval Operator	
C001721		Ready for posting			
Position		Adjusting Entries		Invoices	
Payee				Foreign Bank	
G19540		HALIFAX INTERNATIONAL SECURITY FORI		<input type="button" value="Apply"/> <input type="button" value="Revert"/> <input type="button" value="Delete"/>	
Payment Type		Pri. Pmt.		Cheque Language	
2 Direct Deposit				English	
District Accounting Office				Cheque Number	
0065 Nova Scotia - Halifax				Cheque Date	
Post Month		Batch		Payee Name	
May - Period 02				HALIFAX INTERNATIONAL SECURITY FORUM	
Data Entry Date		Release Date		Payee Address	
2012.05.11		2012.05.11		1717 Rhode Island Avenue NW	
Due Date		Int. Ind.		Suite 610	
2012.05.11		2		City	
Department Text				Province	
				DC District of Columbia	
Voucher Amount		Cheque Amount		Country	
742,799.06		742,799.06		USA United States	
Currency				Postal Code	
				20036	
Fiscal Year		Back		Next	
2012/2013				Finish	
				Exit	

[Start](#) | 
 [Inbox - Microsoft Outl...](#) | 
 [\[GX\]GX Corporate Sys...](#) | 
 [11A] Payment Req... | 
 [GC Delegation Effectiv...](#) | 
 3:19 PM

**PAID - BY CHECK REQUISITION**  
 CERTIFIED PURSUANT TO SECTION 33  
 OF THE FINANCIAL ADMINISTRATION ACT  
 DATE May 19/12 INIT [Signature]

Invoice: 6034344-1/006      Paid On Req #: C001721      Status: Approved      Apply

Header							Details	
Line #	Commitment	All	Act	Rsp	Obj	Pro	Class	Line Amount
1	6034344 1	210	A18	650	1013	620	511791	371,131.06
GCE		979	A18	650	1013	620	511791	492,000.00
GCA		979	A18	650	1104	620	511792	-492,000.00
GCA	6034344 1	210	A18	650	1104	620	511792	371,668.00

Line #	Description	Pre-tax Amount	Invoice Total
1		742799.06	742,799.06
		Holdback Amount	Total for all lines
		0.00	742,799.06

Commodity

Commitment	Detail	Project	All	Act	Rsp	Obj	Pro	Class
6034344 1	3	6034344	1	210	A18	650	1013	620 511791

Final Close      Claim Amounts

Line Amount      371,131.06

Revised Payee

Exit

Recommendation Document - SCHEDULE A

Business Development Program

Sub-Program	GX Contract No.	QA File ID	Client ID	Supplier Code	Fiscal Year
620	6034344-1	199652	35169	G19540	2013

IDENTIFICATION

Payee (and joint payee, if applicable):			
Name(s):	HALIFAX INTERNATIONAL SECURITY FORUM	Principal in Arrears:	0.00
Address:	1717 Rhode Island Avenue NW, Suite 610, Washington, DC, 20036	Interest Due:	0.00
Attention:	Peter Van Praagh	Charges Due:	0.00

PROJECT DESCRIPTION AND AUTHORIZATION ASSISTANCE

Major Act: Business Support (2)	Offer Accepted: 2011/08/04		Project Start Date: 2011/07/28		
Location of Project Municipality, Province-Territory Halifax Nova Scotia			Est. End Date: 2014/03/31		
	Last Financial Statement Date:				
Type of Assistance: B - Non-Repayable	Authorized Rate	% X	Eligible Costs	=	Total Authorized Assistance
Payment Type: Direct Deposit	100.000	% X	7,470,000.00	=	7,470,000.00
Email Notification (GX): dakota@halifaxtheforum.org					7,470,000.00

DEPARTMENT CASH FORECAST

Fiscal Year	2012/2013	2013/2014	2014/2015	2015/2016	Future Years
Committed	1,998,000.00	2,490,000.00	0.00	0.00	0.00
Expended	0.00	0.00			

Modified 2012/02/29 by Soraya Liscano

COSTS APPROVED

Cost Summary	TOTAL PRIOR CLAIMS			THIS CLAIM	TOTAL TO LATEST PERIOD END: 2012/04/30
	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)		
Costs Claimed	3,214,873.76	0.00	0.00	894,178.17	4,109,051.93
Adjustments/Deferrals/Deferral+	-724,873.76	0.00	0.00	-31,047.11	-755,920.87
Eligible Costs Approved	2,490,000.00	0.00	0.00	863,131.06	3,353,131.06

PAYMENT CALCULATION

Approved Assistance:			
Asst. Rate	Total Eligible	Payment	
100.000% X	\$863,131.06 =	\$863,131.06	\$863,131.06
	\$863,131.06	\$863,131.06	
Less Applicable Holdback (0%):	\$0.00	Available Holdback: \$0.00	
Assistance Payable:	\$863,131.06		
Outstanding Advances:	\$492,000.00		
Advance Settlement:	\$492,000.00	Unsettled Outstanding Advances: \$0.00	
Amount Owning:	\$371,131.06		
New Advance:	\$371,668.00	Unsettled Outstanding Advances: \$371,668.00	
Release Holdback:	\$0.00	Available Holdback: \$0.00	
PAYE Payout:	\$0.00	Outstanding PAYE: \$0.00	
Current Payment:	\$742,799.06		
Disbursed (Net) before current payment:	\$2,982,000.00		
Disbursed (Net) after current payment:	\$3,724,799.06		

Period Covered From: 2012/02/01  
Period Covered To: 2012/04/30

0) Deferred:	0.00
1) Deletion:	-31,047.11
2) Addition:	0.00
3) Deferred+:	0.00
Total:	-31,047.11

Claim No: 56  
Claim Type: Progress (P)  
GX Payment #: 6034344-1/006

Object Code	Amount
1013 - NRC - Non-Profit Organizations - All Other	863,131.06
1104 - Advances/Settlements - NRC - Encourage Employment	-
	120,332.00

Additional Claim Information Requested

Prepared By:	Mr. Johnson, J. Miller	Recommended By:	C. Mark	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department signing Authorities:	R. Hogan
Signature:	<i>[Signature]</i>		<i>[Signature]</i>		<i>[Signature]</i>
Title:	Payment Officer				Vice-President
Date:	May 4, 2012				May 10/2012



PROJECT CLAIM SUMMARY AND REPAYMENT UPDATE  
SOMMAIRE DES DEMANDES DE REMBOURSEMENT ET ETAT DU DOSSIER

Applicant Name:	Project Number
Halifax International Security Forum	199652

A. Current Claim Summary - Sommaire de la demande de remboursement courante

Operating/ Capital Costs	Costs Claimed	Additions-deletions-deferrals	Costs approved	Rate of Assistance
				100.000%
Year 1 - Other Operating Costs			\$ -	\$ -
Year 2 - Other Operating Costs	\$ 894,178.17	\$ (31,047.11)	\$ 863,131.06	\$ 863,131.06
Year 3 - Other Operating Costs			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total costs this claim	\$ 894,178.17	\$ (31,047.11)	\$ 863,131.06	\$ 863,131.06

B. Cumulative Claim Summary Sommaire des demandes de remboursement cumulatives

Approved amounts per contract (including overrun)	Year 1 - Other Operating Costs	Year 2 - Other Operating Costs	Year 3 - Other Operating Costs	Total
Montants approuv��s pour chaque march�� (y compris les d��passements de couts) (a)	\$ 2,490,000.00	\$ 2,490,000.00	\$ 2,490,000.00	\$ 7,470,000.00
			90%	\$ 6,723,000.00

Approved Costs - Cout  s approuv  s

Current Claim					
Demande de remboursement courante	\$ -	\$ 863,131.06	\$ -	\$ -	\$ 863,131.06
Previous Claim					
Demandes de remboursement ant��rieures	\$ 2,490,000.00	\$ -	\$ -	\$ -	\$ 2,490,000.00
Subtotal Total	\$ 2,490,000.00	\$ 863,131.06	\$ -	\$ -	\$ 3,353,131.06
Variance					
Ecart (a-b)	\$ -	\$ 1,626,868.94	\$ 2,490,000.00	\$ -	\$ 4,116,868.94

Reasons for variance if negative - Raison de l'  cart s'il est n  gatif.

<b>Inspection Review Report Problem Areas - SCHEDULE A-1</b>
--

<b>Project Summary</b>
------------------------

**Applicant:** Halifax International Security Forum  
**QA File ID:** 199652  
**GX Contract No:** 6034344 1  
**Payment Evaluation Officer:** Soraya Liscano

<b>Description of Problem</b>
-------------------------------

Claim #6

- costs for Feb 1 - Apr 30/12
- ineligible interest expense costs removed - see B-4
- advance request for May/Jun/Jul 2012 requested
- limited to monthly, advance for May/12 issued
  
- final report for year 1 on file
  
- Project start date established as July 28, 2011 from earlier date on General Ledger
- Project completion date is March 31, 2014
- There were no costs incurred prior to June 17, 2011
- claims are to be submitted on a monthly basis.
- disbursements are limited to \$2,490,000 per year for a total of \$7,470,000.00
- labour is limited to \$425,000 per year
- final claim and the comprehensive report for each year is due no later than January 31.
- ACOA shall not make any disbursement above 50% of project assistance without a claim for costs incurred to date.
- client provided PAD information prior to first disbursement
- 8.1 confirmation of financing - this project is funded 100% by ACOA, MOU with DND is being re-drafted - draft copy on file; DND concurrence on file, see tab
- 9.1 workplan provided with business plan
- 12.1 quarterly reports to be provided

<b>Items to be followed up at: (Next Payment)</b>
---

- quarterly report
- substantiate outstanding advance

**Project Summary**

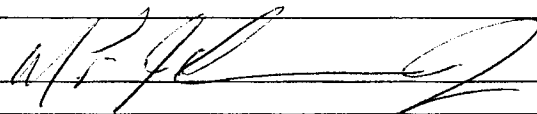
**Applicant:** Halifax International Security Forum  
**QA File ID:** 199652  
**GX Contract No:** 6034344 1  
**Payment Preliminary Review Officer:** Soraya Liscano

**Payment Checklist A**

	<i>Ans</i>	<i>Ref</i>
<b>I. GENERAL</b>		
Are the costs claimed consistent with those allowed as per the Statement of Work?	Yes	
Have prior claims been reviewed to ensure no costs have been claimed in duplicate on current claim?	Yes	
Are the required reports on file?	N/A	
Is there a Pre-Authorized Repayment (PAD) form on file?	N/A	
Were costs claimed at arms length?	Yes	
Are costs claimed on the schedules arithmetically correct?	Yes	
Has the Applicant submitted a detailed list of costs with signed claim (invoice #'s, dates and amounts)?	Yes	
Has the Applicant completed, signed, and dated the Certification portion at the bottom of the claim form?	Yes	
Has the project's HST/GST rebate status changed?	No	
Have financing conditions been met?	N/A	
Are the current Financial Statements on file? Has QAccess been updated with the latest info?	N/A	
Have equity requirements been met?	N/A	
Have you checked any outstanding items on previous claims (Schedule A-1)? Has a complete description of adjustments been recorded on the B-4 for use in the payment letter?	Yes	
Has cashflow been adjusted?	N/A	
Have you prepared a schedule A-1 or indicated any items to be followed up?	Yes	
Has the final payment certificate been submitted with the final claim? (Have cashflows and repayment schedules been adjusted?)	N/A	

*Comments, Special Conditions and Observations :*

Account Manager :



Date :

May 4/12

**Project Summary**

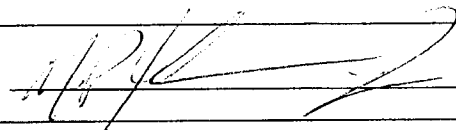
**Applicant:** Halifax International Security Forum  
**QA File ID:** 199652  
**GX Contract No:** 6034344 1  
**Payment Evaluation Officer:** Soraya Liscano

**Payment Checklist B**

	<i>Ans</i>	<i>Ref</i>
<b>I. GENERAL</b>		
Are you satisfied that all costs were incurred and contract commitments made after the receipt of the application by the department, and prior to the end of the control period/completion date?	Yes	
Have all significant changes from the original authorization received prior to approval?	Yes	
Are you satisfied the project is progressing as per the statement of work?	Yes	
Are you satisfied that assets are on-site (property titles transferred & adequate long term lease in place)	N/A	
Have all identified ineligible costs been deleted?	Yes	
Has there been any change in risk from the last assessment?	No	
If there has been a fixed asset disposition, transfer, or if the assets are no longer in use, are the appropriate adjustments reflected in this payment?	N/A	
Based on the Applicant's most recent financial statements, has equity been maintained?	N/A	
Is a subordination agreement required and, if so, is one on file?	N/A	
Is a CEAA report on file and client advised of all mitigations?	N/A	
Have all special conditions to the contract been met (financing, environment, other)?	Yes	
If a joint payee is required, is this indicated on the schedule A?	N/A	
Have any outstanding Audit issues been addressed?	N/A	

*Comments, Special Conditions and Observations :*

Account Manager :



Date : Mar 4/12

# Disbursement Details

Project Summary									
Applicant: Halifax International Security Forum			QA File ID: 199652		GX Contract No: 6034344 1		Payment Evaluation Officer: Soraya Liscano		
Decision									
Rationale:									
Summary of Costs:									
Summary Of Advance:									
Outstanding Claimed Items									
Claim No.	Description	Supplier	Invoice Number	Invoice Date	Invoice Amount with HST/GST	HST/GST	Outstanding Invoice Amount with HST/GST	Outstanding HST/GST	
5/1				2012/05/04	\$894,178.17	\$0.00	\$894,178.17	\$0.00	
					\$894,178.17	\$0.00	\$894,178.17	\$0.00	
Decision Items									
CRA Rebate Rate: 100 %									
Claim No.	Category	Payment Item	Claim Cost	Adjustment	Eligible Cost	Invoice HST/GST	Eligible HST/GST	Assist. Rate (%)	Payment Deferred Object Code
5/1	Other (operating)		\$894,178.17	\$31,047.11	\$863,131.06	\$0.00	\$0.00	100.000	1013 - NRC - Non-Profit Organizations - All Other
Ineligible costs under the Program									
			\$894,178.17	\$31,047.11	\$863,131.06	\$0.00	\$0.00	\$863,131.06	
Advance Items									
Claim Number	Description		Supplier		Month One	Month Two	Month Three	Total	
5/1	Other Operating				\$371,668.00	\$196,668.00	\$116,669.00	\$685,005.00	
					\$371,668.00	\$196,668.00	\$116,669.00	\$685,005.00	
Advance Item Decisions									
Claim Number	Category	Description	Supplier	Requested	Adjustment	Eligible	Assist Rate (%)	Payment	Object Code
5/1	Other (operating)	Other Operating		\$685,005.00	-\$313,337.00	\$371,668.00	100.000	\$371,668.00	1104 - Advances/Settlements - NRC - Encourage Employment
Advance limited to monthly. May advance issued on this claim.				\$685,005.00	-\$313,337.00	\$371,668.00		\$371,668.00	



**SCHEDULE B-4**

**Record of Adjustments**

Applicant's name	Project No.	QA File ID	Claim No.	GX Payment #
Halifax International Security Forum	6034344 1	199652	5	6034344-1/006

Item and brief description	Claim No.	Deferred	Delete	Added	Deferred +
Ineligible costs under the Program	5/1	\$0.00	-\$31,047.11	\$0.00	\$0.00
	<b>Total</b>	<b>\$0.00</b>	<b>-\$31,047.11</b>	<b>\$0.00</b>	<b>\$0.00</b>

PREPARED BY	Date
	May 4/11

Completed

Remove Save Exit

Project Summary

Applicant: Halifax International Security Forum QA File ID: 199652 GX Contract No: 6034344 1 Payment Preliminary Review Officer: Soraya Liscano

Advance

Line	Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month 3	Total Amount	Delete
1	Other Operating		371,668.00	196,668.00	116,669.00	685,005.00	
						685,005.00	

Add Line Item

Local Intranet 100%

POEMS - PROD - Transcribe Client Disbursement Request - Soraya Liscano - Window Internet Explorer provided by ASDA-APECA

Completed

Remove Save Exit

**Project Summary**

Applicant: Halifax International Security Forum QA File ID: 199652 EX Contract No: 6034344.1 Payment Preliminary Review Officer: Soraya Liscano

**Claim**

Line	Category	Description	Supplier	Invoice No	Invoice Date	Invoice Amount with HST/GST	HST/GST	Delete
1	Other (operating)				2012/05/04	694,178.17	0.00	
						694,178.17	0.00	

Add Line Item

Local Intranet 100%



APPLICANT'S REQUEST FOR PAYMENT

Applicant Name: <u>Halifax International Security Forum</u>		Project No: <u>A9652</u> Claim No: <u>2-2012</u>			
Address: <u>1717 Rhode Island Ave. NW, Suite 610</u> <u>Washington, DC 20036</u>		Period Covered: <u>prev to Dec 31/11</u> From: <u>February 1, 2012</u> To: <u>April 30, 2012</u>			
Is this a new address? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Final Request: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Do you have a HST/GST Registration Number? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		If yes, a Final Payment Certificate must be attached.			
Number:		Contact Name: <u>Peter Van Praagh</u> Telephone No: <u>+1</u> Fax No: <u>+1</u>			
PLEASE REFER TO INSTRUCTIONS IN APPENDIX 3.					
Description of Costs	Name of Supplier	Invoice number	Invoice Date	Invoice Amt HST/GST included	HST/GST included in invoice
<u>See Attached</u>				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
Total invoice amount of this page				\$	\$
Total carried forward from other pages				\$	\$
Total invoice amount				\$	\$
Less the Total HST/GST Included in the invoices.				\$	\$
Total Costs Claimed				\$	\$
CERTIFICATION (to be signed on final page)					
I hereby certify to the following:					
a) <input checked="" type="checkbox"/> Yes	No	that the assets claimed above are on site: (if no, please explain)			
b) <input checked="" type="checkbox"/> Yes	No	that the above noted costs have been incurred and are eligible costs of the project.			
c) <input checked="" type="checkbox"/> Yes	No	that all the requested information is accurate and complete			
d) <input checked="" type="checkbox"/> Yes	No	that the project is in compliance with all special and general conditions of the contract.			
e) <input checked="" type="checkbox"/> Yes	No	that any contribution provided as a result of this claim will be applied directly and only to eligible project costs.			
I hereby certify that \$ <u>all - see G/L</u> has been paid to suppliers in respect of claimed eligible project costs, including this and all previous claims. <u>as per client</u>					
Authorized Signing Authority: <u>[Signature]</u>				Date: <u>May 5, 2012</u>	

s.19(1)

Halifax International Security Forum  
Profit & Loss by Class  
February 1 through May 3, 2012

Ordinary Income/Expense	191 A - ACOA (101 - HSF 2011)	Total 101 - HSF 2011 (108 Programs)	192 A - ACOA (102 - HSF 2012)	Total 102 - HSF 2012 (108 Programs)	Total 108 Programs	TOTAL
<b>Income</b>						
40000 - Government Grants						
40010 - Agency (Government) Grants	87,743.82	87,743.82	409,818.98	409,818.98	497,562.80	497,562.80
Total 40000 - Government Grants	87,743.82	87,743.82	409,818.98	409,818.98	497,562.80	497,562.80
46000 - Other Income						
46020 - Miscellaneous Revenue	1,235.26	1,235.26	-	-	1,235.26	1,235.26
Total 46000 - Other Income	1,235.26	1,235.26	-	-	1,235.26	1,235.26
Total Income	88,979.08	88,979.08	409,818.98	409,818.98	498,598.06	498,598.06
<b>Expenses</b>						
50000 - Payroll Expenses						
50030 - Health Care	2,959.00	2,959.00	9,218.06	9,218.06	12,177.00	12,177.00
50040 - Dental, Life & AD&D, STD/LTD	855.17	855.17	-	-	855.17	855.17
50090 - Salary Allocation	10,195.84	10,195.84	30,820.88	30,820.88	41,016.52	41,016.52
50099 - Fringe Benefit Allocation	1,949.20	1,949.20	5,321.11	5,321.11	7,270.31	7,270.31
Total 50000 - Payroll Expenses	15,659.01	15,659.01	45,359.88	45,359.88	61,019.00	61,019.00
51000 - Professional Services						
51020 - Original Video/Music	22,918.11	22,918.11	-	-	22,918.11	22,918.11
Total 51000 - Professional Services	22,918.11	22,918.11	-	-	22,918.11	22,918.11
52000 - Contract Services						
52010 - Outside Contract Services	41,484.52	41,484.52	450,000.00	450,000.00	491,484.52	491,484.52
Total 52000 - Contract Services	41,484.52	41,484.52	450,000.00	450,000.00	491,484.52	491,484.52
53000 - Travel and Meetings						
53010 - Airfare (inc. service charges)	9,862.68	9,862.68	2,051.91	2,051.91	10,914.49	10,914.49
53020 - Conf. Lodging & Meeting Space	-	-	250,000.00	250,000.00	250,000.00	250,000.00
53030 - Staff Representations	-	-	488.72	488.72	488.72	488.72
53040 - Per Diem (for Travel)	-	-	550.00	550.00	550.00	550.00
53050 - Staff Travel	830.10	830.10	-	-	830.10	830.10
53070 - Catering	1,918.82	1,918.82	-	-	1,918.82	1,918.82
53090 - Other Travel (Taxi, Train, etc)	2,353.71	2,353.71	-	-	2,353.71	2,353.71
Total 53000 - Travel and Meetings	13,965.31	13,965.31	253,078.53	253,078.53	267,053.84	267,053.84
54000 - Facilities and Equipment						
54030 - Depn and Amort - Allowable	1,075.02	1,075.02	2,150.04	2,150.04	3,225.06	3,225.06
Total 54000 - Facilities and Equipment	1,075.02	1,075.02	2,150.04	2,150.04	3,225.06	3,225.06
55000 - Operations and Business Expense						
55010 - Supplies	(1,500.00)	(1,500.00)	-	-	(1,500.00)	(1,500.00)
55020 - Printing and Copying	1,274.00	1,274.00	-	-	1,274.00	1,274.00
55030 - Information Technology Expenses	-	-	17,694.53	17,694.53	17,694.53	17,694.53
Total 55000 - Operations and Business Expense	(26.00)	(26.00)	17,694.53	17,694.53	17,442.53	17,442.53
56000 - Other Expenses						
56050 - Interest Expense - General	31,047.11	31,047.11	-	-	31,047.11	31,047.11
Total 56000 - Other Expenses	31,047.11	31,047.11	-	-	31,047.11	31,047.11
Total Expenses	125,903.08	125,903.08	768,275.09	768,275.09	894,178.17	894,178.17
Net Ordinary Income	(36,924.00)	(36,924.00)	(258,456.11)	(258,456.11)	(395,580.11)	(395,580.11)
Net Income	(36,924.00)	(36,924.00)	(258,456.11)	(258,456.11)	(395,580.11)	(395,580.11)

USD average for period:

Low .9807

High 1.0039

1.00 average @ par

s.19(1)  
s.20(1)(d)

000038



Project No.: 199652

2012/03/13

Halifax International Security Forum  
1717 Rhode Island Avenue NW  
Suite 610  
Washington, DC  
20036

Attention: Mr. Peter Van Praagh

Dear Mr. Van Praagh:

**Re: Approval for Request for Payment**

We are pleased to advise that approval has been given by this Agency for the disbursement of **\$246,000.00** which represents payment number 05 of a Contribution under the Business Development Program. Accordingly, we are today requisitioning a payment from Public Works and Government Services Canada, and you may expect to receive this in the immediate future by cheque or direct deposit. The method of calculating the amount of payment and approved costs is shown in the attached Annex 1.

It is a condition of accepting this payment that you agree to fulfill the terms and conditions set out in the Letter of Offer, the Agreement and the declaration made in the application. It is also a condition of the contract that you will retain all invoices, cancelled cheques and records pertaining to this project to be made available in the event that this project is chosen for a comprehensive audit.

If further information is required or if your payment is not received promptly, please contact Martin Braganza, the officer assigned to your project, at (800) 565-1228, (902) 426-9108 or via e-mail at [martin.braganza@acoa-apeca.gc.ca](mailto:martin.braganza@acoa-apeca.gc.ca).

Yours truly,

Jacqueline Deveau  
Account Assistant

Attachment



*Halifax International Security Forum*

Project # 199652

**Detailed Calculation of Payment #05**

Costs Claimed	\$0.00
Adjustment Amount	\$0.00
<b>Claim Approved Costs</b>	<u>\$0.00</u>
Gross Approved Costs	
100% of \$7,470,000	\$0.00
Less: Holdback	\$0.00
Advance Settlement	\$0.00
Plus: Advance	\$246,000.00
<b>Approved Payment</b>	\$246,000.00
Plus: Prior Payments	<u>\$2,736,000.00</u>
<b>Total Assistance Paid to Date</b>	<u><b>\$2,982,000.00</b></u>

*Note:* If an advance has been issued, please refer to the *Advance Payment* clause outlined in our Letter of Offer.

Requisition Control Number

Status

Approval Operator

C014465

Ready for posting

Position

Adjusting Entries

Invoices

Foreign Bank

Payee

G19540

HALIFAX INTERNATIONAL SECURITY FOR

Apply

Revert

Delete

Payment Type

2

Direct Deposit

Pr/Pm

Cheque Language

Cheque Number

Cheque Date

English

Payee Name

HALIFAX INTERNATIONAL SECURITY FORUM

District Accounting Office

0065

Nova Scotia - Halifax

Post Month

March - Period 12

Barcl

Payee Address

1717 Rhode Island Avenue NW

Data Entry Date

Release Date

Due Date

Int. Loc.

2012 03 12

2012 03 12

2012 03 12

2

Suite 610

Department Text

City

Province

Washington

DC

District of Columbia

Country

Postal Code

USA

United States

20036

Voucher Amount

246,000.00

Cheque Amount

246,000.00

Currency

Fiscal Year

2011/2012

Back

Print

Print

Exit

Start

Inbox

Microsoft Outlook

GX Corporate Sys

[11A] Payment Requisition

Microsoft Excel - GCD

7:20 AM

PAID - BY CHECK REQUISITION

C014465

CERTIFIED PURSUANT TO SECTION 33  
OF THE FINANCIAL ADMINISTRATION ACT

DATE Mar 13/12 INIT

Start | [Icons] | [X] Inbox - Microsoft... [X] [EX] GX Corporate... [X] [11A] Payment R... [X] [11V] Invoice Dis... [X] Microsoft Excel... 7:20 AM

Recommendation Document - SCHEDULE A

Business Development Program

Sub-Program	GX Contract No.	QA File ID	Client ID	Supplier Code	Fiscal Year
620	6034344-1	199652	35169	G19540	2012

IDENTIFICATION

Payee (and joint payee, if applicable):			
Name(s):	HALIFAX INTERNATIONAL SECURITY FORUM	Principal in Arrears:	0.00
Address:	1717 Rhode Island Avenue NW, Suite 610, Washington, DC, 20036	Interest Due:	0.00
Attention:	Peter Van Praagh	Charges Due:	0.00

PROJECT DESCRIPTION AND AUTHORIZATION ASSISTANCE

Major Act: Business Support (2)	Offer Accepted: 2011/08/04	Project Start Date: 2011/07/28
Location of Project Municipality, Province-Territory Washington District of Columbia	Est. End Date: 2014/03/31	
Type of Assistance: B - Non-Repayable	Last Financial Statement Date:	
Payment Type: Direct Deposit	Authorized Rate	% X Eligible Costs = Total Authorized Assistance
Email Notification (GX): dakota@halifaxtheforum.org	100.000	% X 7,470,000.00 = 7,470,000.00
		7,470,000.00

DEPARTMENT CASH FORECAST

Fiscal Year	2011/2012	2012/2013	2013/2014	2014/2015	Future Years
Committed	2,982,000.00	1,998,000.00	2,490,000.00	0.00	0.00
Expended	2,736,000.00	0.00			

Modified 2012/02/29 by Soraya Liscano

COSTS APPROVED

Cost Summary	TOTAL PRIOR CLAIMS			THIS CLAIM	TOTAL TO LATEST PERIOD END: 2012/03/31
	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)		
Costs Claimed	0.00	3,214,873.76	0.00	0.00	3,214,873.76
Adjustments/Deferrals/Deferral+	0.00	-724,873.76	0.00	0.00	-724,873.76
Eligible Costs Approved	0.00	2,490,000.00	0.00	0.00	2,490,000.00

PAYMENT CALCULATION

Approved Assistance:	\$0.00	
Less Applicable Holdback (0%):	\$0.00	Available Holdback: \$0.00
Assistance Payable:	\$0.00	
Outstanding Advances:	\$246,000.00	
Advance Settlement:	\$0.00	Unsettled Outstanding Advances: \$246,000.00
Amount Owling:	\$0.00	
New Advance:	\$246,000.00	Unsettled Outstanding Advances: \$492,000.00
Release Holdback:	\$0.00	Available Holdback: \$0.00
PAYE Payout:	\$0.00	Outstanding PAYE: \$0.00
Current Payment:	\$246,000.00	
Disbursed (Net) before current payment:	\$2,736,000.00	
Disbursed (Net) after current payment:	\$2,982,000.00	

Period Covered From: 2012/03/01  
Period Covered To: 2012/03/31

0) Deferred:	0.00
1) Deletion:	0.00
2) Addition:	0.00
3) Deferred+:	0.00
Total:	0.00

Claim No: 5  
Claim Type: Progress (P)  
GX Payment #: 6034344-1/005

Object Code	Amount
1104 - Advances/Settlements - NRC - Encourage Employment	246,000.00

Additional Claim Information Requested

Prepared By:	Recommended By:	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department signing Authorities: C. MacNeil
Signature: <i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Title: <i>Payment Officer</i>		<i>OG. Reg. Ops</i>
Date: <i>March 2, 2012</i>		<i>Mar 8/12</i>

## Inspection Review Report Problem Areas - SCHEDULE A-1

### Project Summary

**Applicant:** Halifax International Security Forum  
**QA File ID:** 199652  
**GX Contract No:** 6034344 1  
**Payment Evaluation Officer:** Soraya Liscano

### Description of Problem

Claim #5

- advance request for Feb/Mar 2012 requested
- limited to monthly, advance for Mar/12 issued
- final report for year 1 on file
  
- Project start date established as July 28, 2011 from earlier date on General Ledger
- Project completion date is March 31, 2014
- There were no costs incurred prior to June 17, 2011
- claims are to be submitted on a monthly basis.
- disbursements are limited to \$2,490,000 per year for a total of \$7,470,000.00
- labour is limited to \$425,000 per year
- final claim and the comprehensive report for each year is due no later than January 31.
- ACOA shall not make any disbursement above 50% of project assistance without a claim for costs incurred to date.
- client provided PAD information prior to first disbursement
- 8.1 confirmation of financing - this project is funded 100% by ACOA, MOU with DND is being re-drafted - draft copy on file; DND concurrence on file, see tab
- 9.1 workplan provided with business plan
- 12.1 quarterly reports to be provided

### Items to be followed up at: (Next Payment)

- quarterly report
- substantiate outstanding advance

**Project Summary**

Applicant: Halifax International Security Forum  
QA File ID: 199652  
GX Contract No: 6034344 1  
Payment Preliminary Review Officer: Soraya Liscano

**Payment Checklist A**

	<i>Ans</i>	<i>Ref</i>
<b>1. GENERAL</b>		
Are the costs claimed consistent with those allowed as per the Statement of Work?	N/A	advance
Have prior claims been reviewed to ensure no costs have been claimed in duplicate on current claim?	N/A	
Are the required reports on file?	N/A	
Is there a Pre-Authorized Repayment (PAD) form on file?	N/A	
Were costs claimed at arms length?	N/A	
Are costs claimed on the schedules arithmetically correct?	N/A	
Has the Applicant submitted a detailed list of costs with signed claim (invoice #'s, dates and amounts)?	N/A	
Has the Applicant completed, signed, and dated the Certification portion at the bottom of the claim form?	N/A	
Has the project's HST/GST rebate status changed?	N/A	
Have financing conditions been met?	N/A	
Are the current Financial Statements on file? Has QAccess been updated with the latest info?	N/A	
Have equity requirements been met?	N/A	
Have you checked any outstanding items on previous claims (Schedule A-1)? Has a complete description of adjustments been recorded on the B-4 for use in the payment letter?	Yes	
Has cashflow been adjusted?	N/A	
Have you prepared a schedule A-1 or indicated any items to be followed up?	Yes	
Has the final payment certificate been submitted with the final claim? (Have cashflows and repayment schedules been adjusted?)	N/A	

*Comments, Special Conditions and Observations :*

Account Manager :

Date

*Man 2/12*

**Project Summary**

**Applicant:** Halifax International Security Forum  
**QA File ID:** 199652  
**GX Contract No:** 6034344 1  
**Payment Evaluation Officer:** Soraya Liscano

**Payment Checklist B**

	<i>Ans</i>	<i>Ref</i>
<b>I. GENERAL</b>		
Are you satisfied that all costs were incurred and contract commitments made after the receipt of the application by the department, and prior to the end of the control period/completion date?	N/A	
Have all significant changes from the original authorization received prior to approval?	N/A	
Are you satisfied the project is progressing as per the statement of work?	N/A	
Are you satisfied that assets are on-site (property titles transferred & adequate long term lease in place)	N/A	
Have all identified ineligible costs been deleted?	N/A	
Has there been any change in risk from the last assessment?	No	
If there has been a fixed asset disposition, transfer, or if the assets are no longer in use, are the appropriate adjustments reflected in this payment?	N/A	
Based on the Applicant's most recent financial statements, has equity been maintained?	N/A	
Is a subordination agreement required and, if so, is one on file?	N/A	
Is a CEAA report on file and client advised of all mitigations?	N/A	
Have all special conditions to the contract been met (financing, environment, other)?	N/A	
If a joint payee is required, is this indicated on the schedule A?	N/A	
Have any outstanding Audit issues been addressed?	N/A	

*Comments, Special Conditions and Observations*

Account Manager :

Date : March 12

### Disbursement Details

Project Summary									
Applicant: Halifax International Security Forum			QA File ID: 199652		GX Contract No: 6034344 1		Payment Evaluation Officer: Soraya Liscano		
Decision									
Rationale:									
Summary of Costs:									
Summary Of Advance:									
Outstanding Claimed Items									
Claim No.	Description	Supplier	Invoice Number	Invoice Date	Invoice Amount with HST/GST	HST/GST	Outstanding Invoice Amount with HST/GST	Outstanding HST/GST	Outstanding HST/GST
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Decision Items									
CRA Rebate Rate: 0 %									
Claim No.	Category	Payment Item	Claim Cost	Adjustment	Eligible Cost	Invoice HST/GST	Eligible HST/GST	Assist. Rate (%)	Payment : Deferred      Object Code
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Advance Items									
Claim Number	Description	Supplier	Month One	Month Two	Month Three	Total			
6/1	Operating Costs		\$0.00	\$246,000.00	\$0.00	\$246,000.00			
			\$0.00	\$246,000.00	\$0.00	\$246,000.00			
Advance Item Decisions									
Claim Number	Category	Description	Supplier	Requested	Adjustment	Eligible	Assist Rate (%)	Payment	Object Code
6/1	Other (operating)	Operating Costs		\$246,000.00	\$0.00	\$246,000.00	100.000	\$246,000.00	1104 - Advances/Settlements - NRC - Encourage Employment
				\$246,000.00	\$0.00	\$246,000.00		\$246,000.00	



POEMS - PROD - Transcribe Client Advance Request - Soraya Liscano - Windows Internet Explorer provided by ACQA-APECA

☒ Completed

Remove Save Edit

Project Summary

Applicant:  
Halifax International Security Forum

QA File ID:  
199652

GX Contract No:  
6034344 1

Payment Preliminary Review Officer:  
Soraya Liscano

Advance

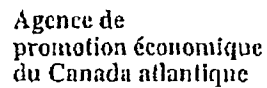
Line	Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month 3	Total Amount	Delete
1	Operating Costs		0.00	246,000.00	0.00	246,000.00	
						246,000.00	

Add Line Item

Done

Local intranet 100%

Start 1 2 3 Internet 2 Microsoft 2 Microsoft Correspond 1:29 PM



Project No.: 199652

2012/03/02

Halifax International Security Forum  
1717 Rhode Island Avenue NW  
Suite 610  
Washington, DC  
20036

Attention: Mr. Peter Van Praagh

Dear Mr. Van Praagh:

**Re: Approval for Request for Payment**

We are pleased to advise that approval has been given by this Agency for the disbursement of \$246,000.00 which represents payment number 04 of a Contribution under the Business Development Program. Accordingly, we are today requisitioning a payment from Public Works and Government Services Canada, and you may expect to receive this in the immediate future by direct deposit. The method of calculating the amount of payment and approved costs is shown in the attached Annex 1.

It is a condition of accepting this payment that you agree to fulfill the terms and conditions set out in the Letter of Offer, the Agreement and the declaration made in the application. It is also a condition of the contract that you will retain all invoices, cancelled cheques and records pertaining to this project to be made available in the event that this project is chosen for a comprehensive audit.

If further information is required or if your payment is not received promptly, please contact the undersigned at (800) 565-1228, (902) 426-9108 or via e-mail at [martin.braganza@acoa-apeca.gc.ca](mailto:martin.braganza@acoa-apeca.gc.ca).

Yours truly,



Martin Braganza  
Account Manager

Attachment

*Halifax International Security Forum*

Project # 199652

**Detailed Calculation of Payment #04**

Costs Claimed	\$0.00
Adjustment Amount	\$0.00
<b>Claim Approved Costs</b>	<u>\$0.00</u>
Gross Approved Costs	
.000% of \$0.00	\$0.00
Less: Holdback	\$0.00
Advance Settlement	\$0.00
Plus: Advance	\$246,000.00
<b>Approved Payment</b>	\$246,000.00
Plus: Prior Payments	<u>\$2,490,000.00</u>
<b>Total Assistance Paid to Date</b>	<b><u>\$2,736,000.00</u></b>

*Note:* If an advance has been issued, please refer to the *Advance Payment* clause outlined in our Letter of Offer.

[11A] Payment Requisitions [2011/2012]		- [e] x	
Requisition Control Number	Status	Approval Operator	
C014028	Ready for posting		
Exclusion	Adjusting Entries	DD Process	Foreign Bank
Payee	HALIFAX INTERNATIONAL SECURITY FORUM		
G19540	Apply	Revert	Delete
Payment Type	Cheque Language	Cheque Number	Cheque Date
2 Direct Deposit	English		
District Accounting Office	Payee Name		
0065 Nova Scotia - Halifax	HALIFAX INTERNATIONAL SECURITY FORUM		
Post Month	Payee Address		
March - Period 12	1000 Rhode Island Avenue NW		
Data Entry Date	Release Date	Due Date	Int. Ind.
2012.03.01	2012.03.01	2012.03.01	2
Department Text	Suite 610		
	City	Province	
	Washington	DC	District of Columbia
Voucher Amount	Cheque Amount	Country	Postal Code
246,000.00	246,000.00	USA - United States	20036
Fiscal Year	2011/2012	Back	Next
		Print	Exit

# Start | [Icons] | [GX] GX Corporate Sys. | [11A] Payment Requi... | Inbox - Microsoft Out... | View: USD Direct Depos... | 10:23 AM

**PAID - BY CHECK REQUISITION**  
**C014028** *YH*  
 CERTIFIED PURSUANT TO SECTION 33  
 OF THE FINANCIAL ADMINISTRATION ACT  
 DATE *March 1st, 2012* INIT *YH*



Recommendation Document - SCHEDULE A

Business Development Program

Sub-Program	GX Contract No.	QA File ID	Client ID	Supplier Code	Fiscal Year
620	6034344-1	199652	35169	G19540	2012

IDENTIFICATION

Payee (and joint payee, if applicable):			
Name(s):	HALIFAX INTERNATIONAL SECURITY FORUM	Principal in Arrears:	0.00
Address:	1717 Rhode Island Avenue NW, Suite 610, Washington, DC, 20036	Interest Due:	0.00
Attention:	Peter Van Praagh	Charges Due:	0.00

PROJECT DESCRIPTION AND AUTHORIZATION ASSISTANCE

Major Act: Business Support (2)	Offer Accepted: 2011/08/04	Project Start Date: 2011/07/28
Location of Project Municipality, Province-Territory Washington District of Columbia		Est. End Date: 2014/03/31
Type of Assistance: B - Non-Repayable	Last Financial Statement Date:	
Payment Type: Direct Deposit	Authorized Rate	% X Eligible Costs = Total Authorized Assistance
Email Notification (GX): dakota@halifaxtheforum.org	100.000	% X 7,470,000.00 = 7,470,000.00
		7,470,000.00

DEPARTMENT CASH FORECAST

Fiscal Year	2011/2012	2012/2013	2013/2014	2014/2015	Future Years
Committed	2,982,000.00	1,998,000.00	2,490,000.00	0.00	0.00
Expended	2,490,000.00	0.00			Modified 2012/02/29 by Soraya Liscano

COSTS APPROVED

Cost Summary	TOTAL PRIOR CLAIMS			THIS CLAIM	TOTAL TO LATEST PERIOD END: 2012/03/31
	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)		
Costs Claimed	0.00	3,214,873.76	0.00	0.00	3,214,873.76
Adjustments/Deferrals/Deferral+	0.00	-724,873.76	0.00	0.00	-724,873.76
Eligible Costs Approved	0.00	2,490,000.00	0.00	0.00	2,490,000.00

PAYMENT CALCULATION

Approved Assistance:	\$0.00	
Less Applicable Holdback (0%):	\$0.00	Available Holdback: \$0.00
Assistance Payable:	\$0.00	
Outstanding Advances:	\$0.00	
Advance Settlement:	\$0.00	Unsettled Outstanding Advances: \$0.00
Amount Owing:	\$0.00	
New Advance:	\$246,000.00	Unsettled Outstanding Advances: \$246,000.00
Release Holdback:	\$0.00	Available Holdback: \$0.00
PAYE Payout:	\$0.00	Outstanding PAYE: \$0.00
Current Payment:	\$246,000.00	
Disbursed (Net) before current payment:	\$2,490,000.00	
Disbursed (Net) after current payment:	\$2,736,000.00	

Period Covered From: 2012/02/01  
Period Covered To: 2012/03/31

0) Deferred:	0.00
1) Deletion:	0.00
2) Addition:	0.00
3) Deferred+:	0.00
Total:	0.00

Claim No: 4  
Claim Type: Progress (P)  
GX Payment #: 6034344-1/004

Object Code	Amount
1104 - Advances/Settlements - NRC - Encourage Employment	246,000.00

Additional Claim Information Requested

Prepared By:	M. Braganza, J. Curry	Recommended By:	J. Mullen	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department signing Authorities:	C. Marlett
Signature:					
Title:	Payment Officer		Acting Director		D.G.R.O.
Date:	February 29, 2012		Joy		Feb 29/12

<b>Inspection Review Report Problem Areas - SCHEDULE A-1</b>
--

<b>Project Summary</b>
------------------------

**Applicant:** Halifax International Security Forum

**QA File ID:** 199652

**GX Contract No:** 6034344 1

**Payment Evaluation Officer:** Soraya Liscano

<b>Description of Problem</b>
-------------------------------

Claim #4

- advance request for Feb/Mar 2012 requested
- limited to monthly, advance for Feb/12 issued
- final report for year 1 on file
  
- Project start date established as July 28, 2011 from earlier date on General Ledger
- Project completion date is March 31, 2014
- There were no costs incurred prior to June 17, 2011
- claims are to be submitted on a monthly basis.
- disbursements are limited to \$2,490,000 per year for a total of \$7,470,000.00
- labour is limited to \$425,000 per year
- final claim and the comprehensive report for each year is due no later than January 31.
- ACOA shall not make any disbursement above 50% of project assistance without a claim for costs incurred to date.
- client provided PAD information prior to first disbursement
- 8.1 confirmation of financing - this project is funded 100% by ACOA, MOU with DND is being re-drafted - draft copy on file; DND concurrence on file, see tab
- 9.1 workplan provided with business plan
- 12.1 quarterly reports to be provided

<b>Items to be followed up at: (Next Payment)</b>
---

- quarterly report
- issue advance for Mar/12





**Project Summary**

**Applicant:** Halifax International Security Forum  
**QA File ID:** 199652  
**GX Contract No:** 6034344 1  
**Payment Preliminary Review Officer:** Soraya Liscano

**Payment Checklist A**

	<i>Ans</i>	<i>Ref</i>
<b>I. GENERAL</b>		
Are the costs claimed consistent with those allowed as per the Statement of Work?	N/A	advance
Have prior claims been reviewed to ensure no costs have been claimed in duplicate on current claim?	N/A	
Are the required reports on file?	Yes	
Is there a Pre-Authorized Repayment (PAD) form on file?	N/A	
Were costs claimed at arms length?	N/A	
Are costs claimed on the schedules arithmetically correct?	N/A	
Has the Applicant submitted a detailed list of costs with signed claim (invoice #'s, dates and amounts)?	N/A	
Has the Applicant completed, signed, and dated the Certification portion at the bottom of the claim form?	N/A	
Has the project's HST/GST rebate status changed?	N/A	
Have financing conditions been met?	N/A	
Are the current Financial Statements on file? Has QAccess been updated with the latest info?	N/A	
Have equity requirements been met?	N/A	
Have you checked any outstanding items on previous claims (Schedule A-1)? Has a complete description of adjustments been recorded on the B-4 for use in the payment letter?	Yes	
Has cashflow been adjusted?	N/A	
Have you prepared a schedule A-1 or indicated any items to be followed up?	Yes	
Has the final payment certificate been submitted with the final claim? (Have cashflows and repayment schedules been adjusted?)	N/A	

*Comments, Special Conditions and Observations :*

Account Manager :

Date :

*25.29/12*

**Project Summary**

Applicant: Halifax International Security Forum  
QA File ID: 199652  
GX Contract No: 6034344 1  
Payment Evaluation Officer: Soraya Liscano

**Payment Checklist B**

	Ans	Ref
<b>I. GENERAL</b>		
Are you satisfied that all costs were incurred and contract commitments made after the receipt of the application by the department, and prior to the end of the control period/completion date?	N/A	
Have all significant changes from the original authorization received prior to approval?	N/A	
Are you satisfied the project is progressing as per the statement of work?	Yes	
Are you satisfied that assets are on-site (property titles transferred & adequate long term lease in place)	N/A	
Have all identified ineligible costs been deleted?	N/A	
Has there been any change in risk from the last assessment?	No	
If there has been a fixed asset disposition, transfer, or if the assets are no longer in use, are the appropriate adjustments reflected in this payment?	N/A	
Based on the Applicant's most recent financial statements, has equity been maintained?	N/A	
Is a subordination agreement required and, if so, is one on file?	N/A	
Is a CEAA report on file and client advised of all mitigations?	N/A	
Have all special conditions to the contract been met (financing, environment, other)?	Yes	
If a joint payee is required, is this indicated on the schedule A?	N/A	
Have any outstanding Audit issues been addressed?	N/A	

*Comments, Special Conditions and Observations :*

Account Manager : \_\_\_\_\_ Date : Feb 29/12

# Disbursement Details

Project Summary									
Applicant: Halifax International Security Forum				QA File ID: 199652		GX Contract No: 6034344 1		Payment Evaluation Officer: Soraya Liscano	
Decision									
Rationale:									
Summary of Costs:									
Summary Of Advance:									
Outstanding Claimed Items									
Claim No.	Description	Supplier	Invoice Number	Invoice Date	Invoice Amount with HST/GST	HST/GST	Outstanding Invoice Amount with HST/GST	Outstanding HST/GST	\$0.00
Decision Items									
CRA Rebate Rate: 0 %									
Claim No.	Category	Payment Item	Claim Cost	Adjustment	Eligible Cost	Invoice HST/GST	Eligible HST/GST	Assist. Rate (%)	Payment Deferred: Object Code
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Advance Items									
Claim Number	Description		Supplier		Month One	Month Two	Month Three	Total	
4/1	Aggregate Operating Costs				\$246,000.00	\$246,000.00	\$0.00	\$0.00	\$492,000.00
					\$246,000.00	\$246,000.00	\$0.00	\$0.00	\$492,000.00
Advance Item Decisions									
Claim Number	Category	Description	Supplier	Requested	Adjustment	Eligible	Assist Rate (%)	Payment	Object Code
4/1	Other (operating)	Aggregate Operating Costs		\$492,000.00	-\$246,000.00	\$246,000.00	100.000	\$246,000.00	1104 - Advances/Settlements - NRC - Encourage Employment
Advance limited to monthly.				\$492,000.00	-\$246,000.00	\$246,000.00		\$246,000.00	

Completed

Remove Save Exit

Project Summary

Applicant: Halifax International Security Forum  
 QA File ID: 199652  
 GX Contract No: 6034344 1  
 Payment Preliminary Review Officer: Jay George

Advance

Line	Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month 3	Total Amount	Delete
1	Aggregate Operating Costs		246,000.00	246,000.00	0.00	492,000.00	
						492,000.00	

Add Line Item

610/12

### CLAIM FOR AN ADVANCE PAYMENT

Applicant Name: <i>Habitat International Security Forum</i>	Project No.: <i>199652</i>	Claim No.: <i>1-2222</i>
Address: <i>1717 Rhode Island Ave NW Suite 610 Washington DC 20036</i>	Contact Name: <i>Peter Van Praagh</i>	
Is this a new address? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Telephone No.: <i>1/a</i>	Fax No.: <i>1/a</i>

**s.19(1)**


PLEASE REFER TO THE INSTRUCTIONS IN APPENDIX 1.

### Forecasted Cash Requirements

Period Covered From February 1, 2012 To March 31, 2012 (Maximum 3 Months)

Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month3	Total Amount
Professional Services		130,000	130,000	—	260,000
Travel + Meetings		20,000	20,000	—	40,000
Production		10,000	10,000	—	20,000
Media Publications Outreach		20,000	20,000	—	40,000
Supplies + Communications		6,000	6,000	—	12,000
Personnel Costs		60,000	60,000	—	120,000
TOTALS		246,000	246,000		492,000

I hereby certify that the above noted costs are eligible costs of the project, and that the forecasted amounts and payment dates are accurate and complete. I confirm that the requested funds are required to enable the project to be satisfactorily completed and I agree that any contribution provided as a result of this claim will be applied directly and only to the eligible costs of the project.


 2/10/12  
 Authorized Signing Authority Date

ACOA\_APECA (2008-04-07)

Project No.: 199652

2012/01/05

Halifax International Security Forum  
1717 Rhode Island Avenue NW  
Suite 610  
Washington, DC  
20036

Attention: Mr. Peter Van Praagh

Dear Mr. Van Praagh:


**Re: Approval for Request for Payment**

We are pleased to advise that approval has been given by this Agency for the disbursement of \$705,041.11 which represents payment number 03 of a Contribution under the Business Development Program. Accordingly, we are today requisitioning a payment from Public Works and Government Services Canada, and you may expect to receive this in the immediate future by direct deposit. The method of calculating the amount of payment and approved costs is shown in the attached Annex 1.

It is a condition of accepting this payment that you agree to fulfill the terms and conditions set out in the Letter of Offer, the Agreement and the declaration made in the application. It is also a condition of the contract that you will retain all invoices, cancelled cheques and records pertaining to this project to be made available in the event that this project is chosen for a comprehensive audit.

If further information is required or if your payment is not received promptly, please contact the undersigned at (800) 565-1228, (902) 426-9108 or via e-mail at martin.braganza@acoa-apeca.gc.ca.

Yours truly,

  
Martin Braganza  
Account Manager

Attachment

*Halifax International Security Forum*

Project # 199652

**Detailed Calculation of Payment #03**

Costs Claimed	\$2,674,914.87	
Adjustment Amount	\$-724,873.76	
<b>Claim Approved Costs</b>	<u>\$1,950,041.11</u>	
 Gross Approved Costs		
100.000% of \$1,950,041.11		\$1,950,041.11
Less: Holdback		\$0.00
Advance Settlement		\$1,245,000.00
Plus: Advance		\$0.00
<b>Approved Payment</b>		\$705,041.11
Plus: Prior Payments		<u>\$1,784,958.89</u>
<b>Total Assistance Paid to Date</b>		<u><b>\$2,490,000.00</b></u>

### Status

Approval Operator

Ready for posting

## Adjusting Entries

## INVOICES

Foreign Bank

G19540

HALIFAX INTERNATIONAL SECURITY FORI

Pr. Pm.

## Cheque Language

Cheque Number

Cheque Date

2

Direct Deposit

0065

Nova Scotia - Halifax

Post Month

Batch

January - Period 10

Data Entry Date

Release Date:

Due Date:

১৭৭৩

2012.01.04

Department Text

Voucher Amount

Cheque Amount:

©Gutenkunst

705.041.11<sup>4</sup>

706041 115

USA

United States

Postal Code

20036

Fiscal Year

2011/2012

Back

1991

Exit

Jan 5/12 uc



Invoice	6034344-1/003	Paid On Reqn	C011494	Status	Approved
---------	---------------	--------------	---------	--------	----------

Line #	Commitment	Alt	Act	Resp	Obj	Proj	Class	Line Amount
1	6034344 1	210	A18	650	1013	620	511791	705,041.11
	GCE	979	A18	650	1013	620	511791	1,245,000.00
	GCA	979	A18	650	1104	620	511792	-1,245,000.00

Line #	Description	Pretax Amount	Invoice Total
1		705,041.11	705,041.11
		705,041.11	705,041.11

Commodity

Commitment	Detail	Project	Alt	Act	Resp	Obj	Proj	Class
6034344 1	0	6034344	210	A18	650	1013	620	511791

Final Close

Claim Amounts

Line Amount

705,041.11

Revised Payee

Exit

Recommendation Document - SCHEDULE A

Business Development Program

Sub-Program	GX Contract No.	QA File ID	Client ID	Supplier Code	Fiscal Year
620	6034344-1	199652	35169	G19540	2012

IDENTIFICATION

Payee (and joint payee, if applicable):			
Name(s):	HALIFAX INTERNATIONAL SECURITY FORUM	Principal in Arrears:	0.00
Address:	1717 Rhode Island Avenue NW, Suite 610, Washington, DC, 20036	Interest Due:	0.00
Attention:	Peter Van Praagh	Charges Due:	0.00

PROJECT DESCRIPTION AND AUTHORIZATION ASSISTANCE

Major Act: Business Support (2)	Offer Accepted: 2011/08/04	Project Start Date: 2011/07/28
Location of Project Municipality, Province-Territory Washington District of Columbia		Est. End Date: 2014/03/31
Type of Assistance: 8 - Non-Repayable	Last Financial Statement Date:	
Payment Type: Direct Deposit	Authorized Rate	% X Eligible Costs = Total Authorized Assistance
Email Notification (GX): dakota@halifaxtheforum.org	100.000	% X 7,470,000.00 = 7,470,000.00
		7,470,000.00

DEPARTMENT CASH FORECAST

Fiscal Year	2011/2012	2012/2013	2013/2014	2014/2015	Future Years
Committed	2,490,000.00	2,490,000.00	2,490,000.00	0.00	0.00
Expended	1,784,958.89	0.00			

Modified 2011/11/18 by Joanne Beaver

COSTS APPROVED

Cost Summary	TOTAL PRIOR CLAIMS			THIS CLAIM	TOTAL TO LATEST PERIOD END: 2011/12/01
	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)		
Costs Claimed	0.00	539,958.89	0.00	2,674,914.87	3,214,873.76
Adjustments/Deferrals/Deferral+	0.00	0.00	0.00	-724,873.76	-724,873.76
Eligible Costs Approved	0.00	539,958.89	0.00	1,950,041.11	2,490,000.00

PAYMENT CALCULATION

Approved Assistance:		
Asst. Rate	Total Eligible	Payment
100.000% X	\$1,950,041.11 =	\$1,950,041.11
	\$1,950,041.11	\$1,950,041.11
Less Applicable Holdback (0%):	\$0.00	Available Holdback: \$0.00
Assistance Payable:	\$1,950,041.11	
Outstanding Advances:	\$1,245,000.00	
Advance Settlement:	\$1,245,000.00	Unsettled Outstanding Advances: \$0.00
Amount Owning:	\$705,041.11	
New Advance:	\$0.00	Unsettled Outstanding Advances: \$0.00
Release Holdback:	\$0.00	Available Holdback: \$0.00
PAYE Payout:	\$0.00	Outstanding PAYE: \$0.00
Current Payment:	\$705,041.11	
Disbursed (Net) before current payment:	\$1,784,958.89	
Disbursed (Net) after current payment:	\$2,490,000.00	

Period Covered From: 2011/10/01  
Period Covered To: 2011/12/01

0) Deferred:	0.00
1) Deletion:	-983,266.71
2) Addition:	258,392.95
3) Deferred+:	0.00
Total:	-724,873.76

Claim No: 3  
Claim Type: Progress (P)  
GX Payment #: 6034344-1/003

Object Code	Amount
1013 - NRC - Non-Profit Organizations - All Other	1,950,041.11
1104 - Advances/Settlements - NRC - Encourage Employment	-
	1,245,000.00

Additional Claim Information Requested

Prepared By: <i>A. George</i>	Recommended By: <i>Jeff Muller</i>	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department signing Authorities: <i>C. Maillet</i>
Signature: <i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Title: <i>Payments Officer</i>	<i>Director GHT Da</i>	<i>A/U.P. ACOA NS</i>
Date: <i>Dec 30/2011</i>	<i>Dec 30/11</i>	<i>Jan 3/12</i>

(Acting: 28 Dec - 3 Jan 2012)

000066

**PROJECT CLAIM SUMMARY AND REPAYMENT UPDATE**  
**SOMMAIRE DES DEMANDES DE REMBOURSEMENT ET ETAT DU DOSSIER**

Applicant Name:	Project Number
Halifax International Security Forum	199652

A. Current Claim Summary – Sommaire de la demande de remboursement courante

Operating/ Capital Costs	Costs Claimed	Additions-deletions-deferrals	Costs approved	Rate of Assistance
				100.000%
Year 1 - Other Operating Costs	\$ 2,674,914.87	\$ (724,873.76)	\$ 1,950,041.11	\$ 1,950,041.11
Year 2 - Other Operating Costs			\$ -	\$ -
Year 3 - Other Operating Costs			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total costs this claim	\$ 2,674,914.87	\$ (724,873.76)	\$ 1,950,041.11	\$ 1,950,041.11

B. Cumulative Claim Summary – Sommaire des demandes de remboursement cumulatives

Approved amounts per contract (including overrun)	Year 1 - Other Operating Costs	Year 2 - Other Operating Costs	Year 3 - Other Operating Costs	Total
Montants approuvés pour chaque marche (y compris les dépassements de coûts) (a)	\$ 2,490,000.00	\$ 2,490,000.00	\$ 2,490,000.00	\$ 7,470,000.00
				90% = \$ 6,723,000.00

Approved Costs - Coûts approuvés

Current Claim						
Demande de remboursement courante	\$ 1,950,041.11	\$ -	\$ -	\$ -	\$ -	\$ 1,950,041.11
Previous Claim						
Demandes de remboursement antérieures	\$ 539,958.89	\$ -	\$ -	\$ -	\$ -	\$ 539,958.89
Subtotal Total	\$ 2,490,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,490,000.00
Variance						
Ecart (a-b)	\$ -	\$ 2,490,000.00	\$ 2,490,000.00	\$ -	\$ -	\$ 4,980,000.00

Reasons for variance if negative - Raison de l'écart s'il est négatif.

Halifax International Security Forum

Expenses: To December 15, 2011

Professional Services	\$	143,691.15
Suspense Account	\$	95,042.72
Contract Services	\$	1,195,544.78
Facilities & Equipment	\$	26,000.00
Operations	\$	18,286.72
Other	\$	202,068.66
Payroll	\$	295,416.90
Travel & Meetings	\$	957,256.89
<b>Total</b>	<b>\$</b>	<b>2,933,307.82</b>

<b>Professional Services</b>		
Branding Materials	\$	20,443.69
Original Video/Music	\$	101,885.79
Photography	\$	5,900.00
Production Coordination	\$	12,736.67
Translation	\$	2,725.00
<b>Total</b>	<b>\$</b>	<b>143,691.15</b>

<b>Contract Services</b>		
Accounting Fees	\$	6,327.10
Outside Contract Services	\$	1,186,967.68
Other Contract Services	\$	2,250.00
<b>Total</b>	<b>\$</b>	<b>1,195,544.78</b>

<b>Operations</b>		
Bank Services Charges	\$	729.38
IT	\$	2,716.85
Postage	\$	1,692.32
Printing & Copying	\$	400.75
Supplies	\$	10,627.04
Telephones	\$	2,120.38
<b>Total</b>	<b>\$</b>	<b>18,286.72</b>

<b>Other</b>		
Credit Card Payments	\$	199,368.66
Intern Stipend	\$	2,700.00
<b>Total</b>	<b>\$</b>	<b>202,068.66</b>

<b>Payroll</b>		
Health Care	\$	15,459.23
Payroll Processing	\$	590.83
Payroll Taxes	\$	20,932.23
Staff Payroll	\$	257,781.30
Workers Compensation	\$	653.31
<b>Total</b>	<b>\$</b>	<b>295,416.90</b>

<b>Travel &amp; Meetings</b>		
Airfare	\$	180,677.28
Lodging & Meeting Space	\$	714,459.01
Other Travel	\$	49,807.91
Per Diem	\$	6,250.00
Conference	\$	2,561.55
Travel	\$	3,501.14
<b>Total</b>	<b>\$</b>	<b>957,256.89</b>

<b>Suspense Account</b>	\$	95,042.72
<b>Total</b>	<b>\$</b>	<b>95,042.72</b>

<b>Rent, Parking &amp; Utilities</b>	\$	26,000.00
<b>Total</b>	<b>\$</b>	<b>26,000.00</b>

<b>Total Expenses</b>	<b>\$</b>	<b>2,933,307.82</b>
Less: Rent, Parking & Utilities	\$	26,000.00 ①
Less: Credit Card Payments	\$	199,368.66 ①
Less: Suspense Accounts	\$	95,042.72 ①
Less: Westin Food & Beverage	\$	105,950.48 ①
Less: Pier 21 Gala Dinner	\$	1,314.43 ①
Less: HMCS Montreal Reception	\$	3,116.34 ①
Less: Costs in Excess of Project Maximum	\$	12,515.19 ①
<b>Total Adjustments</b>	<b>\$</b>	<b>443,307.82</b>
<b>Total Expenses</b>	<b>\$</b>	<b>2,490,000.00</b>
<b>Year #1 Maximum Contribution</b>	<b>\$</b>	<b>2,490,000.00</b>

Prepared by: Jay George, Payments & Compliance Officer

① These amounts are deemed to be supported by event sponsors and not ACOA. Sponsors to the event exceed these amounts for food and hospitality. Jeff Mullen.

<b>Inspection Review Report Problem Areas - SCHEDULE A-1</b>
--

<b>Project Summary</b>
------------------------

**Applicant:** Halifax International Security Forum  
**QA File ID:** 199652  
**GX Contract No:** 6034344 1  
**Payment Evaluation Officer:** Jay George

<b>Description of Problem</b>
-------------------------------

Claim #3

- Total project costs to December 15, 2011 per the financial statements submitted by the client.
- Previously submitted costs have been adjusted. - see schedule D3
- Ineligible costs have been adjusted - see schedule D3
- Advance has been cleared.
- Year #1 maximum has been exceeded and costs in excess have been adjusted. - see schedule D3
  
- Project start date established as July 28, 2011 from earlier date on General Ledger
- Project completion date is March 31, 2014
- There were no costs incurred prior to June 17, 2011
- claims are to be submitted on a monthly basis.
- disbursements are limited to \$2,490,000 per year for a total of \$7,470,000.00
- labour is limited to \$425,000 per year
- final claim and the comprehensive report for each year is due no later than January 31.
- ACOA shall not make any disbursement above 50% of project assistance without a claim for costs incurred to date.
- client provided PAD information prior to first disbursement
- 8.1 confirmation of financing - this project is funded 100% by ACOA, MOU with DND is being re-drafted - draft copy on file; DND concurrence on file, see tab
- 9.1 workplan provided with business plan
- 12.1 quarterly reports to be provided

<b>Items to be followed up at: (Next Payment)</b>
---

- quarterly report

**Project Summary**

**Applicant:** Halifax International Security Forum  
**QA File ID:** 199652  
**GX Contract No:** 6034344 1  
**Payment Preliminary Review Officer:** Jay George

**Payment Checklist A**

	<i>Ans</i>	<i>Ref</i>
<b>1. GENERAL</b>		
Are the costs claimed consistent with those allowed as per the Statement of Work?	Yes	
Have prior claims been reviewed to ensure no costs have been claimed in duplicate on current claim?	Yes	removed previously claimed
Are the required reports on file?	No	Quarterly report required
Is there a Pre-Authorized Repayment (PAD) form on file?	Yes	
Were costs claimed at arms length?	Yes	
Are costs claimed on the schedules arithmetically correct?	Yes	
Has the Applicant submitted a detailed list of costs with signed claim (invoice #'s, dates and amounts)?	Yes	GI Plus additional
Has the Applicant completed, signed, and dated the Certification portion at the bottom of the claim form?	Yes	
Has the project's HST/GST rebate status changed?	No	
Have financing conditions been met?	Yes	
Are the current Financial Statements on file? Has QAccess been updated with the latest info?	N/A	
Have equity requirements been met?	N/A	
Have you checked any outstanding items on previous claims (Schedule A-1)? Has a complete description of adjustments been recorded on the B-4 for use in the payment letter?	Yes	
Has cashflow been adjusted?	No	
Have you prepared a schedule A-1 or indicated any items to be followed up?	Yes	
Has the final payment certificate been submitted with the final claim? (Have cashflows and repayment schedules been adjusted?)	N/A	

**Comments, Special Conditions and Observations**

Account Manager :



Date :

Dec 30 / 11

**Project Summary**

Applicant: Halifax International Security Forum  
QA File ID: 199652  
GX Contract No: 6034344 1  
Payment Evaluation Officer: Jay George

**Payment Checklist B**

	Ans	Ref
<b>I. GENERAL</b>		
Are you satisfied that all costs were incurred and contract commitments made after the receipt of the application by the department, and prior to the end of the control period/completion date?	Yes	
Have all significant changes from the original authorization received prior to approval?	N/A	
Are you satisfied the project is progressing as per the statement of work?	Yes	
Are you satisfied that assets are on-site (property titles transferred & adequate long term lease in place)	Yes	
Have all identified ineligible costs been deleted?	Yes	
Has there been any change in risk from the last assessment?	No	
If there has been a fixed asset disposition, transfer, or if the assets are no longer in use, are the appropriate adjustments reflected in this payment?	N/A	
Based on the Applicant's most recent financial statements, has equity been maintained?	N/A	
Is a subordination agreement required and, if so, is one on file?	N/A	
Is a CEAA report on file and client advised of all mitigations?	N/A	
Have all special conditions to the contract been met (financing, environment, other)?	Yes	
If a joint payee is required, is this indicated on the schedule A?	N/A	
Have any outstanding Audit issues been addressed?	N/A	

**Comments, Special Conditions and Observations**

Account Manager :



Date :

Dec 30/11

# Disbursement Details

<b>Project Summary</b>			
<b>Applicant:</b>	<b>QA File ID:</b>	<b>GX Contract No:</b>	<b>Payment Evaluation Officer:</b>
Halifax International Security Forum	199652	6034344 1	Jay George
<b>Decision</b>			
<b>Rationale:</b>			
<b>Summary of Costs:</b>			
<b>Summary Of Advance:</b>			

Outstanding Claimed Items								
Claim No.	Description	Supplier	Invoice Number	Invoice Date	Invoice Amount with HST/GST	HST/GST	Outstanding Invoice Amount with HST/GST	Outstanding HST/GST
3/1	Other operating				\$2,674,914.87	\$0.00	\$2,674,914.87	\$0.00
					\$2,674,914.87	\$0.00	\$2,674,914.87	\$0.00

Decision Items										
CRA Rebate Rate: 100 %										
Claim No.	Category	Payment Item	Claim Cost	Adjustment	Eligible Cost	Invoice HST/GST	Eligible HST/GST	Assist. Rate (%)	Payment Deferred	Object Code
3/1	Other (operating)	Other operating	\$2,674,914.87	\$258,392.95	\$2,933,307.82	\$0.00	\$0.00	100.000	\$2,933,307.82	No
Additional eligible costs submitted after claim received - Total project costs per financial statements dated December 15, 2011.										
3/1	Other (operating)	Other operating	\$0.00	-\$1,314.43	-\$1,314.43	\$0.00	\$0.00	100.000	-\$1,314.43	No
Less: Pier 21 Gala										
3/1	Other (operating)	Other operating	\$0.00	-\$95,042.72	-\$95,042.72	\$0.00	\$0.00	100.000	-\$95,042.72	No
Less: Suspense Account. Insufficient information provided to determine the eligibility of costs										
3/1	Other (operating)	Other operating	\$0.00	-\$26,000.00	-\$26,000.00	\$0.00	\$0.00	100.000	-\$26,000.00	No
Less: Rent, Parking & Utilities										
3/1	Other (operating)	Other operating	\$0.00	\$199,368.66	-\$199,368.66	\$0.00	\$0.00	100.000	-\$199,368.66	No
Less: Credit Card Transactions. Insufficient information provided to determine the eligibility of costs.										
3/1	Other (operating)	Other operating	\$0.00	-\$3,116.34	-\$3,116.34	\$0.00	\$0.00	100.000	-\$3,116.34	No
Less: HMCS Montreal Reception										
	Other	Other								
	Other	Other								

1013 - NRC - Non-Profit Organizations - All

000072



3/1	(operating)	operating	\$0.00	-\$12,515.19	-\$12,515.19	\$0.00	100.000	-\$12,515.19	No	Other
Less: Costs claimed in excess of project maximum for Year #1										
3/1	Other (operating)	Other operating	\$0.00	\$105,950.48	-\$105,950.48	\$0.00	100.000	-\$105,950.48	No	1013 - NRC - Non-Profit Organizations - All Other
Less: Westin Hotel food, beverage & miscellaneous charges.										
3/1	Other (operating)	Other operating	\$0.00	\$539,958.89	-\$539,958.89	\$0.00	100.000	-\$539,958.89	No	1013 - NRC - Non-Profit Organizations - All Other
Less: Previously submitted costs on Claim #2										
			\$2,674,914.87	\$724,873.76	\$1,950,041.11	\$0.00		\$1,950,041.11		

Advance Items										
Claim Number	Description		Supplier		Month One	Month Two	Month Three	Total		
3/1	Miscellaneous				\$0.00	\$148,000.00	\$45,000.00	\$193,000.00		
					\$0.00	\$148,000.00	\$45,000.00	\$193,000.00		

Advance Item Decisions										
Claim Number	Category	Description	Supplier	Requested	Adjustment	Eligible	Assess Rate (%)	Payment	Objct Code	
3/1	Other (operating)	Miscellaneous		\$193,000.00	-\$193,000.00	\$0.00	100.000	\$0.00	1102 - Advances/Settlements - NRC - Non Profit Org - Nat Org	
				\$193,000.00	-\$193,000.00	\$0.00		\$0.00		

**SCHEDULE B-4**

**Record of Adjustments**

Applicant's name	Project No.	QA File ID	Claim No.	GX Payment #
Halifax International Security Forum	6034344 1	199652	3	6034344-1/003

Item and brief description	Claim No.	Deferred	Delete	Added	Deferred +
Additional eligible costs submitted after claim received - Total project costs per financial statements dated December 15, 2011.	3/1	\$0.00	\$0.00	\$258,392.95	\$0.00
Less: Pier 21 Gala	3/1	\$0.00	-\$1,314.43	\$0.00	\$0.00
Less: Suspense Account. Insufficient information provided to determine the eligibility of costs	3/1	\$0.00	-\$95,042.72	\$0.00	\$0.00
Less: Rent, Parking & Utilities	3/1	\$0.00	-\$26,000.00	\$0.00	\$0.00
Less: Credit Card Transactions. Insufficient information provided to determine the eligibility of costs.	3/1	\$0.00	-\$199,368.66	\$0.00	\$0.00
Less: HMCS Montreal Reception	3/1	\$0.00	-\$3,116.34	\$0.00	\$0.00
Less: Costs claimed in excess of project maximum for Year #1	3/1	\$0.00	-\$12,515.19	\$0.00	\$0.00
Less: Westin Hotel food, beverage & miscellaneous charges.	3/1	\$0.00	-\$105,950.48	\$0.00	\$0.00
Less: Previously submitted costs on Claim #2	3/1	\$0.00	-\$539,958.89	\$0.00	\$0.00
<b>Total</b>		<b>\$0.00</b>	<b>-\$983,266.71</b>	<b>\$258,392.95</b>	<b>\$0.00</b>

PREPARED BY <i>SG</i>	Date <i>Dec 30/11</i>
-----------------------	-----------------------

4:05  
12/15/11  
Accrual Basis

Halifax International Security Forum  
**Profit & Loss**  
All Transactions

	<u>Dec 15, 11</u>
Ordinary Income/Expense	
Income	
44500 - Government Grants	1,826,067.73
45000 - Investments	<u>144.78</u>
Total Income	1,826,212.51
Expense	
Professional Services	143,691.15
Suspense Account	95,042.72
62100 - Contract Services	1,195,544.78
62800 - Facilities and Equipment	26,000.00
65000 - Operations	18,286.72
65100 - Other Types of Expenses	202,068.66
66000 - Payroll Expenses	295,416.90
68300 - Travel and Meetings	957,256.89
Total Expense	<u>2,933,307.82</u> ✓
Net Ordinary Income	<u>-1,107,095.31</u>
Net Income	<u><u>-1,107,095.31</u></u>

☐ ☐ ☐ ☐ ☐

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☒ Completed
 Remove
Save
Exit

---

**QA File ID:**  
 188488

**GX Contract No:**  
 6034344 1

**Payment Preliminary Review Officer:**  
 Joanne Eeaver

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Description	Supplier	Invoice No	Invoice Date	Invoice Amount with HST/GST	HST/GST	Delete
Other operating				637,552.96	0.00	
				637,552.96	0.00	

Thursday, November 03, 2011

**Start**

2 Microsoft Office Outl...

[GX]GX Corporate System

4 Internet Explorer

Thursday, November 03, 2011

9:31 AM

OutstandingClaims\_QAC...

Microsoft Word

Correspondence Trackin...

Thursday

### APPLICANT'S REQUEST FOR PAYMENT

Applicant Name: <u>Helix International Security Forum</u>		Project No: <u>199652</u> Claim No: _____			
Address: _____		Period Covered: From: <u>October 1, 2011</u> To: <u>October 31, 2011</u>			
Is this a new address? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Final Request: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Do you have a HST/GST Registration Number? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		If yes, a Final Payment Certificate must be attached.			
Number: _____		Contact Name: <u>Pete Van Praagh</u> Telephone No: _____ Fax No: _____			
PLEASE REFER TO INSTRUCTIONS IN APPENDIX 3.					
Description of Costs	Name of Supplier	Invoice number	Invoice Date	Invoice Amt HST/GST included	HST/GST included in invoice
<div style="font-size: 2em; transform: rotate(-15deg); opacity: 0.5;">See Attached</div>					
Total invoice amount of this page				\$	\$
Total carried forward from other pages				\$	\$
Total invoice amount				\$	\$
Less the Total HST/GST included in the invoices.				\$	\$
Total Costs Claimed				\$	637,552.96
<b>CERTIFICATION (to be signed on final page)</b> I hereby certify to the following:					
a)	<input checked="" type="checkbox"/>	No	that the assets claimed above are on site : (if no, please explain) that the above noted costs have been incurred and are eligible costs of the project. that all the requested information is accurate and complete that the project is in compliance with all special and general conditions of the contract. that any contribution provided as a result of this claim will be applied directly and only to eligible project costs.		
b)	<input checked="" type="checkbox"/>	No			
c)	<input checked="" type="checkbox"/>	No			
d)	<input checked="" type="checkbox"/>	No			
e)	<input checked="" type="checkbox"/>	No			
I hereby certify that \$ _____ has been paid to suppliers in respect of claimed eligible project costs, including this and all previous claims.					
Authorized Signing Authority: <u>[Signature]</u>				Date: <u>November 1, 2011</u>	

**s.19(1)**

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11/01/11

Accrual Basis

# Halifax International Security Forum General Ledger As of October 31, 2011

Type	Date	Num	Name	Memo	Split	Amount	Balance
Petty Cash							
Check	10/21/2011	Withd...	Petty Cash	Sat up Petty ...	TD Bank	1,000.00	100.00
Total Petty Cash						1,000.00	1,100.00
TD Bank							
Check	10/3/2011	1015			-SPLIT-	-157.88	619,861.99
Check	10/3/2011	1016			-SPLIT-	-1,033.66	619,704.11
Check	10/3/2011	1017			-SPLIT-	-14,248.86	618,670.45
Check	10/3/2011	1013			62150 · Outsid...	-16,000.00	604,421.59
Check	10/4/2011	1021			Other Travel (...)	-217.83	588,421.39
Check	10/7/2011	1020			62150 · Outsid...	-75,000.00	588,203.76
Check	10/7/2011	1023			-SPLIT-	-1,258.25	513,203.76
Check	10/7/2011	1024			62150 · Outsid...	-7,500.00	511,945.51
Check	10/7/2011	1025			Airfare (Inc. se...	-699.68	504,445.51
Check	10/7/2011	1026			62150 · Outsid...	-42,500.00	503,745.83
Check	10/7/2011	1027			62890 · Rent ...	-6,500.00	461,245.83
Check	10/7/2011				62150 · Outsid...	-333.97	454,745.83
Check	10/7/2011	1019			-SPLIT-	-376.94	454,411.86
Check	10/11/2011				Bank Service ...	-40.00	454,034.92
Check	10/11/2011				Bank Service ...	-26.00	453,994.92
Check	10/11/2011				Bank Service ...	-40.00	453,969.92
Check	10/11/2011				Branding Male...	-3,858.50	453,929.92
Check	10/11/2011				15000 · Fumit...	-9,750.00	450,071.42
Check	10/11/2011				-SPLIT-	-1,257.25	440,321.42
Check	10/13/2011	1023			Bank Service ...	-40.00	439,064.17
Check	10/13/2011				Staff Payrol...	-13,791.64	439,024.17
Check	10/13/2011				Airfare (Inc. se...	-19,561.60	425,232.53
Check	10/13/2011	1030			Health Care	-2,187.00	405,670.93
Check	10/14/2011				Payroll Proces...	-62.68	403,483.93
Check	10/14/2011				Workers Comp...	-61.09	403,360.16
Check	10/14/2011				Payroll Taxes ...	-11,135.09	392,225.07
Check	10/17/2011	1037			Branding Male...	-7,793.38	384,431.69
Check	10/17/2011	1031			-SPLIT-	-2,301.60	382,130.09
Check	10/17/2011	1032			65020 · Postla...	-953.85	381,176.24
Check	10/17/2011	1034			-SPLIT-	-306.18	380,870.06
Check	10/17/2011	1035			-SPLIT-	-230.45	380,639.61
Check	10/18/2011	TRAN...			TD Bank (CD) ...	-100,000.00	280,639.61
Check	10/19/2011				Original Video/...	-37,900.00	242,739.61
Check	10/20/2011	WIRE			Branding Male...	-4,652.72	238,086.89
Check	10/20/2011	ACH			Airfare (Inc. se...	-19,860.97	218,225.92
Check	10/20/2011	1029...			Production Co...	-42,500.00	175,725.92
Check	10/21/2011	Withd...			-SPLIT-	-50,177.67	125,548.25
Check	10/24/2011				Petty Cash	-1,000.00	124,548.25
Check	10/31/2011	1039			Branding Male...	-3,858.50	120,689.75
Check	10/31/2011	1040			Health Care	-5,671.00	115,018.75
Check	10/31/2011	1041			-SPLIT-	-6,317.90	108,700.85
Check	10/31/2011	1042			62150 · Outsid...	-466.95	108,233.90
Check	10/31/2011	1043			-SPLIT-	-912.50	107,321.40
						-25,012.37	82,309.03

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11/01/11

Accrual Basis

**Halifax International Security Forum**  
**General Ledger**  
 As of October 31, 2011

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total TD Bank						-537,552.96	82,309.03
TD Bank - CAD Account							0.00
Total TD Bank - CAD Account							0.00
TD Bank (CD) - restricted cash							0.00
Check	10/17/2011	TRAN...			TD Bank	100,000.00	100,000.00
Total TD Bank (CD) - restricted cash						100,000.00	100,000.00
15000 - Furniture and Equipment							20,178.99
Check	10/3/2011	1017			TD Bank	636.86	20,815.85
Check	10/3/2011	1017			TD Bank	698.54	21,514.39
Check	10/3/2011	1017			TD Bank	4,154.45	25,668.84
Check	10/3/2011	1017			TD Bank	889.18	26,558.02
Check	10/3/2011	1017			TD Bank	2,815.25	29,473.27
Check	10/11/2011				TD Bank	9,750.00	39,223.27
Check	10/31/2011	1040			TD Bank	-522.53	38,700.74
Total 15000 - Furniture and Equipment						18,921.75	38,700.74
18000 - Marketable Securities							0.00
Total 18000 - Marketable Securities							0.00
18600 - Other Assets							0.00
Total 18600 - Other Assets							0.00
18700 - Security Deposits Asset							0.00
Total 18700 - Security Deposits Asset							0.00
20000 - Accounts Payable							0.00
Total 20000 - Accounts Payable							0.00
TD Visa							0.00
Total TD Visa							0.00
Due to Staff							0.00
Total Due to Staff							0.00
24000 - Payroll Liabilities							0.00
Total 24000 - Payroll Liabilities							0.00
27200 - Other Liabilities							0.00
Total 27200 - Other Liabilities							0.00
30000 - Opening Balance Equity							0.00
Total 30000 - Opening Balance Equity							0.00
31300 - Perm. Restricted Net Assets							0.00

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11/01/11

Accrual Basis

**Halifax International Security Forum  
General Ledger  
As of October 31, 2011**

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 31300 - Perm. Restricted Net Assets							0.00
31500 - Temp. Restricted Net Assets							0.00
Total 31500 - Temp. Restricted Net Assets							0.00
32000 - Unrestricted Net Assets							0.00
Total 32000 - Unrestricted Net Assets							0.00
43400 - Direct Public Support							0.00
43410 - Corporate Contributions							0.00
Total 43410 - Corporate Contributions							0.00
43440 - Gifts in Kind - Goods							0.00
Total 43440 - Gifts in Kind - Goods							0.00
43450 - Individ. Business Contributions							0.00
Total 43450 - Individ. Business Contributions							0.00
43400 - Direct Public Support - Other							0.00
Total 43400 - Direct Public Support - Other							0.00
Total 43400 - Direct Public Support							0.00
44500 - Government Grants							-1,194,089.86
44510 - Agency (Government) Grants							-1,194,089.86
Total 44510 - Agency (Government) Grants							-1,194,089.86
44520 - Federal Grants							0.00
Total 44520 - Federal Grants							0.00
44500 - Government Grants - Other							0.00
Total 44500 - Government Grants - Other							0.00
Total 44500 - Government Grants							-1,194,089.86
44800 - Indirect Public Support							0.00
Total 44800 - Indirect Public Support							0.00
45000 - Investments							-81.40
45030 - Interest-Savings, Short-term CD							-81.40
Total 45030 - Interest-Savings, Short-term CD							-81.40
45000 - Investments - Other							0.00
Total 45000 - Investments - Other							0.00
Total 45000 - Investments							-81.40
46400 - Other Types of Income							0.00



3:58 PM

11/01/11

Accrual Basis

**Halifax International Security Forum  
General Ledger  
As of October 31, 2011**

Type	Date	Num	Name	Memo	Split	Amount	Balance
46410 · Advertising Sales							0.00
Total 46410 · Advertising Sales							0.00
46430 · Miscellaneous Revenue							0.00
Total 46430 · Miscellaneous Revenue							0.00
46400 · Other Types of Income - Other							0.00
Total 46400 · Other Types of Income - Other							0.00
Total 46400 · Other Types of Income							0.00
47200 · Program Income							0.00
47230 · Membership Dues							0.00
Total 47230 · Membership Dues							0.00
47240 · Program Service Fees							0.00
Total 47240 · Program Service Fees							0.00
47200 · Program Income - Other							0.00
Total 47200 · Program Income - Other							0.00
Total 47200 · Program Income							0.00
Professional Services							100,493.90 = Sept total
Branding Materials							0.00
Check	10/11/2011					3,858.50	3,858.50
Check	10/17/2011				TD Bank	7,793.38	11,651.88
Check	10/19/2011				TD Bank	4,652.72	16,304.60
Check	10/24/2011				TD Bank	3,858.50	20,163.10
Total Branding Materials						20,163.10 ✓	20,163.10
Misc. Professional Services						40,000.00	40,000.00
Total Misc. Professional Services						40,000.00 = Sept total	40,000.00
Original Video/Music							35,493.90 = Sept total
Check	10/18/2011				Remainder of...	37,900.00	73,393.90
Total Original Video/Music						37,900.00	73,393.90
Production Coordination							25,000.00 = Sept total
Check	10/20/2011				TD Bank	42,500.00	67,500.00
Total Production Coordination						42,500.00	67,500.00
Professional Services - Other							0.00
Total Professional Services - Other							0.00
Total Professional Services						100,563.10	201,057.00
60900 · Business Expenses							0.00

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11/01/11

Accrual Basis

**Halifax International Security Forum  
General Ledger  
As of October 31, 2011**

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>60920 • Business Registration Fees</b>							0.00
Total 60920 • Business Registration Fees							0.00
<b>60900 • Business Expenses - Other</b>							0.00
Total 60900 • Business Expenses - Other							0.00
Total 60900 • Business Expenses							0.00
<b>62100 • Contract Services</b>							106,896.34 = <i>Sept</i>
<b>62110 • Accounting Fees</b>							0.00
Total 62110 • Accounting Fees							0.00
<b>62120 • Donated Prof Fees - GAAP</b>							0.00
Total 62120 • Donated Prof Fees - GAAP							0.00
<b>62140 • Legal Fees</b>							0.00
Total 62140 • Legal Fees							0.00
<b>62150 • Outside Contract Services</b>							106,896.34 = <i>Sept OK</i>
Check 10/3/2011 1013						16,000.00	122,896.34
Check 10/4/2011 1020				fee for 6/17/1...	TD Bank	75,000.00	197,896.34
Check 10/7/2011 1024					TD Bank	7,500.00	205,396.34
Check 10/7/2011 1026					TD Bank	42,500.00	247,896.34
Check 10/7/2011				Consulting in ...	TD Bank	333.97	248,230.31
Check 10/31/2011 1042				IT Consulting	TD Bank	912.50	249,142.81
Total 62150 • Outside Contract Services						142,246.47	249,142.81
<b>62100 • Contract Services - Other</b>							0.00
Total 62100 • Contract Services - Other							0.00
Total 62100 • Contract Services						142,246.47	249,142.81
<b>62800 • Facilities and Equipment</b>							6,500.00
<b>62810 • Depr and Amort - Allowable</b>							0.00
Total 62810 • Depr and Amort - Allowable							0.00
<b>62840 • Equip Rental and Maintenance</b>							0.00
Total 62840 • Equip Rental and Maintenance							0.00
<b>62870 • Property Insurance</b>							0.00
Total 62870 • Property Insurance							0.00
<b>62890 • Rent, Parking, Utilities</b>							6,500.00 = <i>Sept. OK</i>
Check 10/7/2011 1027					TD Bank	13,000.00	13,000.00
Total 62890 • Rent, Parking, Utilities						6,500.00	13,000.00
<b>62800 • Facilities and Equipment - Other</b>							0.00

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11/01/11

Accrual Basis

Halifax International Security Forum  
General Ledger  
As of October 31, 2011

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 62800 - Facilities and Equipment - Other							0.00
Total 62800 - Facilities and Equipment							13,000.00
65000 - Operations							8,949.10
Bank Service Charges							218.40
Check	10/11/2011						258.40
Check	10/11/2011				TD Bank	40.00	283.40
Check	10/11/2011				TD Bank	40.00	323.40
Check	10/13/2011				TD Bank	40.00	363.40
Check	10/31/2011	1040		foreign trans...	TD Bank	37.15	400.55
Total Bank Service Charges							400.55
IT						182.15	
Check	10/3/2011	1017		Software	TD Bank	481.12	4,863.73
Total IT						481.12	5,344.85
65010 - Books, Subscriptions, Reference							0.00
Total 65010 - Books, Subscriptions, Reference							0.00
65020 - Postage, Mailing Service							47.32
Check	10/3/2011	1015			TD Bank	40.31	87.63
Check	10/3/2011	1017			TD Bank	40.59	128.22
Check	10/17/2011	1032		FedEx charg...	TD Bank	953.85	1,082.07
Check	10/17/2011	1034		FedEx charg...	TD Bank	243.13	1,325.20
Check	10/17/2011	1035		FedEx for Hi...	TD Bank	142.49	1,467.69
Check	10/20/2011	1029/...		PO Box	TD Bank	103.44	1,571.13
Check	10/31/2011	1040		postage mac...	TD Bank	100.00	1,671.13
Total 65020 - Postage, Mailing Service							1,671.13
65030 - Printing and Copying							400.75
Total 65030 - Printing and Copying							400.75
65040 - Supplies							3,313.37
Check	10/3/2011	1015			TD Bank	117.57	3,430.94
Check	10/3/2011	1016			TD Bank	193.92	3,624.86
Check	10/3/2011	1017		General Sup...	TD Bank	1,635.11	5,259.97
Check	10/3/2011	1017		Apple Store ...	TD Bank	809.85	6,069.82
Check	10/3/2011	1017			TD Bank	144.99	6,214.81
Check	10/7/2011	1023		Staples	TD Bank	987.96	7,202.77
Check	10/7/2011	1023			TD Bank	85.41	7,288.18
Check	10/11/2011	1023			TD Bank	84.01	7,372.19
Check	10/11/2011	1023			TD Bank	84.41	7,456.20
Check	10/17/2011	1031		HISF 2011 S...	TD Bank	504.71	7,960.91
Check	10/17/2011	1034		office supplies	TD Bank	63.05	8,023.96
Check	10/17/2011	1035		office supplies	TD Bank	87.96	8,111.92
Check	10/31/2011	1040		supplies	TD Bank	2,194.14	10,306.06
Check	10/31/2011	1041		office supplies	TD Bank	16.95	10,323.01

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11/01/11

Accrual Basis

**Halifax International Security Forum  
General Ledger  
As of October 31, 2011**

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 65040 - Supplies						7,094.05	10,407.42
65050 - Telephone, Telecommunications							105.53
Check	10/7/2011	1023			TD Bank	82.09	187.62
Check	10/17/2011	1031			TD Bank	82.09	269.71
Check	10/17/2011	1031		canada phon...	TD Bank	116.90	386.61
Check	10/20/2011	1029/...		Phone calls t...	TD Bank	1,288.66	1,675.27
Check	10/31/2011	1040		phone charg...	TD Bank	89.13	1,764.40
Total 65050 - Telephone, Telecommunications						1,658.87	1,764.40
65000 - Operations - Other							0.00
Total 65000 - Operations - Other							0.00
Total 65000 - Operations						11,040.00	19,989.10
65100 - Other Types of Expenses							1,250.00
Intern Stipend							1,250.00
Check	10/31/2011	1041		intern stipend...	TD Bank	450.00	1,700.00
Total Intern Stipend						450.00	1,700.00
65110 - Advertising Expenses							0.00
Total 65110 - Advertising Expenses							0.00
65120 - Insurance - Liability, D and O							0.00
Total 65120 - Insurance - Liability, D and O							0.00
65130 - Interest Expense - General							0.00
Total 65130 - Interest Expense - General							0.00
65150 - Memberships and Dues							0.00
Total 65150 - Memberships and Dues							0.00
65160 - Other Costs							0.00
Total 65160 - Other Costs							0.00
65170 - Staff Development							0.00
Total 65170 - Staff Development							0.00
65100 - Other Types of Expenses - Other							0.00
Total 65100 - Other Types of Expenses - Other							0.00
Total 65100 - Other Types of Expenses						450.00	1,700.00
65000 - Payroll Expenses							154,962.72
Health Care							0.00
Check	10/3/2011	1016	Laura Bridge	COBRA (2 m...	TD Bank	807.42	807.42
Check	10/3/2011	1017	Dakota Korth		TD Bank	403.71	1,211.13
Check	10/13/2011	1030	Carefirst Blue Cros...	Health Care	TD Bank	2,187.00	3,398.13

s.19(1)

s.20(1)(d)

3:58 PM

11/01/11

Accrual Basis

s.19(1)  
s.20(1)(d)

# Halifax International Security Forum General Ledger As of October 31, 2011

Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	10/31/2011	1039		COBRA reim...	TD Bank	5,671.00	9,069.13
Total Health Care						9,069.13	9,069.13
Payroll Processing							275.33 = Sept.
Check	10/14/2011				TD Bank	62.68	338.07
Check	10/31/2011	1043			TD Bank	57.06	395.07
Total Payroll Processing						119.74	395.07
Payroll Taxes (FICA)							58,395.97 = Sept.
Check	10/14/2011				TD Bank	11,135.09	69,531.06
Check	10/31/2011	1043			TD Bank	11,102.58	80,633.64
Total Payroll Taxes (FICA)						22,237.67	80,633.64
Staff Payroll							95,948.98 = Sept.
Check	10/13/2011				TD Bank	13,791.64	109,740.62
Check	10/31/2011	1043			TD Bank	13,791.64	123,532.26
Total Staff Payroll						27,583.28	123,532.26
Workers Comp.							342.44 = Sept.
Check	10/14/2011				TD Bank	61.09	403.53
Check	10/31/2011	1043			TD Bank	61.09	464.62
Total Workers Comp.						122.18	464.62
66000 - Payroll Expenses - Other							0.00
Total 66000 - Payroll Expenses - Other						0.00	0.00
Total 66000 - Payroll Expenses						59,132.00	214,094.72
68300 - Travel and Meetings							174,978.22
Airfare (inc. service charges)							12,445.54 Sept = 2859.00
Check	10/7/2011	1023			TD Bank	863.93	13,309.47
Check	10/7/2011	1025			TD Bank	698.68	14,008.15
Check	10/17/2011	1023			TD Bank	863.93	14,872.08
Check	10/13/2011	WIRE			TD Bank	19,561.60	34,434.68
Check	10/17/2011	1031		Travel Advan...	TD Bank	1,202.92	35,637.60
Check	10/20/2011	WIRE		halifax airfare	TD Bank	19,860.97	55,498.57
Check	10/20/2011	1029/...		Travel Advan...	TD Bank	34,634.71	90,133.28
Check	10/20/2011	1029/...		Participant Ai...	TD Bank	12,758.20	102,891.48
Check	10/31/2011	1040		airfare for hal...	TD Bank	3,802.21	106,693.69
Total Airfare (inc. service charges)						94,248.15	106,693.69
Conf. Lodging & Meeting Space							158,834.64 Sept = 157,672.56
Check	10/3/2011	1017			TD Bank	278.76	159,113.40
Check	10/7/2011	1019			TD Bank	274.80	159,388.20
Check	10/17/2011	1031		lodging in dc	TD Bank	441.24	159,829.44
Check	10/17/2011	1031		lunch in dc	TD Bank	16.20	159,845.64
Check	10/20/2011	1029/...		Hotel in Ottawa	TD Bank	220.38	160,066.02
Check	10/20/2011	1029/...		total in NYC	TD Bank	110.86	160,176.88

3:58 PM

11/01/11

Accrual Basis

**Halifax International Security Forum  
General Ledger  
As of October 31, 2011**

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total Conf. Lodging & Meeting Space							
<b>Other Travel (Taxi, Train, etc)</b>							
Check	10/3/2011	1016				1,342.24	160,176.88
Check	10/3/2011	1017				32.32	2,564.61
Check	10/3/2011	1021		Pol...		85.00	2,616.93
Check	10/3/2011	1023		Travel for Hal...		217.83	2,701.93
Check	10/7/2011	1019				130.83	2,919.76
Check	10/7/2011	1023				86.98	3,050.59
Check	10/11/2011	1031				130.83	3,137.57
Check	10/17/2011	1039...		taxi from DCA		19.63	3,268.40
Check	10/20/2011	1029...		Parking in DC		120.00	3,288.03
Check	10/20/2011	1029...		Travel in Otta...		167.33	3,408.03
Check	10/20/2011	1029...		Taxis, rental ...		255.12	3,575.36
Check	10/20/2011	1029...		taxis dc		36.00	3,830.48
Check	10/31/2011	1040		DCA Parking		60.00	3,866.48
Total Other Travel (Taxi, Train, etc)							3,926.48
<b>68310 - Conference, Convention, Meeting</b>							3,926.48
Check	10/3/2011	1017				87.49	1,113.43
Check	10/7/2011	1023		- Pol...		11.98	1,200.92
Check	10/7/2011	1019				15.16	1,212.90
Check	10/11/2011	1023				11.98	1,228.06
Check	10/20/2011	1029...		Lunch with D...		31.69	1,240.04
Check	10/20/2011	1029...		Food in Ottawa		158.73	1,271.73
Check	10/20/2011	1029...		Meetings		198.32	1,430.46
Check	10/20/2011	1029...		Meetings/me...		94.23	1,628.78
Check	10/31/2011	1040		meetings/fo...		557.80	1,723.01
Total 68310 - Conference, Convention, Meeting							2,280.81
<b>68320 - Travel</b>							2,280.81
Total 68320 - Travel							0.00
<b>68300 - Travel and Meetings - Other</b>							0.00
Total 68300 - Travel and Meetings - Other							0.00
Total 68300 - Travel and Meetings							273,077.86
<b>77000 - Exchange Gain or Loss</b>							0.00
Total 77000 - Exchange Gain or Loss							0.00
<b>80000 - Ask My Accountant</b>							0.00
Total 80000 - Ask My Accountant							0.00
No acct							0.00
Total no acct							0.00
<b>TOTAL</b>							0.00

Sept = 453.97

Sept = 1064.09

s.19(1)  
s.20(1)(d)

### CLAIM FOR AN ADVANCE PAYMENT

Applicant Name: <i>Halifax International Security Forum</i>	Project No: <i>199652</i>	Claim No:
Address: <i>1717 Rhode Island Ave N.W., Suite 610 Washington DC 20036 48A</i>	Contact Name: <i>Peter Van Praagh</i>	
Is this a new address? <input checked="" type="radio"/> Yes <input type="radio"/> No	Telephone No.: <i>+1</i>	Fax No:

**s.19(1)**

PLEASE REFER TO THE INSTRUCTIONS IN APPENDIX 1.


### Forecasted Cash Requirements

Period Covered From Nov. 1, 2011 To Jan. 31, 2012 (Maximum 3 Months)

Period Covered From: <u>Nov. 1, 2017</u>		To: <u>Oct. 31, 2018</u> (Maximum - 6 Months)			
Description of Eligible Cost Item	Supplier	<u>Nov X</u> Amount Month 1	<u>Dec</u> Amount Month 2	<u>Jan</u> Amount Month3	Total Amount
Professional Services	Various	\$180,000	\$87,000	Ø	\$267,000
Travel + Meetings		538,000	10,000	10,000	558,000
Production		425,000	Ø	Ø	425,000
Promotions - Outreach		20,000	6,000	Ø	26,000
Supplies + Communications		6,000	Ø	Ø	6,000
Personnel		60,000	45,000	35,000	140,000
	TOTALS	1,229,000	148,000	45,000	1,422,000

**s.20(1)(d)**

I hereby certify that the above noted costs are eligible costs of the project, and that the forecasted amounts and payment dates are accurate and complete. I confirm that the requested funds are required to enable the project to be satisfactorily completed and I agree that any contribution provided as a result of this claim will be applied directly and only to the eligible costs of the project.

  
 .....  
 Authorized Signing Authority      Date 10/19/11



Atlantic Canada  
Opportunities  
Agency

Agence de  
promotion économique  
du Canada atlantique

**AGENCY COPY**

NOV 17 2011

Project No.: 199652  
Amendment #1

Nova Scotia  
Office  
P.O. Box 2284  
Station "C"  
Halifax, N.S.  
B3J 3C8

Bureau de la  
Nouvelle-Écosse  
Cassier postal 2284  
Succ. "C"  
Halifax (N.-É.)  
B3J 3C8

**CONTRACT AMENDMENT**  
NOV 18 2011

Halifax International Security Forum  
1717 Rhode Island Avenue NW  
Suite 610  
Washington, DC  
20036

Attention: Mr. Peter Van Praagh

Dear Mr. Van Praagh:

**Re: Amendment Approval under the Business Development Program**

The Atlantic Canada Opportunities Agency ("the Agency") hereby agrees to the following amendment:

**Delete clause 4.4 and replace with the following:**

4.4 Direct labour (personnel) costs shall be eligible up to a maximum of \$425,000 per year.

All other terms and conditions of our Letter of Offer dated July 29, 2011, and accepted by you on August 4, 2011, remain unchanged.

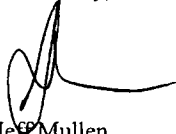
This amendment will become effective upon receipt of your written acceptance, **no later than thirty (30) days** from the date appearing on this letter. **Please sign and date one copy of this amendment letter and return it to the above address.**

Canada



If you have any questions pertaining to our procedures and requirements, please contact Martin Braganza, the officer assigned to your project, at (800) 565-1228, (902) 426-9108 or via e-mail at martin.braganza@acoa-apeca.gc.ca.

Yours truly,

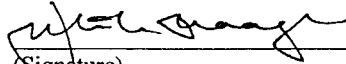


Jeff Mullen  
Director, Enterprise Development

The foregoing offer is hereby accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Halifax International Security Forum**  
(Project No: 199652)

Per:

  
\_\_\_\_\_  
(Signature)

President.  
\_\_\_\_\_  
(Title)

(Corporate Seal)

Per:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Project No.: 199652

2011/10/28

Halifax International Security Forum  
1717 Rhode Island Avenue NW, Suite 610  
Washington, DC  
20036

Attention: Mr. Peter Van Praagh

Dear Mr. Van Praagh:


**Re: Approval for Request for Payment**

We are pleased to advise that approval has been given by this Agency for the disbursement of \$596,958.89 which represents payment number 02 of a Contribution under the Business Development Program. Accordingly, we are today requisitioning a payment from Public Works and Government Services Canada, and you may expect to receive this in the immediate future by cheque. The method of calculating the amount of payment and approved costs is shown in the attached Annex 1.

It is a condition of accepting this payment that you agree to fulfill the terms and conditions set out in the Letter of Offer, the Agreement and the declaration made in the application. It is also a condition of the contract that you will retain all invoices, cancelled cheques and records pertaining to this project to be made available in the event that this project is chosen for a comprehensive audit.

If further information is required or if your payment is not received promptly, please contact the undersigned at (800) 565-1228, (902) 426-9108 or via e-mail at martin.braganza@acoa-apeca.gc.ca.

Yours truly,

  
Martin Braganza  
Account Manager  
Nova Scotia

Attachment

***Halifax International Security Forum***

Project # 199652

**Detailed Calculation of Payment #02**

Costs Claimed	\$539,958.89	
Adjustment Amount	\$0.00	
<b>Claim Approved Costs</b>	<u>\$539,958.89</u>	
 Gross Approved Costs		
100% of \$539,958.89		\$539,958.89
Less: Holdback		\$0.00
Advance Settlement		\$539,958.89
Plus: Advance		\$596,958.89
<b>Approved Payment</b>		<b>\$596,958.89</b>
Plus: Prior Payments		<u>\$1,188,000.00</u>
<b>Total Assistance Paid to Date</b>		<b><u>\$1,784,958.89</u></b>

Note: If an advance has been issued, please refer to the *Advance Payment* clause outlined in our Letter of Offer.

[11A] Payment Requisitions [2011/2012]		[1] x	
Requisition Control Number	Status	Approval Operator	
C008875	Ready for posting		
Requisition	Adjusting Entries	Invoices	Foreign Bank
Payee			
G19540	HALIFAX INTERNATIONAL SECURITY FORUM		
Payment Type	Principal	Cheque Language	Cheque Numbers
1 Cheque		English	
District Accounting Office	Payee Name		
0065 Nova Scotia - Halifax	HALIFAX INTERNATIONAL SECURITY FORUM		
Post Month	Batch	Payee Address	
October - Period 07		11717 Rhode Island Avenue NW	
Data Entry Date	Release Date	Due Date	Int. Ind.
2011 10 27	2011 10 26	2011 10 26	2
Department Text	City		
	Washington		
	Province	Postal Code	
	DC District of Columbia	20036	
Voucher Amount	Cheque Amount	Currency	
596,958.89	596,958.89		
Fiscal Year	2011/2012	Back	Next
		English	Exit

Start | 2 Microsoft Office Word 2010 | Office Communicator | 3 Microsoft Office Word 2010 | Gx Corporate | [11A] Payment ... | 12:05 PM

0527/11 JF

Invoice

6034344-1/002

Paid On Reg #

C008875

Status

Approved

Apply

Header

Details

Line #	Commitment	All	Act	Rsp	Obj	Proj	Class	Line Amount
GCE		979	A18	650	1013	620	511791	539,958.89
GCA		979	A18	650	1104	620	511792	-539,958.89
GCA	6034344 1	210	A18	650	1104	620	511792	596,958.89

Line #

Description

Pre-tax Amount

Invoice Total

GCE

Expenditure for advance settlement

596,958.89

596,958.89

Holdback Amount

Total for all lines

0.00

596,958.89

Commodity

Commitment

Detail

Project

All

Act

Rsp

Obj

Proj

Class

Final

Close

6034344

1

979

A18

650

1013

620

Claim Amounts

Line Amount

539,958.89

Revised Payee

Exit

Start

2

Microsoft

Office Com

3

Microsoft

GCX Co

11A

Paym

11V

Invol

12:05 PM

Recommendation Document - SCHEDULE A

Business Development Program

Sub-Program	GX Contract No.	QA File ID	Client ID	Supplier Code	Fiscal Year
620	6034344-1	199652	35169	G19540	2012

IDENTIFICATION

Payee (and joint payee, if applicable):			
Name(s):	HALIFAX INTERNATIONAL SECURITY FORUM	Principal In Arrears:	0.00
Address:	1717 Rhode Island Avenue NW, Suite 600, Washington, DC, 20036	Interest Due:	0.00
Attention:	Peter Van Praagh	Charges Due:	0.00

PROJECT DESCRIPTION AND AUTHORIZATION ASSISTANCE

Major Act: Business Support (2)	Offer Accepted: 2011/08/04	Project Start Date: <i>July 28/2011</i>
Location of Project Municipality, Province-Territory Washington District of Columbia		Est. End Date: 2014/03/31
Type of Assistance: B - Non-Repayable	Last Financial Statement Date:	
Payment Type: Cheque	Authorized Rate	% X Eligible Costs = Total Authorized Assistance
Email Notification (GX):	100.000	% X 7,470,000.00 = 7,470,000.00
		7,470,000.00

DEPARTMENT CASH FORECAST

Fiscal Year	2011/2012	2012/2013	2013/2014	2014/2015	Future Years
Committed	2,490,000.00	2,490,000.00	2,490,000.00	0.00	0.00
Expended	1,188,000.00	0.00			

Modified 2011/09/23 by Joanne Beaver

COSTS APPROVED

Cost Summary	TOTAL PRIOR CLAIMS			THIS CLAIM	TOTAL TO LATEST PERIOD END: 2011/10/31
	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)		
Costs Claimed	0.00	0.00	0.00	539,958.89	539,958.89
Adjustments/Deferrals/Deferral+	0.00	0.00	0.00	0.00	0.00
Eligible Costs Approved	0.00	0.00	0.00	539,958.89	539,958.89

PAYMENT CALCULATION

Approved Assistance:			
Asst. Rate	Total Eligible	Payment	
100.000% X	\$539,958.89 =	\$539,958.89	\$539,958.89
Less Applicable Holdback (0%):	\$0.00	Available Holdback:	\$0.00
Assistance Payable:	\$539,958.89		
Outstanding Advances:	\$1,188,000.00		
Advance Settlement:	\$539,958.89	Unsettled Outstanding Advances:	\$648,041.11
Amount Owning:	\$0.00		
New Advance:	\$596,958.89	Unsettled Outstanding Advances:	\$1,245,000.00 = 50% year 1
Release Holdback:	\$0.00	Available Holdback:	\$0.00
PAYE Payout:	\$0.00	Outstanding PAYE:	\$0.00
Current Payment:	\$596,958.89		
Disbursed (Net) before current payment:	\$1,188,000.00		
Disbursed (Net) after current payment:	\$1,784,958.89		

Period Covered From: 2011/08/01  
Period Covered To: 2011/10/31

0) Deferred:	0.00
1) Deletion:	0.00
2) Addition:	0.00
3) Deferred+:	0.00
Total:	0.00

Claim No: 2  
Claim Type: Progress (P)  
GX Payment #: 6034344-1/002

Object Code	Amount
1013 - NRC - Non-Profit Organizations - All Other	539,958.89
1104 - Advances/Settlements-NRC-Encourage Employment	57,000.00

Additional Claim Information Requested

Prepared By: <i>J. George</i>	Recommended By: <i>M. Braganza / J. Curry / J. Mallet</i>	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department Signing Authorities: <i>P. Hogan</i>
Signature: <i>[Signature]</i>	<i>NP</i>	<i>Peter Hogan</i>
Title: <i>Payments Officer</i>		<i>Vice-President</i>
Date: <i>Oct. 26/2011</i>		<i>Oct. 27/2011</i>

PROJECT CLAIM SUMMARY AND REPAYMENT UPDATE  
SOMMAIRE DES DEMANDES DE REMBOURSEMENT ET ETAT DU DOSSIER

Applicant Name:	Project Number
Halifax International Security Forum	199652

A. Current Claim Summary - Sommaire de la demande de remboursement courante

Operating/ Capital Costs	Costs Claimed	Additions-deletions-deferrals	Costs approved	Rate of Assistance
				100.000%
Year 1 - Other Operating Costs	\$ 539,958.89		\$ 539,958.89	\$ 539,958.89
Year 2 - Other Operating Costs			\$ -	\$ -
Year 3 - Other Operating Costs			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total costs this claim	\$ 539,958.89	\$ -	\$ 539,958.89	\$ 539,958.89

B. Cumulative Claim Summary Sommaire des demandes de remboursement cumulatives

Approved amounts per contract (including overrun)	Year 1 - Other Operating Costs	Year 2 - Other Operating Costs	Year 3 - Other Operating Costs	Total
Montants approuvés pour chaque marché (y compris les dépassements de coûts) (a)	\$ 2,490,000.00	\$ 2,490,000.00	\$ 2,490,000.00	\$ 7,470,000.00
				90% = \$ 6,723,000.00

Approved Costs - Coûts approuvés

Current Claim						
Demande de remboursement courante	\$ 539,958.89	\$ -	\$ -	\$ -	\$ -	\$ 539,958.89
Previous Claim						
Demandes de remboursement antérieures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Total	\$ 539,958.89	\$ -	\$ -	\$ -	\$ -	\$ 539,958.89
Variance						
Ecart (a-b)	\$ 1,950,041.11	\$ 2,490,000.00	\$ 2,490,000.00	\$ -	\$ -	\$ 6,930,041.11

Reasons for variance if negative - Raison de l'écart s'il est négatif:

Annual Project Costs	Claim #1			
	Year 1	Year 2	Year 3	Total
Personnel	\$ 225,000.00	\$ 225,000.00	\$ 225,000.00	\$ 675,000.00
Airfare	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 600,000.00
Staff Travel	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 150,000.00
Ground Transportation	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 150,000.00
Hotels	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 525,000.00
Catering	\$ 135,000.00	\$ 135,000.00	\$ 135,000.00	\$ 405,000.00
Conference Space	\$ 225,000.00	\$ 225,000.00	\$ 225,000.00	\$ 675,000.00
Consulting	\$ 735,000.00	\$ 735,000.00	\$ 735,000.00	\$ 2,205,000.00
Technical Services	\$ 140,000.00	\$ 140,000.00	\$ 140,000.00	\$ 420,000.00
Audio Visual	\$ 425,000.00	\$ 425,000.00	\$ 425,000.00	\$ 1,275,000.00
Publications	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 120,000.00
Branding Materials	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 75,000.00
Translation	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 75,000.00
Photographer	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00
Supplies & Communications	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 90,000.00
Total	\$2,490,000.00	\$2,490,000.00	\$2,490,000.00	\$7,470,000.00
	50% = \$1,245,000.00			



<b>Inspection Review Report Problem Areas - SCHEDULE A-1</b>
--

<b>Project Summary</b>
------------------------

**Applicant:** Halifax International Security Forum

**QA File ID:** 199652

**GX Contract No:** 6034344 1

**Payment Evaluation Officer:** Jay George

<b>Description of Problem</b>
-------------------------------

Claim # 1

- Project start date established as July 28, 2011 from earlier date on General Ledger
- Project completion date is March 31, 2014
- There were no costs incurred prior to June 17, 2011
- This claim was for the period July 28 to September 30, 2011 (Applied to the O/S advance)
- October P&L was submitted without GL details - was not added to claim. Cost was approx.
- Issues an advance for November, limited the total O/S advance to 50% of the annual contribution.
- claims are to be submitted on a monthly basis.
- disbursements are limited to \$2,490,000 per year for a total of \$7,470,000.00
- labour is limited to \$225,000 per year
- final claim and the comprehensive report for each year is due no later than January 31.
- ACOA shall not make any disbursement above 50% of project assistance without a claim for costs incurred to date.
- client provided PAD information prior to first disbursement
- 8.1 confirmation of financing - this project is funded 100% by ACOA, MOU with DND is being re-drafted - draft copy on file; DND concurrence on file, see tab
- 9.1 workplan provided with business plan
- 12.1 quarterly reports to be provided

<b>Items to be followed up at: (Next Payment)</b>
---

- substantiate outstanding advance (Get details of costs for October
- quarterly report
- payroll details

**Project Summary**

Applicant: Halifax International Security Forum  
QA File ID: 199652  
GX Contract No: 6034344 1  
Payment Preliminary Review Officer: Jay George

**Payment Checklist A**

	<i>Ans</i>	<i>Ref</i>
<b>1. GENERAL</b>		
Are the costs claimed consistent with those allowed as per the Statement of Work?	Yes	
Have prior claims been reviewed to ensure no costs have been claimed in duplicate on current claim?	N/A	
Are the required reports on file?	N/A	Quarterly report due
Is there a Pre-Authorized Repayment (PAD) form on file?	Yes	
Were costs claimed at arms length?	Yes	
Are costs claimed on the schedules arithmetically correct?	Yes	
Has the Applicant submitted a detailed list of costs with signed claim (invoice #'s, dates and amounts)?	Yes	
Has the Applicant completed, signed, and dated the Certification portion at the bottom of the claim form?	Yes	
Has the project's HST/GST rebate status changed?	No	
Have financing conditions been met?	N/A	
Are the current Financial Statements on file? Has QAccess been updated with the latest info?	N/A	
Have equity requirements been met?	N/A	
Have you checked any outstanding items on previous claims (Schedule A-1)? Has a complete description of adjustments been recorded on the B-4 for use in the payment letter?	Yes	
Has cashflow been adjusted?	No	
Have you prepared a schedule A-1 or indicated any items to be followed up?	Yes	
Has the final payment certificate been submitted with the final claim? (Have cashflows and repayment schedules been adjusted?)	N/A	

**Comments, Special Conditions and Observations**

Account Manager : \_\_\_\_\_ Date : \_\_\_\_\_

**Project Summary**

**Applicant:** Halifax International Security Forum  
**QA File ID:** 199652  
**GX Contract No:** 6034344 1  
**Payment Evaluation Officer:** Jay George

**Payment Checklist B**

	<i>Ans</i>	<i>Ref</i>
<b>I. GENERAL</b>		
Are you satisfied that all costs were incurred and contract commitments made after the receipt of the application by the department, and prior to the end of the control period/completion date?	Yes	
Have all significant changes from the original authorization received prior to approval?	N/A	
Are you satisfied the project is progressing as per the statement of work?	Yes	
Are you satisfied that assets are on-site (property titles transferred & adequate long term lease in place)	Yes	
Have all identified ineligible costs been deleted?	N/A	
Has there been any change in risk from the last assessment?	Yes	
If there has been a fixed asset disposition, transfer, or if the assets are no longer in use, are the appropriate adjustments reflected in this payment?	No	
Based on the Applicant's most recent financial statements, has equity been maintained?	Yes	
Is a subordination agreement required and, if so, is one on file?	N/A	
Is a CEAA report on file and client advised of all mitigations?	Yes	
Have all special conditions to the contract been met (financing, environment, other)?	Yes	
If a joint payee is required, is this indicated on the schedule A?	N/A	
Have any outstanding Audit issues been addressed?	N/A	

*Comments, Special Conditions and Observations*

Account Manager : \_\_\_\_\_ Date : \_\_\_\_\_

# Disbursement Details

Project Summary									
Applicant:		QA File ID:		GX Contract No:		Payment Evaluation Officer:			
Halifax International Security Forum		199652		6034344 1		Jay George			
Decision									
Rationale:									
Summary of Costs:									
Summary Of Advance:									
Outstanding Claimed Items									
Claim No.	Description	Supplier	Invoice Number	Invoice Date	Invoice Amount with HST/GST	HST/GST	Outstanding Invoice Amount with HST/GST	Outstanding HST/GST	
2/1	Costs from August to September 2011	Various			\$539,958.89	\$0.00	\$539,958.89	\$0.00	
					\$539,958.89	\$0.00	\$539,958.89	\$0.00	
Decision Items									
CRA Rebate Rate: 100 %									
Claim No.	Category	Payment Item	Claim Cost	Adjustment	Eligible Cost	Invoice's HST/GST	Eligible HST/GST	Assist Rate (%)	Payment Deferred Object Code
2/1	Other (operating)	Costs from August to September 2011	\$539,958.89	\$0.00	\$539,958.89	\$0.00	\$0.00	100.000	1013 - NRC - Non-Profit Organizations - All Other
			\$539,958.89	\$0.00	\$539,958.89	\$0.00	\$0.00	\$539,958.89	
Advance Items									
Claim Number	Description	Supplier	Month One	Month Two	Month Three	Total			
2/1	Other operating		\$1,229,000.00	\$148,000.00	\$45,000.00	\$1,422,000.00			
			\$1,229,000.00	\$148,000.00	\$45,000.00	\$1,422,000.00			
Advance Item Decisions									
Claim Number	Category	Description	Supplier	Requested	Adjustment	Eligible	Assist Rate (%)	Payment	Object Code
2/1	Other (operating)	Other operating		\$1,422,000.00	-\$825,041.11	\$596,958.89	100.000	\$596,958.89	1104 - Advances/Settlements-NRC-Encourage Employment
				\$1,422,000.00	-\$825,041.11	\$596,958.89		\$596,958.89	

QA File ID:  
159652

GX Contract No:  
4034344 1

Payment Preliminary Review Officer:  
Joanne Eeaver

Description	Supplier	Invoice No	Invoice Date	Invoice Amount with HST/GST	HST/GST	Delete
Other operating				539,958.89	0.00	
				539,958.89	0.00	



APPLICANT'S REQUEST FOR PAYMENT

Applicant Name: <i>Halifax International Security Forum</i>		Project No: <i>199652</i>		Claim No:	
Address: <i>1717 Rhode Island Ave NW, Suite 610 Washington DC 20036 USA</i>		Period Covered: From: <i>August 1, 2011</i> To: <i>September 30, 2011</i>			
Is this a new address? <input checked="" type="radio"/> Yes <input type="radio"/> No		Final Request: Yes <input type="radio"/> No <input checked="" type="radio"/>			
Do you have a HST/GST Registration Number? Yes <input type="radio"/> No <input type="radio"/>		If yes, a Final Payment Certificate must be attached.			
Number:		Contact Name: <i>Peter Van Praagh</i>			
		Telephone No: <i>416</i>			
		Fax No:			
PLEASE REFER TO INSTRUCTIONS IN APPENDIX 3.					
Description of Costs	Name of Supplier	Invoice number	Invoice Date	Invoice Amt HST/GST included	HST/GST included in invoice
				\$	\$
<i>See Attached</i>					
Total invoice amount of this page				\$	
Total carried forward from other pages				\$	
Total invoice amount				\$	
Less the Total HST/GST Included in the invoices.				\$	
Total Costs Claimed				\$	<i>539,958.89</i>
CERTIFICATION (to be signed on final page)					
I hereby certify to the following:					
a) <input checked="" type="radio"/> Yes	No:	that the assets claimed above are on site: (if no, please explain)			
b) <input checked="" type="radio"/> Yes	No:	that the above noted costs have been incurred and are eligible costs of the project.			
c) <input checked="" type="radio"/> Yes	No:	that all the requested information is accurate and complete			
d) <input checked="" type="radio"/> Yes	No:	that the project is in compliance with all special and general conditions of the contract.			
e) <input checked="" type="radio"/> Yes	No:	that any contribution provided as a result of this claim will be applied directly and only to eligible project costs.			
* I hereby certify that \$ _____ has been paid to suppliers in respect of claimed eligible project costs, including this and all previous claims.					
Authorized Signing Authority: <i>Peter Van Praagh</i> Date: <i>October 19, 2011</i>					

s.19(1)

\* See email certifying amount paid (100%).

AC/OA\_APECA (2008-14-07)

11:4  
10/19/11  
Accrual Basis

**Halifax International Security Forum, Inc.**  
**Profit & Loss**  
July through September 2011

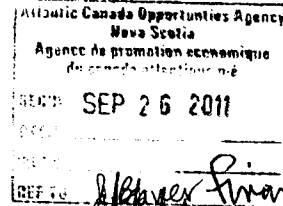
242

	Jul 11	Aug 11	Sep 11	TOTAL
Ordinary Income/Expense				
Income				
Government Grants	0.00	1,194,089.86	0.00	1,194,089.86
Investments	0.00	22.95	58.45	81.40
Total Income	0.00	1,194,112.81	58.45	1,194,171.26
Expense				
Contract Services	0.00	26,288.66	80,607.68	106,896.34
Facilities and Equipment	0.00	0.00	6,500.00	6,500.00
Operations	12.50	1,984.86	5,608.95	7,806.31
Other Types of Expenses	0.00	0.00	1,250.00	1,250.00
Payroll Expenses	0.00	103,446.75	51,515.97	154,962.72
Professional Services	0.00	100,493.90	0.00	100,493.90
Travel and Meetings	0.00	159,824.25	2,225.37	162,049.62
Total Expense	12.50	382,038.42	147,907.97	539,958.89
Net Ordinary Income	-12.50	802,074.39	-147,849.52	654,212.37
Net Income	-12.50	802,074.39	-147,849.52	654,212.37

6034344 1  
6034121 1

DND Identification Number: 2009110004  
Amendment #1

**Memorandum of Understanding (Amendment)  
Between  
The Department of National Defence  
And  
The Atlantic Canada Opportunities Agency  
Concerning**



**ASSISTANCE IN THE FUNDING OF THE HALIFAX INTERNATIONAL SECURITY  
FORUM**

**Re: Amendment Approval of the existing Memorandum of Understanding**

The Atlantic Canada Opportunities Agency ("the Agency") hereby agrees to the following amendment:

**1. Delete clause 2.0:**

"The German Marshall Fund of the United States (the Organizer) is a nonpartisan American public policy institution dedicated to promoting greater cooperation and understanding between North America and Europe. It will hold a prestigious, high-level conference annually, to discuss transatlantic security and defence issues in Halifax - the Halifax International Security Forum. This annual Halifax Forum will build on the success of the 2009 conference which was the organizer's first major international security conference in North America."

**and replace with the following:**

"In 2009 and 2010, the German Marshall Fund of the United States (GMF) was responsible for delivering the event (the Organizer). The GMF is a nonpartisan American public policy institution dedicated to promoting greater cooperation and understanding between North America and Europe. The GMF is no longer the Organizer of the event.

The new delivery partner for the event is the Halifax International Security Forum (the Organizer). The Halifax International Security Forum is a not-for-profit entity incorporated in Washington, DC, organized exclusively for charitable and educational purposes.

It will hold a prestigious, high-level conference annually, to discuss transatlantic security and defence issues in Halifax - the Halifax International Security Forum. This annual



Halifax Forum will build on the success of the 2009 and 2010 events, as it is the first North American-based conference of its kind."

**2. Delete clause 5.0 (c):**

"The Organizer" means "The German Marshall Fund of the United States";"

**and replace with the following:**

"The Organizer" for the event in 2011 and ongoing, means the "Halifax International Security Forum;"

**3. Delete clause 21.0:**

"This MOU will remain in effect until the later of 28 February 2014, or the transfer of all funds for eligible expenditures or return of over payments, from the effective date."

**and replace with the following:**

"This MOU will remain in effect until the later of 31 March 2014, or the transfer of all funds for eligible expenditures or return of over payments, from the effective date."

**4. Delete clause 25.0:**

"The designated contact offices for the purpose of communication and notification pursuant to this MOU are:

For The Agency: Craig Rowsell, Director General Advocacy and Industrial Benefits,  
(613) 954-0437

For The Department: Ian Miller, Director of Cabinet Liaison, (613) 999-8273"

**and replace with the following:**

"The designated contact offices for the purpose of communication and notification pursuant to this MOU are:

For The Agency: Jeff Mullen, Director, Enterprise Development, ACOA Nova Scotia,  
902-426-8978

For The Department: Ian Miller, Director of Cabinet Liaison, 613-996-8273"

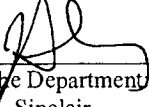
**5. Delete clause 26.0:**

"This MOU becomes effective on the date of the later signature."

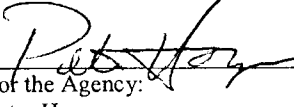
and replace with the following:

"This amended MOU becomes effective on the date of the later signature."

All other terms and conditions of the MOU accepted by the Department on November 15, 2010 and accepted by The Agency on November 24, 2010, remain unchanged.

  
\_\_\_\_\_  
For the Department  
Jill E. Sinclair  
Assistant Deputy Minister (Policy)

September 14, 2011  
Date

  
\_\_\_\_\_  
For the Agency:  
Peter Hogan  
Vice President Nova Scotia

Aug. 31/2011  
Date

Project No.: 199652

2011/08/30

Halifax International Security Forum  
1717 Rhode Island Avenue NW  
Suite 650  
Washington, DC  
20036

Attention: Mr. Peter Van Praagh

Dear Mr. Van Praagh:

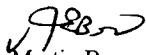
**Re: Approval for Request for Payment**

We are pleased to advise that approval has been given by this Agency for the disbursement of \$1,188,000.00 which represents payment number 01 of a Contribution under the Business Development Program. Accordingly, we have requisitioned a payment from Public Works and Government Services Canada, and you may expect to receive this payment by cheque. The method of calculating the amount of payment and approved costs is shown in the attached Annex 1.

It is a condition of accepting this payment that you agree to fulfill the terms and conditions set out in the Letter of Offer, the Agreement and the declaration made in the application. It is also a condition of the contract that you will retain all invoices, cancelled cheques and records pertaining to this project to be made available in the event that this project is chosen for a comprehensive audit.

If further information is required or if your payment is not received promptly, please contact the undersigned at (800) 565-1228, (902) 426-9108 or via e-mail at martin.braganza@acoa-apec.ca.

Yours truly,



Martin Braganza  
Account Manager  
Nova Scotia

Attachment

Annex 1

*Halifax International Security Forum*

Project # 199652

**Detailed Calculation of Payment #01**

Costs Claimed	\$0.00
Adjustment Amount	\$0.00
<b>Claim Approved Costs</b>	<b>\$0.00</b>
Gross Approved Costs	
.000% of \$0.00	\$0.00
Less: Holdback	\$0.00
Advance Settlement	\$0.00
Plus: Advance	\$1,188,000.00
<b>Approved Payment</b>	<b>\$1,188,000.00</b>
Plus: Prior Payments	<u>\$0.00</u>
<b>Total Assistance Paid to Date</b>	<b><u>\$1,188,000.00</u></b>

Note: If an advance has been issued, please refer to the *Advance Payment* clause outlined in our Letter of Offer.

[11A] Payment Requisitions [2011/2012]				[X]	
Requisition Control Number		Status		Approval Operator	
C005832		Ready for posting			
District		Adjusting Entries		Foreign Bank	
Payee		HALIFAX INTERNATIONAL SECURITY FORUM			
G19540		Apply		Delete	
Payment Type		Cheque Number		Cheque Date	
1 Chequer					
District Accounting Office		Payee Name		HALIFAX INTERNATIONAL SECURITY FORUM	
0065 Nova Scotia - Halifax		Payee Address		Rhode Island Avenue NW	
Post Month		City		Province	
August - Period 05		Washington		DC District of Columbia	
Data Entry Date		Release Date		Data Date	
2011-08-08		2011-08-05		2011-08-05	
Department Text		Country		Postal Code	
		USA United States		20036	
Voucher Amount		Cheque Amount		Currency	
1,188,000.00		1,188,000.00			
Fiscal Year		Back		Exit	
2011/2012					

PAID - BY CHECK REQUISITION

CERTIFIED PURSUANT TO SECTION 33  
OF THE FINANCIAL ADMINISTRATION ACT  
DATE Aug 8/11 INIT [Signature]

Invoice: 6034344-1/001      Paid On Req #: C005832      Status: Approved      Apply

Header								Details	
Line #	Commitment	Alt	Act	Rsp	Obj	Proj	Class	Line Amount	
GCA	6034344 1	210	G01	650	1104	620	511792	1,188,000.00	

Line #	Description	Project	Alt	Act	Rsp	Obj	Proj	Class	Line Amount	Invoice Total
GCA	Advance								1,188,000.00	1,188,000.00
									0.00	
										1,188,000.00

Commodity

Commitment	Detail	Project	Alt	Act	Rsp	Obj	Proj	Class
6034344 1		6034344	210	G01	650	1104	620	511792

Final Close

Claim Amounts

Line Amount: 1,188,000.00

Revised Payee      Exit

## Recommendation Document - SCHEDULE A

## Business Development Program

Sub-Program	GX Contract No.	QA File ID	Client ID	Supplier Code	Fiscal Year
620	6034344-1	199652	35169	G19540	2012

## IDENTIFICATION

Payee (and joint payee, if applicable):			
Name(s):	HALIFAX INTERNATIONAL SECURITY FORUM	Principal in Arrears:	0.00
Address:	1717 Rhode Island Avenue NW, Suite 650, Washington, DC, 20036	Interest Due:	0.00
Attention:	Peter Van Praagh	Charges Due:	0.00

## PROJECT DESCRIPTION AND AUTHORIZATION ASSISTANCE

Major Act: Business Support (2)	Offer Accepted: 2011/08/04	Project Start Date:			
Location of Project Municipality, Province-Territory Washington District of Columbia		Est. End Date: 2014/03/31			
	Last Financial Statement Date:				
Type of Assistance: B - Non-Repayable	Authorized Rate	% X	Eligible Costs	=	Total Authorized Assistance
Payment Type: Cheque	100.000	% X	7,470,000.00	=	7,470,000.00
Email Notification (GX):					7,470,000.00

## DEPARTMENT CASH FORECAST

Fiscal Year	2011/2012	2012/2013	2013/2014	2014/2015	Future Years
Committed	2,490,000.00	2,490,000.00	2,490,000.00	0.00	0.00
Expended	0.00	0.00			

Modified 2011/08/03 by Patricia Leyenaar

## COSTS APPROVED

Cost Summary	TOTAL PRIOR CLAIMS			THIS CLAIM	TOTAL TO LATEST PERIOD END: 2011/10/31
	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)		
Costs Claimed	0.00	0.00	0.00	0.00	0.00
Adjustments/Deferrals/Deferral+	0.00	0.00	0.00	0.00	0.00
Eligible Costs Approved	0.00	0.00	0.00	0.00	0.00

## PAYMENT CALCULATION

Approved Assistance:	\$0.00	
Less Applicable Holdback (0%):	\$0.00	Available Holdback: \$0.00
Assistance Payable:	\$0.00	
Outstanding Advances:	\$0.00	
Advance Settlement:	\$0.00	Unsettled Outstanding Advances: \$0.00
Amount Owning:	\$0.00	
New Advance:	\$1,188,000.00	Unsettled Outstanding Advances: \$1,188,000.00
Release Holdback:	\$0.00	Available Holdback: \$0.00
PAYE Payout:	\$0.00	Outstanding PAYE: \$0.00
Current Payment:	\$1,188,000.00	✓
Disbursed (Net) before current payment:	\$0.00	
Disbursed (Net) after current payment:	\$1,188,000.00	

Period Covered From: 2011/08/01  
Period Covered To: 2011/10/31

0) Deferred:	0.00
1) Deletion:	0.00
2) Addition:	0.00
3) Deferred+:	0.00
Total:	0.00

Claim No: 1  
Claim Type: Initial (1)  
GX Payment #: 6034344-1/001

Object Code	Amount
1104 - Advances/Settlements-NRC-Encourage Employment	1,188,000.00

## Additional Claim Information Requested

Prepared By:	H. Shapiro, C. Maxwell	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department signing Authorities: P. Higgins
Signature:		
Title:	Payment Officer	A/UP Acct 105
Date:	August 5, 2011	Aug 5/11

<b>Inspection Review Report Problem Areas - SCHEDULE A-1</b>
--

<b>Project Summary</b>
------------------------

**Applicant:** Halifax International Security Forum

**QA File ID:** 199652

**GX Contract No:** 6034344 1

**Payment Evaluation Officer:** Soraya Liscano

<b>Description of Problem</b>
-------------------------------

Claim # 1

- advance request for Jun 17 - Aug 31/11
- updated cash-flow forecast provided - advance changed accordingly
  
- 4.04 labour costs limited to 225K per year
- 4.10 final report for each year required by Jan 31st of following year
- 8.1 confirmation of financing - this project is funded 100% by ACOA, MOU with DND is being re-drafted - draft copy on file; DND concurrence on file, see tab
- 9.01 workplan provided with business plan
- 12.1 quarterly reports to be provided

<b>Items to be followed up at: (Next Payment)</b>
---

- substantiate outstanding advance





**Project Summary**

Applicant: Halifax International Security Forum

QA File ID: 199652

GX Contract No: 6034344 1

Payment Preliminary Review Officer: Soraya Liscano

**Payment Checklist A**

	<i>Ans</i>	<i>Ref</i>
<b>1. GENERAL</b>		
Are the costs claimed consistent with those allowed as per the Statement of Work?	N/A	advance request
Have prior claims been reviewed to ensure no costs have been claimed in duplicate on current claim?	N/A	
Are the required reports on file?	N/A	
Is there a Pre-Authorized Repayment (PAD) form on file?	N/A	
Were costs claimed at arms length?	N/A	
Are costs claimed on the schedules arithmetically correct?	N/A	
Has the Applicant submitted a detailed list of costs with signed claim (invoice #'s, dates and amounts)?	N/A	
Has the Applicant completed, signed, and dated the Certification portion at the bottom of the claim form?	N/A	
Has the project's HST/GST rebate status changed?	N/A	
Have financing conditions been met?	N/A	
Are the current Financial Statements on file? Has QAccess been updated with the latest info?	N/A	
Have equity requirements been met?	N/A	
Have you checked any outstanding items on previous claims (Schedule A-1)? Has a complete description of adjustments been recorded on the B-4 for use in the payment letter?	N/A	
Has cashflow been adjusted?	N/A	
Have you prepared a schedule A-1 or indicated any items to be followed up?	Yes	
Has the final payment certificate been submitted with the final claim? (Have cashflows and repayment schedules been adjusted?)	N/A	

*Comments, Special Conditions and Observations*

Account Manager : \_\_\_\_\_

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

**Project Summary**

**Applicant:** Halifax International Security Forum  
**QA File ID:** 199652  
**GX Contract No:** 6034344 1  
**Payment Evaluation Officer:** Soraya Liscano

**Payment Checklist B**

	<i>Ans</i>	<i>Ref</i>
<b>1. GENERAL</b>		
Are you satisfied that all costs were incurred and contract commitments made after the receipt of the application by the department, and prior to the end of the control period/completion date?	N/A	
Have all significant changes from the original authorization received prior to approval?	N/A	
Are you satisfied the project is progressing as per the statement of work?	N/A	
Are you satisfied that assets are on-site (property titles transferred & adequate long term lease in place)	N/A	
Have all identified ineligible costs been deleted?	N/A	
Has there been any change in risk from the last assessment?	No	
If there has been a fixed asset disposition, transfer, or if the assets are no longer in use, are the appropriate adjustments reflected in this payment?	N/A	
Based on the Applicant's most recent financial statements, has equity been maintained?	N/A	
Is a subordination agreement required and, if so, is one on file?	N/A	
Is a CEAA report on file and client advised of all mitigations?	N/A	
Have all special conditions to the contract been met (financing, environment, other)?	Yes	see tabs
If a joint payee is required, is this indicated on the schedule A?	N/A	
Have any outstanding Audit issues been addressed?	N/A	

*Comments, Special Conditions and Observations:*

Account Manager : \_\_\_\_\_ Date : Aug 5/11

# Disbursement Details

Project Summary									
Applicant:			QA File ID:		GX Contract No:		Payment Evaluation Officer:		
Halifax International Security Forum			199652		6034344 1		Soraya Liscano		
Decision									
Rationale:									
Summary of Costs:									
Summary Of Advance:									
Outstanding Claimed Items									
Claim No.	Description	Supplier	Invoice Number	Invoice Date	Invoice Amount with HST/GST	HST/GST	Outstanding Invoice Amount with HST/GST	Outstanding HST/GST	
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Decision Items									
CRA Rebate Rate: 0 %									
Claim No.	Category	Payment Item	Claim Cost	Adjustment	Eligible Cost	Invoice HST/GST	Eligible HST/GST	Assist Rate (%)	Payment Deferred / Object Code
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Advance Items									
Claim Number	Description	Supplier	Month One	Month Two	Month Three	Total			
1/1	Other operating		\$436,000.00	\$286,000.00	\$466,000.00	\$1,188,000.00			
			\$436,000.00	\$286,000.00	\$466,000.00	\$1,188,000.00			
Advance Item Decisions									
Claim Number	Category	Description	Supplier	Requested Adjustment	Eligible	Assist Rate (%)	Payment	Object Code	
1/1	Other (operating)	Other operating		\$1,188,000.00	\$0.00	100.000	\$1,188,000.00	1104 - Advances/Settlements-NRC-Encourage Employment	
				\$1,188,000.00	\$0.00		\$1,188,000.00		

POEMS - PROD - Transcribe Client Advance Request - Soraya Liscano - Windows Internet Explorer provided by ACOA-APECA

Completed

Remove

Save

Exit

Project Summary

Applicant:

Halifax International Security Forum

QA File ID:

199652

GX Contract No:

6034344 1

Payment Preliminary Review Officer:

Soraya Liscano

Advance

Line	Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month 3	Total Amount	Delete
1	Other operating		436,000.00	286,000.00	466,000.00	1,188,000.00	
						1,188,000.00	

Add Line Item

Local intranet

100%

Start

Microsoft Office

Inbox - Microsoft

3 Internet Explo...

Tracking report 2

2:07 PM

**POEMS - PROD - Transcribe Client Advance Request - Joanne**

☒ Completed

Remove Save Exit

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**Applicant:** **QA File ID:** **GX Contract No:** **Payment Preliminary Review Officer:**  
 Halifax International Security 199652 6034344 1 Martin Eraganza

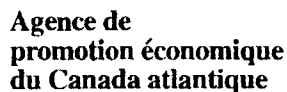
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**Advance**

Line	Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month 3	Total Amount	Delete
1	Other operating		655,000.00	0.00	0.00	655,000.00	
						655,000.00	

Add Line Item

Local intranet 100%



Atlantic Canada Opportunities Agency  
Bureau Atlantique  
Agence de promotion économique  
du monde atlantique

REC'D AUG 04 2011

CTS#

FILE #

REF TO *J. Brainer*

Applicant Name: <i>Halifax International Security Forum</i>	Project No: <i>199652</i>	Claim No: <i>1-2011</i>
Address: <i>1717 Rhode Island Ave NW, Suite 650 Washington DC 20036</i>	Contact Name: <i>Peter Van Praagh</i>	
	Telephone No.: <i>+1 2</i>	s.19(1)
Is this a new address? Yes <input type="checkbox"/> No <input type="checkbox"/>	Fax No:	

Changed to Aug 1 - Oct 31/11 - see email  
with attached budget.

Period Covered From June 17, 2011 To August 31, 2011 (Maximum 3 Months)

Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month3	Total Amount
Communications Partner					125,000
Production					155,000
Hotel - Westin A		s.20(1)(d)			150,000
Web-app development					50,000
IT					15,000
Office supplies					10,000
Personnel	HISE				150,000
TOTALS					655,000

I hereby certify that the above noted costs are eligible costs of the project, and that the forecasted amounts and payment dates are accurate and complete. I confirm that the requested funds are required to enable the project to be satisfactorily completed and I agree that any contribution provided as a result of this claim will be applied directly and only to the eligible costs of the project.

Authorized Signing Authority

Date \_\_\_\_\_

**Linda LeBlanc**

---

**From:** Paul Owens  
**Sent:** Friday, August 05, 2011 12:08 PM  
**To:** Soraya Liscano  
**Cc:** Martin Braganza  
**Subject:** FW: Halifax International Security Forum - Payment Request #1  
**Attachments:** HISF Budget Projection by month-August 2-2011 final.xls; ATT00001.htm

Soraya:

Please find attached the revised monthly budgets for the HISF.

Use the attached to calculate the maximum advance allowable.

Once the advance has been calculated and processed Martin will do the walk around to get signatures.

Regards

Paul Owens, CA  
Manager Client Services  
Telephone: 902-426-7337  
Fax: 902-426-2054  
email: [paul.owens@acoa-apeca.gc.ca](mailto:paul.owens@acoa-apeca.gc.ca)

**From:** Dakota Korth [<mailto:dakotakorth@>] s.19(1)  
**Sent:** Tuesday, August 02, 2011 4:28 PM  
**To:** Paul Owens  
**Cc:** Joe Hall  
**Subject:** Re: Halifax International Security Forum - Payment Request #1

Paul,  
Thanks for the clarifications. Attached is the finalized monthly estimated expenditure spreadsheet.

-Dakota

Estimated Monthly Expenditures (with large expenditures highlighted)

Description of Costs	Costs to date	August	September	October	November	December	January	February	March	Total
<b>HISF Personnel</b>	\$40,000	\$60,000	\$60,000	\$60,000	\$60,000	\$45,000	\$35,000	\$35,000	\$30,000	\$425,000
<b>Professional Services</b>										
Business Development	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$30,000				\$250,000
Production	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$46,000				\$150,000
Media Production	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000					\$226,000
Website & App Development	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000					\$40,000
Other	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$10,000				\$81,000
	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$10,000				\$110,000
	\$50,000	\$180,000	\$180,000	\$180,000	\$180,000	\$87,000	\$0	\$0	\$0	\$857,000
<b>Travel &amp; Meetings</b>										
Airfare	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$10,000	\$10,000	\$10,000	\$6,000	\$276,000
Ground Transportation	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$50,000				\$50,000
Western Nova Scotia	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$10,000				\$402,741
Catering	\$0	\$0	\$0	\$0	\$0	\$135,000				\$135,000
	\$0	\$170,000	\$20,000	\$100,000	\$557,741	\$10,000	\$10,000	\$10,000	\$6,000	\$863,741
<b>Production</b>										
Audio/Video Design										\$425,000
Production Elements (GIFTS, T-SHIRTS, ETC)	\$0	\$0	\$0	\$100,000	\$425,000	\$0	\$0	\$0	\$0	\$100,000
	\$0	\$0	\$0	\$100,000	\$425,000	\$0	\$0	\$0	\$0	\$525,000
<b>Publications/Outreach</b>		\$20,000	\$20,000	\$20,000	\$20,000	\$6,000				\$86,000
<b>Supplies &amp; Communications</b>	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000					\$30,000
<b>Total Estimated Budget:</b>	\$96,000	\$436,000	\$286,000	\$466,000	\$1,228,741	\$148,000	\$45,000	\$45,000	\$36,000	\$2,786,741

1,188,000 < 50% / year

@ 100% = 1,188,000

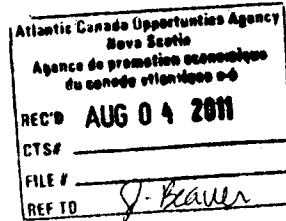
s.20(1)(d)





Atlantic Canada  
Opportunities  
Agency

Agence de  
promotion économique  
du Canada atlantique



Nova Scotia  
Office  
P.O. Box 2284  
Station "C"  
Halifax, N.S.  
B3J 3C8

Bureau de la  
Nouvelle-Écosse  
Cassier postal 2284  
Succ. "C"  
Halifax (N.-É.)  
B3J 3C8

JUL 29 2011

Halifax International Security Forum  
1717 Rhode Island Avenue NW, Suite 650  
Washington, District of Columbia  
20036

Attention: Mr. Peter Van Praagh, Project Manager

Dear Mr. Van Praagh:

Re: Contribution under Atlantic Canada Opportunities Agency's - Business Development Program - Project number 199652

In response to your application received **June 17, 2011**, the Atlantic Canada Opportunities Agency ("the Agency"), hereby offers to make a Contribution to Halifax International Security Forum ("the Recipient"). The Contribution will be made pursuant to the Business Development Program ("the Program") and will be subject to the following terms and conditions:

**1. Definitions**

"**Control Period**" means the period commencing on the Project Commencement Date and ending two years after the Project Completion Date.

"**Costs Incurred**" means the costs for goods and/or services that have been received by the Recipient and for which the Recipient has paid for, or has a legal obligation to pay in the future.

"**Eligible Costs**" means those costs which, in the opinion of the Agency, are reasonable incremental costs that are necessary to carry out the Project as described in Schedule 2 (Statement of Work).

"**Parties**" means the Agency and the Recipient.

Canada

**“Partnership Funds”** means the development of relationships with other organizations to provide long-term funding to enable the Halifax Forum to become self-sustaining after the conclusion of this project.

**“Project”** means an undertaking that meets the Program eligibility and is further described in Schedule 2 (Statement of Work).

**“Project Commencement Date”** is **August 31, 2011**.

**“Project Completion Date”** is **March 31, 2014**.

**“Statement of Work”** means the work described in Schedule 2 (Statement of Work) which forms part of this Agreement.

## **2. Documents Forming Part of this Agreement**

2.1 The following attached documents form an integral part of this Agreement:

These Articles of Agreement  
Schedule 1 - General Conditions  
Schedule 2 - Statement of Work  
Schedule 3 – Claims and Project Costs Principles  
Schedule 4 – Progress and Results Reporting Requirements  
Schedule 5 - Project Fact Sheet for News Release

2.2 In the event of conflict or inconsistency, the order of precedence amongst the documents forming part of this Agreement shall be:

These Articles of Agreement  
Schedule 1 - General Conditions  
Schedule 2 - Statement of Work  
Other Schedules

## **3. The Project**

3.1 The Recipient shall commence the Project on or before **August 31, 2011**, which date is the Project Commencement Date.

3.2 The Recipient shall complete the Project on or before **March 31, 2014**, which date is the Project Completion Date.

3.3 The Recipient will carry out the Project as described in Schedule 2 (Statement of Work), will make claims in accordance with Schedule 3 (Claims and Project Costs Principles), will issue the reports under Schedule 4 (Progress and Results Reporting Requirements) and will fulfill its other obligations hereunder in a diligent and professional manner using qualified personnel.

**4. The Contribution**

- 4.1 Subject to all other provisions of this Agreement, the Agency shall make a conditional Contribution ("the Contribution") to the Recipient, with respect to the Project, by installments over a three year period. Each installment will be conditional upon Agency review as described in Article 4.3 as well as in compliance with all other terms of the Agreement. The Recipient agrees that this three year funding Agreement is contingent upon annual project reviews. The decision to fund each year of this three year project is solely the responsibility of the Agency. Federal funding shall be estimated at a maximum of \$2,490,000 per year for eligible costs over a three year period and subject to adjustment based on confirmation of Partnership funding.
- 4.2 In the event annual funding is granted in each year of the three year period the total contribution will be calculated as the lesser of:
- (a) 100% of Eligible Costs, estimated to be \$7,470,000, and
  - (b) \$7,470,000.
- 4.3 By June 30 of each year of the Agreement, the Agency shall conduct an annual review, assessing the anticipated annual cost for the upcoming annual Halifax Forum. The level of funding will be determined by the Agency in consideration of, but not limited to, the following:
- (i) annual project review(s),
  - (ii) annual project audit(s) and
  - (iii) project revenues.
- 4.4 Direct labour (personnel) costs shall be eligible up to a maximum of \$225,000 per year.
- 4.5 The Recipient may be required to repay the Contribution where all of the Terms and Conditions of the Agreement are not met to the satisfaction of the Agency.
- 4.6 The Contribution will be applied to costs associated with this Project only.
- 4.7 The Recipient shall provide the Agency with a written representation that all costs incurred under this project are incremental, including attestations that:
- (1) dedicated personnel, as well as contracted consultants, will be assigned solely to this project; and
  - (2) all costs submitted by the Recipient for reimbursement are directly related to the Halifax Forum event and incremental to all parties.
- 4.8 The Recipient shall establish a separate accounting and segregation of funds earmarked for the Halifax Forum including the creation of a verifiable account for any Partnership Funds raised for each Forum.

- 4.9 Eligible costs shall be reviewed, on a yearly basis, in relation to available Partnership Funds. This review shall be concluded no later than June 30 of each year. The determination of Partnership Funds, eligible costs, and total federal funding for the period under review, is solely at the discretion of the Agency.
- 4.10 The final project claim and comprehensive report of the prior year's event and benefits (see Statement of Work) for any given year, except the final year, shall be submitted to the Agency, on appropriate Agency forms, no later than January 31 of the following year. The final project claim for the third and final year of this Agreement, shall be submitted no later than March 31 of the following year. The final disbursement will take into consideration the actual Partnership Funds available, as well as annual project audits, in determining the conclusive level of funding from the Government of Canada.
- 4.11 In recognition of the application for assistance in Canadian dollars from the Government of Canada, the Recipient shall source Canadian goods and services wherever practicable.
- 4.12 The Recipient shall develop an effective partnership agreement with the Council on Foreign Relations (or Foreign Affairs magazine) and Hattaway International LLC (or Hattaway Communications) that is acceptable to the Agency and clearly outlines their commitment and support of this project for the duration of the Control Period.

**5. Other Government Assistance**

- 5.1 The Recipient shall promptly inform the Agency, in writing, of any assistance received or to be received from federal, provincial or municipal sources other than those identified in Article 8 which has been received or is to be received for the Project, and the Agency shall have the right to adjust the Contribution to take into account the amount of any such assistance received and may require repayment from the Recipient.

**6. Payments**

- 6.1 The Recipient shall, no later than 60 days following the Project Completion Date, submit to the Agency a claim in accordance with Schedule 3 (Claims and Project Costs Principles). The Agency shall not contribute to any project Cost incurred prior to **June 17, 2011**. Any Eligible Costs not claimed in accordance with the foregoing may, at the sole discretion of the Agency, be considered ineligible unless otherwise agreed to in writing by the Agency prior to the Project Completion Date.
- 6.2 The Agency shall not make any disbursements to the Recipient, above 50% of project assistance, without a claim for costs incurred to date, less sponsorship funds raised to date.
- 6.3 Advance Payment

6.3 Advance Payment

At the discretion of the Agency, a **50% advance payment may be made** to the Recipient.

To request an advance payment, the Recipient must submit a completed copy of the *Advance Payment Request Form*, provided by the Agency, including a monthly cash flow forecast of requirements for the Eligible Costs to be incurred during the advance period. Such documentation must demonstrate that an advance payment is essential to the successful completion of the Project.

Should the Agency determine that an advance payment will be made, such payment will be made in accordance with the *Treasury Board Policy on Transfer Payments*.

The Recipient must demonstrate that the advance payment was applied exclusively to the payment of Eligible Costs, to the satisfaction of the Agency, within 45 days of the end of the period for which the advance was made.

6.4 Progress Payment

At the request of the Recipient, the Agency may make progress payments to the Recipient based on claims for Eligible Costs which have been incurred. Each claim shall be completed in accordance with Schedule 3 (Claims and Project Costs Principles).

6.5 Joint Payment

At the discretion of the Agency or at the request of the Recipient, the Agency may make payments jointly to the Recipient and a third party for Eligible Costs which have been incurred.

6.6 Final Payment

Notwithstanding the foregoing, ten percent (10%) of the Contribution will, at the sole discretion of the Agency, be reserved for a final payment to be based on a claim submitted by the Recipient.

7. **Canadian Environmental Assessment Agency**

7.1 The Recipient, on or before the completion of the Project, shall comply with the environmental protection requirements of all regulatory bodies of appropriate jurisdiction.

**8. Financing**

- 8.1 The Recipient, **on or before the date of initial payment**, shall provide the Agency confirmation of commitment for all Project financing, in a form satisfactory to the Agency, upon request.
- 8.2 The Recipient shall inform the Agency promptly in writing of any other government (federal, provincial or municipal) or private assistance received or to be received for the Project, and the Agency shall adjust the amount of the Contribution to take into account the amount of any such other assistance that is to be received.

**9. Work Plan**

- 9.1 **Prior to the initial payment**, the Recipient shall provide the Agency with a comprehensive plan of the current year's event.

**10. Communications Plan**

- 10.1 The Recipient shall submit, prior to the Project Commencement Date, a communications plan satisfactory to the Agency. Where applicable, the Recipient shall invite the Agency to nominate a representative to participate in the discussions of the communications, marketing or promotional committees established to effectively execute the communications plan and related activities. The purpose of the Agency representative will be to advise the Recipient on Government of Canada and Agency communications requirements.
- 10.2 The Recipient shall acknowledge the Government of Canada's support in any communications materials related to this event with the phrase "the Halifax Forum is receiving support from the Government of Canada". Other communications considerations will be decided after consultation between the Recipient and the Agency/Department of National Defence and after agreement from the Government of Canada funding partners.

**11. Official Languages**

- 11.1 The Recipient, in carrying out the Project, will make reasonable efforts to support the Government of Canada's obligation under the *Official Languages Act* to enhance the vitality of the official language minority community, assist in the development and foster the full recognition and use of both English and French in Canadian society.
- 11.2 Where the Recipient communicates with members of the public regarding activities supported by the Contribution and/or where the Recipient provides services supported by the Contribution to members of the public, the Recipient shall:
- (a) Make available in both official languages any notice, advertisement, announcement, document of publication for the information primarily of members of the public,

- (b) Actively offer and provide, in both official languages, any services to be provided or made available to members of the public,
- (c) Encourage members of both official language communities to participate in its activities, and
- (d) Organize activities when appropriate to meet the needs of members of both official language communities.

**12. Progress and Results Reporting**

- 12.1 From the Project Commencement Date until the Project Completion Date, the Recipient shall submit **quarterly status reports** on the progress and results of the Project in accordance with Schedule 4 (Progress and Results Reporting Requirements).
- 12.2 The Agency shall undertake Project Reviews at the end of each year of this Agreement. The Project Reviews will take place within 120 days following the final claim submission (January 31), and serve as decision points to gauge the degree of achievement in critical decision areas. Decision areas include, but are not limited to:
  - (a) Economic impact assessments;
  - (b) Partnership funding levels; and
  - (c) Participation/activity levels of the Agency and its partners.

Such Reviews, conclusions thereto, including decisions regarding project continuance and/or changes in approach, are solely the responsibility and determination of the Agency.

**13. Notice**

- 13.1 Any notice or correspondence to the Agency, including the attached duplicate copy of this Agreement signed by the Recipient, shall be addressed to:

Atlantic Canada Opportunities Agency  
 P.O. Box 2284, Station Central  
 Halifax, Nova Scotia  
 B3J 3C8

Attention: Jeff Mullen

or to such address as is designated by the Agency in writing.

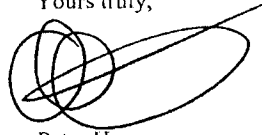
14. Entire Agreement

- 14.1 This Agreement, if accepted, including all Schedules, will constitute the entire Agreement between the Parties with respect to its subject matter. No amendments shall be made to the resulting Agreement unless confirmed in writing.

This Agreement is open for acceptance for sixty (60) days from the date that appears on its face. The date of acceptance shall be the date the duplicate copy of this Agreement, unconditionally accepted and duly executed by the Recipient is received by the Agency and shall thereafter constitute the Contribution Agreement between the Parties.

If further information is required, please contact Martin Braganza, the officer assigned to your Project, at (800) 565-1228, (902) 426-9108, or via e-mail at martin.braganza@acoa-apeca.gc.ca.

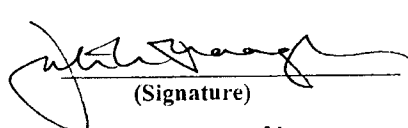
Yours truly,

  
for Peter Hogan  
A/Vice-President  
ACOA Nova Scotia

The foregoing Agreement is hereby accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

(Project No.: 199652)

**Halifax International Security Forum**

Per:	 (Signature)
	Project Manager (Title)
Per:	_____ (Signature)
	_____ (Title)



**GENERAL CONDITIONS**  
(Revised June, 2010)

**1. Representations, Warranties and Undertakings**

**1.1 Power and Authority of Recipient**

Where the Recipient is not an individual, it represents and warrants that it is duly incorporated and validly existing and in good standing and has the power and authority to carry on its business, to hold property and to enter into this Agreement and undertakes to take all necessary action to maintain itself in good standing and to preserve its legal capacity.

**1.2 Authorized Signatories**

Each Party represents and warrants that the signatories to the Agreement have been duly authorized to execute and deliver the Agreement.

**1.3 Binding Obligations**

Each Party represents and warrants that the execution, delivery and performance of the Agreement have been duly and validly authorized and that when executed and delivered, the Agreement will constitute a legal, valid and binding obligation enforceable in accordance with its terms.

**1.4 No Pending Suits or Actions**

The Recipient warrants that it is under no obligation or prohibition, nor is it subject to or threatened by any actions, suits or proceedings which could or would prevent compliance with the Agreement. The Recipient will advise the Agency forthwith of any such occurrence during the term of the Agreement.

**1.5 No Gifts or Inducements**

The Recipient represents and warrants that it has not, nor has any person offered or promised to any official or employee of Her Majesty the Queen in Right of Canada, for or with a view to obtaining the Agreement, any bribe, gift or other inducement, and it has not nor has any person on its behalf employed any person to solicit the Agreement for a commission, contingency fee or any other consideration dependant upon the execution of the Agreement.

1.6 Compliance

The Recipient shall apply, in relation to the Project, in all material respects, the requirements of all applicable environmental laws, regulations, orders and decrees and regulatory bodies having jurisdiction over the Recipient or the Project.

1.7 Other Agreements

The Recipient represents and warrants that it has not entered, and undertakes not to enter, without Agency's written consent, into any agreement that would prevent the full implementation of this Agreement by the Recipient.

1.8 Other Financing

The Recipient remains solely responsible for providing or obtaining the funding, in addition to the Contribution, required for carrying out the Project and fulfilling the Recipient's other obligations under this Agreement.

**2. Successors and Assigns**

2.1 This Agreement is binding on the Recipient and its successors and assigns.

**3. Relationship with the Agency**

3.1 The Agency and the Recipient declare that nothing in this Agreement shall be construed as creating an employment, partnership, joint venture or agency relationship between the Agency and the Recipient. The Recipient is not in any way authorized to make a promise, agreement or contract and to incur any liability on behalf of Her Majesty in Right of Canada, and shall be solely responsible for any and all payments and deductions required by the applicable laws. The Recipient shall indemnify and save harmless the Agency in respect of any claims arising from failure to comply with the foregoing.

**4. Communications**

4.1 The Recipient shall acknowledge the Agency's contribution in any public communications of the Project and shall obtain the approval of the Agency before preparing any announcements, brochures, advertisements, web content or other materials that will display the Agency logo or otherwise make reference to the Agency.

4.2 The Recipient consents to public announcements of the Project, by or on behalf of the Agency. The Agency shall inform the Recipient of the date on which the announcement is to be made and the Recipient shall keep this Agreement confidential until such date. After official announcement of the Project by the Agency, or sixty (60) days after the Recipient's acceptance of this Agreement, whichever is earlier, information appearing on Schedule 5 Project Fact Sheet, herein, will be considered to be in the public domain.

- 4.3 The Recipient will advise the Agency at least thirty (30) days in advance of any special event, such as but not limited to official opening, ribbon cutting, sod-turning, the Recipient organizes in connection with the Project. A ceremony shall be held on a date which is mutually acceptable to the Minister and the Recipient. The Recipient consents to having the Minister or designate participate in any such ceremony.
- 4.4 The Recipient agrees to the distribution by the Agency of information about the Project as part of public communication initiatives, including but not limited to, feature stories, news releases, speeches, web content, Agency promotional materials and special publications.

#### **5. Material Changes**

- 5.1 No material changes will be made to the estimated total scope or nature of any element of the Project without the prior written consent of the Agency which includes but is not limited to ownership, management, financing, location, size of facilities, timing, expected results, or other governmental contributions with respect to the Project.

#### **6. Disposal of Assets**

- 6.1 The Recipient shall retain possession and control of the Project assets, the cost of which has been contributed to by ACOA under the Agreement and shall not, prior to the end of the Control Period, cease to use, sell or otherwise dispose of Project assets without the written consent of the Agency except where the assets disposed of are immediately replaced by comparable assets of equal or greater value and used for the Project. Any funds recovered by the Recipient pursuant to the sale or disposal of assisted assets shall be paid to the Agency, will be applied first to interest and administrative charges owing and secondly to repayment installments in reverse order of maturity.

#### **7. Insurance Coverage**

- 7.1 The Recipient shall obtain insurance coverage on assets acquired for the Project, satisfactory to the Agency, and maintain this insurance until the end of the Control Period.

#### **8. Monitoring**

##### **8.1 Agency's Right to Audit Accounts and Records**

The Recipient will, at its own expense, preserve and make available for audit and examination by the Agency or the Agency's representatives, for a period of 36 months after the end of the Control Period, the books, accounts and records of the Project and the information necessary to ensure compliance with the Terms and Conditions of this Agreement, including payment of amounts to the Agency and to assess the success of the Project and the Program. The Agency will have the right to conduct such additional

audits at the Agency's expense as may be considered necessary using the audit staff of the Agency, the Audit Services Group of Consulting and Audit Canada, an independent auditing firm or the Recipient's external auditors.

**8.2 Access to Premises**

The Recipient will provide the representatives of the Agency reasonable access to the Recipient's premises to inspect and assess the progress of the Agreement or any element thereof and supply promptly on request such data as the Agency may reasonably require for statistical or Project evaluation purposes.

**8.3 Access to Third-Party Information and Premises**

The Recipient will assist the Agency with the implementation of the Agreement and facilitate access by the Agency to information from third parties and to the premises of third parties, relating to the Agreement.

**9. Events of Default**

**9.1 The following constitute Events of Default:**

- (a) The Recipient is in the opinion of the Agency, bankrupt or insolvent, goes into receivership, or takes the benefit of any statute from time to time in force relating to bankrupt or insolvent debtors,
- (b) An order is made or resolution passed for the winding up of the Recipient, or the Recipient is dissolved,
- (c) In the opinion of the Agency, the Recipient ceases to carry on business,
- (d) The Recipient submits false or misleading information to the Agency,
- (e) The Recipient makes a false or misleading statement concerning assistance by the Agency in a prospectus or other document related to raising funds,
- (f) The Recipient has not met or satisfied a term or condition to which the Contribution is subject,
- (g) In the opinion of the Agency, an adverse material change occurs in the Project, as described in section 6.1 of these General Conditions or in the Recipient's financial position or business operations,
- (h) The Recipient has not met or satisfied a term or condition under any other contribution agreement, or agreement of any kind, with the Agency, or

- (i) The Recipient has defaulted under the terms and conditions with any financial institution or creditor with rights to the property or assets of the Recipient.

#### **10. Remedies on Default**

- 10.1 If an Event of Default has occurred, or in the opinion of the Agency is likely to occur, the Agency may exercise either or both of the following remedies:
  - (a) Terminate any obligation by the Agency to contribute or continue to contribute to the Costs of the Project, including any obligation to pay an amount owing prior to the date of such termination, and/or
  - (b) Require the Recipient to repay part of or all of the Contribution forthwith to the Agency, and that amount is a debt due to Her Majesty in right of Canada and may be recovered as such.
- 10.2 The Recipient acknowledges the policy objectives served by the Agency's agreement to make the Contribution, that the Contribution comes from the public monies, and that the amount of damages sustained by the Crown in an Event of Default is difficult to ascertain and therefore that it is fair and reasonable that the Agency be entitled to exercise any or all of their remedies provided for in this Agreement and to do so in the manner provided for in this Agreement if an Event of Default occurs.

#### **11. Right to Set-off**

- 11.1 Without limiting the scope of set-off rights provided under the *Financial Administration Act*, it is understood that the Agency may:
  - (a) Set off against any amount that may be payable to the Recipient pursuant to the Agreement by any amount that the Recipient owes to her Majesty the Queen in Right of Canada under legislation or other agreements of any kind, and
  - (b) Set off against any payments arrears that may be payable to the Agency by the Recipient.

#### **12. Repayment**

- 12.1 Where for any reason:
  - (a) The Recipient is not entitled to the Contribution,
  - (b) The Recipient fails to make a payment as required by the terms of this Agreement,
  - (c) The Agency determines that the amount of the Contribution disbursed exceeds the amount to which the Recipient is entitled, or

(d) The Agency exercised a repayment remedy under the Agreement, the Recipient will repay to the Agency, promptly and no later than 30 days from notice from the Agency, the amount of the Contribution disbursed, the amount of the overpayment, or the repayment amount. Any such amount is a debt due to Her Majesty in Right of Canada and may be recovered as such.

12.2 The Recipient shall pay, in addition to any amount payable as a result of an Event of Default, interest on that amount in accordance with the *Interest and Administrative Charges Regulations*. The interest, calculated daily and compounded monthly, shall accrue commencing upon the date of the Event of Default as specified in the Demand for Payment. The rate of interest shall be equal to three percent (3%) higher than the average Bank of Canada discount rate for the previous month.

12.3 When any payment is received from the Recipient on account of a Contribution, the Agency shall apply that payment first to reduce any accrued interest and administrative charges owing and then, if any part of the payment remains, to reduce the outstanding principal balance of the debt due.

### **13. Annual Appropriations**

#### **13.1 Parliamentary Allocation**

Any payment by the Agency under this Agreement is subject to there being an appropriation for its fiscal year, beginning on April 1 and ending on the following March 31, in which the payment is to be made and to cancellation or reduction in the event that departmental funding levels are changed by Parliament.

#### **13.2 Lack of Appropriation**

In the event the Agency is prevented from disbursing the full amount of the Contribution due to a lack or reduction of appropriation or departmental funding levels, the Parties agree to review the effects of such a shortfall in the Contribution on the implementation of the Agreement and to adjust, as appropriate, the expected results from the Project specified in Schedule 2 (Statement of Work).

### **14. Notice**

14.1 Any notice required to be given with respect to this Agreement shall be in writing and shall be effectively given if delivered or if sent by ordinary or registered mail, telegram, fax or telex addressed to the party for whom the notice is intended. Any notice shall be deemed to have been received on delivery; any notice sent by telegram, fax or telex shall be deemed to have been received one (1) working day after being sent; any notice mailed shall be deemed to have been received eight (8) calendar days after being mailed.

**15. No Assignment of Agreement**

- 15.1 This Agreement shall not be assigned by the Recipient without the prior written consent of the Agency.

**16. Values and Ethics**

- 16.1 No member of the House of Commons of Canada or the Senate of Canada shall be admitted to any share or part of this Agreement or to any benefit to arise therefrom.
- 16.2 No current or former public office holder or public servant who is not in compliance with the *Conflict of Interest Act*, the *Conflict of Interest and Post-employment Code for Public Office Holders* and the *Values and Ethics Code for the Public Service* shall derive a direct benefit from this Agreement.

**17. Lobbying**

- 17.1 The Recipient represents and warrants that any person who lobbies on their behalf to obtain this Agreement, or any benefit thereunder, does so in compliance with the *Lobbying Act*.

**18. Compensation**

- 18.1 The Recipient shall indemnify and save harmless the Agency from and against all claims, losses, damages, costs and expenses relating to any injury to, or death of, a person or loss or damage to property caused or alleged to be caused by the Recipient or its servants or agents in carrying out the Project or any of the Recipient's activities.

**19. Cancellation of Agreement**

- 19.1 The Agency may, at any time, by 30 days notice to the Recipient, cancel this Agreement if, in the Agency's opinion, Schedule 2 (Statement of Work) has not been executed in a satisfactory manner, or the progress and objectives outlined in the Agreement have not been met.

**20. Access to Information Act and Privacy Act**

- 20.1 All information obtained by the Agency from the Recipient pursuant to an application or during the course of this Agreement will be treated in accordance with the *Access to Information Act* and the *Privacy Act*.

## SCHEDULE 2

Project No: 199652

### STATEMENT OF WORK

#### Project Description

This Project will enable the Recipient to deliver the next three annual Halifax Forums. The first of the Halifax Forums will be held November 18-20, 2011 with subsequent forums held in 2012 and 2013. The forums will bring together leaders, policy makers, and experts from both sides of the Atlantic to discuss the challenges to transatlantic security.

The Recipient shall create a Partnership Fund that will result in sustainability for the Halifax Forum at the conclusion of this three year Agreement. This will include the active participation of the Agency, the active pursuit of industrial partnerships (e.g. Industrial Regional Benefits), and, at the discretion of the Agency, the engagement of a consulting firm, or firms, to develop industry partnerships to facilitate long term sustainability. The Recipient shall provide a plan, which demonstrates sustainability before the end of this Agreement.

In as much as Peter Van Praagh is considered critical to the success of this initiative and whose participation will yield proper file management and achievement of desired outcomes, the Recipient shall maintain Peter Van Praagh, or an acceptable replacement to the Agency, as project manager until the Project Completion Date.

**Project Location:** Halifax, Nova Scotia

#### **Project Cost and Financing:**

<b>Eligible Costs</b>		<b>Financing Source</b>	
Other Operating Costs	\$7,470,000	ACOA BDP Non-Repayable Contribution	\$7,470,000
<b>Total Costs</b>	<b>\$7,470,000</b>	<b>Total Financing</b>	<b>\$7,470,000</b>

#### **Expected Results from the Project:**

The federal government requires that the identified results from Projects receiving federal funding be achieved. The Agency will require follow-up on the following results identified for your Project:

1. Foster a broader dialogue and build a closer relationship among Canada, the United States, South America and Europe, centered on a new and forward-looking global security agenda;



2. Forge transatlantic partnerships through high level collaboration that recognizes the ever changing global agenda confronting North America and Europe;
3. Establish a “front of mind” presence within Atlantic Canada on security issues in the Atlantic region;
4. Support and promote knowledge sharing to ensure that both sides of the Atlantic are speaking and listening to each other;
5. Promote Canada’s image internationally as a leader in global security issues; and
6. Create economic spin-offs from the delegates staying in Halifax during the event, during pre-and post-event activities, as well as broader tourism opportunities by creating market awareness.
7. The Recipient shall commit to working with the Agency and its partners to identify key initiatives to enhance economic activity in the Atlantic region. It shall commit to be a part of the process to enhance the profile of the region and become an advocate for specific sectors such as Aerospace, Defence and Security.

**Means of Verification**

Annual reporting, annual project audits and annual project reviews.

CLAIMS AND PROJECT COSTS PRINCIPLES

CLAIMS

1. Prior to the first disbursement of the Contribution by the Agency, the Recipient shall complete and submit the *Pre-authorized Debit / Direct Deposit Authorization (PAD)* form to be provided by the Agency.
2. No claim shall be paid if the Recipient is not in compliance with the conditions of this Agreement.
3. The Agency will make payments to the Recipient, in respect of Eligible Costs incurred, based on claims:
  - (a) Submitted on a **monthly** basis ("Claim Period"),
  - (b) Submitted on claim forms provided by the Agency, within 45 days of the end of each Claim Period,
  - (c) Accompanied with details of all Costs being claimed, which will be substantiated by such documents as may be required by the Agency and presented in accordance with the structure contained in Schedule 2 (Statement of Work),
  - (d) Certified by the Recipient's authorized signing authority or other person satisfactory to the Agency, and
  - (e) Which include a certificate as to whether or not any amounts are due to Her Majesty the Queen in Right of Canada pursuant to any obligation other than this Agreement and provide details of any such amounts.
4. The total amount of Contribution paid to the Recipient, including advances in respect to Costs which have been incurred but not paid to the suppliers, should never exceed 50% of the total authorized annual Contribution.
5. When submitting a claim supporting documents do not need to be included. However, purchase orders, cancelled cheques, invoices, receipts and all other supporting documentation must be retained and readily available for an examination by the Agency during any payment verification or audit and until 36 months following the end of the Control Period.

6. Within 120 days of the submission of the final claim, the Recipient shall submit a statement certified by a person authorized to sign on behalf of the Recipient attesting to the Eligible Costs for the entire Project having been incurred and paid.
7. No claim for the Contribution will be processed if there are any Progress Reports, as required in Schedule 4 (Progress and Results Reporting Requirement), outstanding.

#### **PROJECT COSTS PRINCIPLES**

##### **1. General Principles**

- 1.1 The total Eligible Costs of the Project shall be the sum of the applicable direct costs, which are, or will be reasonably and properly incurred, in the performance of the Project, less any applicable credits and/or holdbacks as appropriate.
- 1.2 Eligible Costs include all those costs which, in the opinion of the Agency, are reasonable incremental costs that are necessary in order to carry out the Project.

##### **2. Reasonable Costs**

- 2.1 A cost is reasonable if, in nature and amount, it does not exceed that which would be incurred by an ordinary prudent person in the conduct of competitive business.
- 2.2 In determining the reasonableness of a particular Cost, consideration shall be given to:
  - a. Whether the Cost is of a type generally recognized as normal and necessary for the conduct of the performance of the Project,
  - b. The restraints and requirements by such factors as generally accepted sound business practices, arm's length bargaining, federal, provincial and local laws and regulations, and Agreement terms,
  - c. The action that prudent business persons would take in the circumstances, considering their responsibilities to the owners of the business, their employees, customers, the Government and public at large,
  - d. Significant deviations from the established practices of the Recipient which may unjustifiably increase the Eligible Costs, and
  - e. The specifications, delivery schedule and quality requirements of the particular Project as they affect Costs.
- 2.3 The Agency shall not contribute to any Cost that is not a reasonable and proper direct cost of the Project, or to any cost which is not substantiated by satisfactory supporting documentation.

- 2.4 Travel costs claimed as Eligible Costs are reasonable if comparable to the *Treasury Board Travel Directive* for the Public Service and exclude items such as entertainment and first-class air fare, etc. and are incurred solely in performance of the Project.
- 2.5 In house wages claimed as Eligible Costs are reasonable if the Agency is satisfied with the qualifications and experience of the personnel involved. Existing employees may be deemed as eligible to the extent that they are incremental to the operating costs. Hourly employees are considered incremental while salaried employees are normally considered incremental only when hired specifically for the Project or when replaced in their normal duties by additional employees. In the later case the incremental costs would be based on the cost of the replacement employee.
- 2.6 Direct labour costs claimed for owners of a proprietorship or partnership are not eligible costs.

## SCHEDULE 4

Project No: 199652

### PROGRESS AND RESULTS REPORTING REQUIREMENTS

1. From the Project Commencement Date until the Project Completion Date the Recipient shall submit status reports as required in this Schedule, on the progress and results of the Project in a form satisfactory to the Agency.
2. Quarterly Progress Reports

The Recipient shall submit progress reports on a quarterly basis, within 45 days of each quarter. For the purposes of this Agreement each progress report shall contain:

  - (a) A description of the progress made in the fulfillment of Schedule 2 (Statement of Work) during the quarter, detailed as defined in Schedule 2 (Statement of Work).
  - (b) An assessment of any significant delay in completing the Project or the attainment of any expected result identified in Schedule 2 (Statement of Work), the reasons for such delay, and mitigation measures being taken. and
  - (c) The Recipient's revised Projections of Project cash flows for the current fiscal year, if any significant change is expected.
3. Annual Reporting
  - 3.1 By **January 31, 2012**, and by the same date each year thereafter, until the end of the Control Period, the Recipient shall provide the Agency a written progress report containing:
    - (a) A description of the progress in completion of the Project activities, in comparison with the schedule and milestones contained in Schedule 2 (Statement of Work) and the related Project expenditures for that segment of Project activities,
    - (b) The Recipient's revised estimated Cost breakdown by category and by fiscal year,
    - (c) An indication of any delay in completing the Project and the reasons for such delay, together with the Recipient's revised schedule and any proposed revisions to Schedule 2 (Statement of Work),

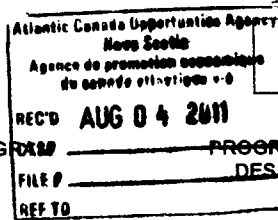
PROJECT FACT SHEET FOR NEWS RELEASE

<b>Program:</b> ACOA Business Development Program	<b>Project No:</b> 199652
<b>Name and Address of Recipient:</b> Halifax International Security Forum 1717 Rhode Island Avenue NW Washington, District of Columbia 20036	<b>Recipient Contact:</b> <b>Name:</b> Peter Van Praagh <b>Title:</b> Project Manager <b>Telephone:</b> (202) 316-6857 <b>Fax:</b>
<b>Project Location:</b> Halifax, Nova Scotia	<b>Project Type:</b> Business Support
<b>Project Description and Anticipated Results:</b> This project will enable the Recipient to deliver the next three annual Halifax Forums. The first of the Halifax Forums will be held November 18-20, 2010 with subsequent forums held in 2012 and 2013. The forums will bring together leaders, policy makers, and experts from both sides of the Atlantic to discuss the challenges to transatlantic security.	
<b>Total Project Costs:</b> \$7,470,000	<b>Eligible Costs:</b> \$7,470,000
<b>Authorized Assistance:</b> \$7,470,000	<b>Total Government Funding:</b> \$7,470,000
<b>Estimated Project Commencement Date:</b> August 31, 2011	
<b>Estimated Project Completion Date:</b> March 31, 2014	

**Note:** The date of the first forum should have been November 18 to 20, 2011 not 2010.



Atlantic Canada  
Opportunities Agency  
Agence de  
promotion économique  
du Canada atlantique



Project no. / N° du projet

ACOA BUSINESS DEVELOPMENT PROGRAM  
APPLICATION FOR ASSISTANCE

PROGRAMME DE DÉVELOPPEMENT  
DES ENTREPRISES DE L'APECA  
DEMANDE D'AIDE

INSTRUCTIONS

- Submit a completed and signed application form, along with any attachments, to the ACOA office in the province where you plan to locate the proposed project.
- Please call your nearest ACOA office if you have any questions.

DIRECTIVES

- Envoyez la formule de demande dûment remplie et signée, accompagnée des documents pertinents, au bureau de l'APECA dans la province où le projet sera exécuté.
- Veuillez téléphoner au bureau de l'APECA le plus près si vous avez des questions.

<p>1 - Legal name of applicant and operating name, if different: Dénomination sociale du requérant et nom commercial, s'il diffère du premier : <u>HALIFAX INTERNATIONAL SECURITY FORUM</u></p> <p>Mailing address: <u>1717 RHODE ISLAND AVENUE NW</u> Adresse postale: <u>SUITE 650</u> <u>WASHINGTON, DC 20036</u> s.20(1)(b)</p> <p>Business identification number: Numéro d'identification d'entreprise : _____</p>		<p>2 - Name and title of person to whom enquiries may be directed: Nom et titre de la personne pouvant répondre aux questions:</p> <p>Name: <u>PETER VAN PRAAGH</u> Nom :</p> <p>Telephone no.: _____ N° de téléphone : <u>202.316.6857</u> (bus./bur.) _____ (res./rés.)</p> <p>E-mail/Courriel : <u>peter@halifaxtheforum.org</u></p> <p>Fax no. _____ N° de télécopieur : _____</p>													
<p>3 - Form of organization / Genre d'organisation :</p> <table><tr><td>Corporation Société <input type="checkbox"/></td><td>Partnership Société de personnes <input type="checkbox"/></td><td>Cooperative Coopérative <input type="checkbox"/></td><td>Not-for-profit organization Organisme sans but lucratif <input checked="" type="checkbox"/></td></tr><tr><td>To be incorporated À constituer en société <input type="checkbox"/></td><td>Sole proprietorship Entreprise individuelle <input type="checkbox"/></td><td>Other (specify) Autre (préciser) <input type="checkbox"/></td><td>_____</td></tr></table>				Corporation Société <input type="checkbox"/>	Partnership Société de personnes <input type="checkbox"/>	Cooperative Coopérative <input type="checkbox"/>	Not-for-profit organization Organisme sans but lucratif <input checked="" type="checkbox"/>	To be incorporated À constituer en société <input type="checkbox"/>	Sole proprietorship Entreprise individuelle <input type="checkbox"/>	Other (specify) Autre (préciser) <input type="checkbox"/>	_____				
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<p>4 - Principal owners / Propriétaires principaux :</p> <table><thead><tr><th>Name / Nom</th><th>% Ownership / % de propriété</th><th>Title / Titre</th></tr></thead><tbody><tr><td><u>Jonathan Weissstub</u></td><td><u>N/A</u></td><td><u>Chairman of the Board of Directors</u></td></tr><tr><td><u>Jonathan Tepperman</u></td><td><u>N/A</u></td><td><u>Director</u></td></tr><tr><td><u>David Kramer</u></td><td><u>N/A</u></td><td><u>Director</u></td></tr></tbody></table>				Name / Nom	% Ownership / % de propriété	Title / Titre	<u>Jonathan Weissstub</u>	<u>N/A</u>	<u>Chairman of the Board of Directors</u>	<u>Jonathan Tepperman</u>	<u>N/A</u>	<u>Director</u>	<u>David Kramer</u>	<u>N/A</u>	<u>Director</u>
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<p>5 - Is any part of your business owned by a government? Un gouvernement est-il propriétaire d'une partie de votre entreprise? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non Oui</p> <p>Name of parent company (if applicable): Nom de la société mère (le cas échéant) : <u>N/A</u></p> <p>Name of subsidiary companies (if applicable): Nom des filiales (le cas échéant) : <u>N/A</u></p>															
<p>6 - Location of project: Lieu du projet : <u>Halifax, Nova Scotia</u></p>															

<b>7 - Brief description of project / Décrivez brièvement votre projet :</b> The Halifax International Security Forum is a major international event hosted every November in Halifax, Nova Scotia. Launched in 2009, Halifax Forum has developed a reputation for serious, forward looking Global Security Agenda debate with like-minded policy makers and opinion leaders from North America, Europe, Asia, Latin America, and the Middle East—and in the future Africa.																															
<b>8 - Have you considered all environmental requirements?</b> Avez-vous examiné votre projet en fonction des exigences environnementales?      Yes <input type="checkbox"/> No <input type="checkbox"/> Oui <input type="checkbox"/> Non <input type="checkbox"/> <p style="font-size: small;">You should be in a position to discuss potential environmental impacts of your project. ACOA's brochure "How to prepare a business plan" provides good information on issues to be addressed.          Vous devriez être en mesure de discuter des répercussions possibles que votre projet pourrait avoir sur l'environnement. La brochure "Comment préparer un plan d'affaires" publié par l'APECA est une bonne source d'information sur les sujets à traiter.</p>																															
<b>9 - Summary of estimated project costs:</b> Sommaire des coûts estimés du projet : <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th style="text-align: left; font-size: small;">Project costs / Coûts du projet</th> <th style="text-align: right; font-size: small;">(\$)</th> </tr> <tr> <td style="border-bottom: 1px solid black;">Personnel</td> <td style="text-align: right; border-bottom: 1px solid black;">675,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Travel</td> <td style="text-align: right; border-bottom: 1px solid black;">900,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Meetings</td> <td style="text-align: right; border-bottom: 1px solid black;">1,605,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Professional Services</td> <td style="text-align: right; border-bottom: 1px solid black;">2,205,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Production and Outreach</td> <td style="text-align: right; border-bottom: 1px solid black;">1,995,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supplies and Communication</td> <td style="text-align: right; border-bottom: 1px solid black;">90,000</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: right;">Total</td> <td style="text-align: right; border-bottom: 3px double black;">7,470,000</td> </tr> </table>	Project costs / Coûts du projet	(\$)	Personnel	675,000	Travel	900,000	Meetings	1,605,000	Professional Services	2,205,000	Production and Outreach	1,995,000	Supplies and Communication	90,000	Total	7,470,000	<b>10 - Proposed financing of project:</b> Financement proposé pour le projet : <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th style="text-align: left; font-size: small;">Project financing / Financement du projet</th> <th style="text-align: right; font-size: small;">(\$)</th> </tr> <tr> <td style="border-bottom: 1px solid black;">ACOA</td> <td style="text-align: right; border-bottom: 1px solid black;">7,470,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="text-align: right; border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="text-align: right; border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="text-align: right; border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="text-align: right; border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: right;">Total</td> <td style="text-align: right; border-bottom: 3px double black;">7,470,000</td> </tr> </table>	Project financing / Financement du projet	(\$)	ACOA	7,470,000									Total	7,470,000
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<b>11 - Have you made any financial or legal commitments for the project?</b> Avez-vous pris des arrangements financiers ou juridiques pour votre projet? <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div>           No <input type="checkbox"/>      Yes <input type="checkbox"/>            Non      Oui         </div> <div style="font-size: small;">           Provide details:            Fournir des détails :         </div> </div>																															
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<p><b>14 - Business plan</b></p> <p>Please ensure that the following is included with your <u>signed</u> application form:</p> <p><b><u>FOR ALL PROJECTS (EXCEPT STUDIES)</u></b></p> <ul style="list-style-type: none"> <li>- A history and description of the business, including the products manufactured or services rendered.</li> <li>- Supporting data on major items to be purchased/built, e.g. cost quotations (make, model, etc.), labour quotes for building or construction, size of building, etc.</li> <li>- Sufficient market data on project, e.g. who are competitors, where are they, what is the proposed market, how will product be promoted?</li> <li>- Outline of management structure of business, résumés of key people, experience in type of proposed business, etc.</li> <li>- For an existing business  Financial Statements for last fiscal year and one year projected Statement of Income and Expenses. If project is over \$200,000, three year projected statements are required including Cash Flow, Source and Application of Funds, and Balance Sheet. Include key assumptions which make up projections.</li> <li>- For a new business  Copy of projected Opening Balance Sheet and one year projected Statement of Income and Expenses. If project is over \$200,000, three year projected statements are required including Cash Flow, Source and Application of Funds, and Balance Sheet. Include key assumptions which make up projections.</li> <li>- Personal Net Worth Statement.</li> </ul> <p><b><u>FOR MARKETING, TRAINING AND QUALITY PROJECTS</u></b></p> <ul style="list-style-type: none"> <li>- Detailed implementation plan (3 years) outlining costs of various activities to be undertaken.</li> <li>- If applying for a qualified person, include a detailed job description and résumé of proposed person to be hired.</li> <li>- Latest financial statements.</li> </ul> <p><b><u>FOR INNOVATION PROJECTS</u></b></p> <ul style="list-style-type: none"> <li>- Complete description of the proposed project.</li> <li>- Latest financial statements.</li> </ul> <p><b><u>FOR STUDY PROJECTS</u></b></p> <ul style="list-style-type: none"> <li>- Proposal from consultant.</li> <li>- Latest financial statements.</li> <li>- Personal net worth statement.</li> </ul> <p>The extent of information required will be dependent on the complexity and size of the business or project. For larger, more complex projects, a more detailed Business Plan, Feasibility Study and/or Marketing Study will be required. Contact your ACOA representative for guidance.</p>	<p><b>14 - Plan d'entreprise</b></p> <p>Veuillez inclure les données suivantes avec votre formule de demande dûment <u>signée</u>.</p> <p><b><u>POUR TOUS LES PROJETS (À L'EXCEPTION DES ÉTUDES)</u></b></p> <ul style="list-style-type: none"> <li>- L'historique et une description de l'entreprise; y compris les produits fabriqués ou les services offerts.</li> <li>- Des données à l'appui pour les gros achats (devis pour chaque marque et modèle d'appareil, etc.) ou les gros travaux de construction (devis pour les travaux, taille de l'immeuble, etc.).</li> <li>- Des données commerciales suffisantes concernant le projet (Qui sont les concurrents? Où sont-ils situés? Quel est le marché ciblé? Comment le produit sera-t-il commercialisé?).</li> <li>- Exposé de la structure de gestion de l'entreprise, curriculum vitae des principaux intervenants, expérience dans le genre d'entreprise proposée.</li> <li>- Entreprise existante  États financiers du dernier exercice et état des revenus et des dépenses prévus pour la prochaine année. Si le projet est évalué à plus de 200 000 \$, les prévisions doivent s'échelonner sur trois ans (mouvements de trésorerie, provenance et utilisation des fonds, bilan). Mentionner les principaux éléments des prévisions.</li> <li>- Nouvelle entreprise  Une copie du bilan d'ouverture et un état des revenus et des dépenses prévus pour la prochaine année. Si le projet est évalué à plus de 200 000 \$, les prévisions doivent s'échelonner sur trois ans (mouvements de trésorerie, provenance et utilisation des fonds, bilan). Mentionner les principaux éléments des prévisions.</li> <li>- État de la valeur nette personnelle.</li> </ul> <p><b><u>PROJETS DE MARKETING, FORMATION ET QUALITÉ</u></b></p> <ul style="list-style-type: none"> <li>- Plan de marketing triennal énumérant le coût des diverses activités qui seront entreprises.</li> <li>- Si la demande est pour un spécialiste en marketing, inclure une description de poste détaillée et le curriculum vitae de la personne qui sera embauchée.</li> <li>- Derniers états financiers.</li> </ul> <p><b><u>PROJETS D'INNOVATION</u></b></p> <ul style="list-style-type: none"> <li>- Description complète du projet proposé.</li> <li>- Derniers états financiers.</li> </ul> <p><b><u>ÉTUDES</u></b></p> <ul style="list-style-type: none"> <li>- Proposition du consultant.</li> <li>- Derniers états financiers.</li> <li>- État de la valeur nette personnelle.</li> </ul> <p>La quantité de données à fournir dépend de la complexité et de la taille de l'entreprise ou du projet. Pour les projets plus complexes, il faut envoyer un plan d'entreprise, une étude de faisabilité et/ou une étude de marché plus détaillées. Communiquer avec un représentant de l'APECA pour obtenir des conseils.</p>																		
<p><b>15 - Applicant's professional references (if applicable) / Références professionnelles du requérant (le cas échéant) :</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: center;">Name of firm or agency Nom de la firme ou de l'organisme</th> <th style="width: 20%; text-align: center;">Contact person Personne-ressource</th> <th style="width: 40%; text-align: center;">Telephone Téléphone</th> </tr> </thead> <tbody> <tr> <td>Financial institution / Établissement financier : _____</td> <td></td> <td></td> </tr> <tr> <td>Accountant / Comptable : _____</td> <td></td> <td></td> </tr> <tr> <td>Lawyer / Avocat : _____</td> <td></td> <td></td> </tr> <tr> <td>Insurance company / Compagnie d'assurance : _____</td> <td></td> <td></td> </tr> <tr> <td>Consultant : _____</td> <td></td> <td></td> </tr> </tbody> </table>		Name of firm or agency Nom de la firme ou de l'organisme	Contact person Personne-ressource	Telephone Téléphone	Financial institution / Établissement financier : _____			Accountant / Comptable : _____			Lawyer / Avocat : _____			Insurance company / Compagnie d'assurance : _____			Consultant : _____		
Name of firm or agency Nom de la firme ou de l'organisme	Contact person Personne-ressource	Telephone Téléphone																	
Financial institution / Établissement financier : _____																			
Accountant / Comptable : _____																			
Lawyer / Avocat : _____																			
Insurance company / Compagnie d'assurance : _____																			
Consultant : _____																			

16 - Official language preferred for correspondence: Choix de langue pour la correspondance :	English <input checked="" type="checkbox"/> Anglais	French <input type="checkbox"/> Français	
17 - Notice and consent <b>TO THE MINISTER FOR THE ATLANTIC CANADA OPPORTUNITIES AGENCY (ACOA):</b>	17 - Avis et consentement <b>AU MINISTRE DE L'AGENCE DE PROMOTION ÉCONOMIQUE DU CANADA ATLANTIQUE (APECA) :</b>		
(a) I certify that the information given is, to the best of my knowledge and ability, complete, true and correct and this will also apply to all information given in the future in connection with the implementation of the project and the program.  (b) I certify that financial assistance from ACOA is a significant factor in the decision to proceed with this project.  (c) I also authorize ACOA to make any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit economic development organizations, to collect and share information with them, as ACOA deems necessary in order to reach a decision on this application, to administer and monitor the implementation of the subject project, and to evaluate the results of the project and this program after project completion.  (d) Information provided to ACOA will be treated in accordance with the Access to Information Act and the Privacy Act. These laws govern, protect and limit the collection, use and disclosure of personal, financial and technical information by federal government departments and agencies. Information provided to ACOA is secured from unauthorized access.	(a) Je confirme qu'à ma connaissance, l'information fournie dans les présentes est complète, véridique et exacte, et que cela sera le cas de toute information qui sera fournie à l'avenir par rapport à la mise en œuvre du projet et du programme.  (b) Je confirme que la décision de donner suite au projet repose dans une large mesure sur l'aide financière consentie par l'APECA.  (c) J'autorise également l'APECA à entrer en communication avec toute personne, toute entreprise, toute société, tout organisme ou ministère fédéral ou provincial et tout organisme de développement économique sans but lucratif afin de demander ou de donner des renseignements, selon ce qu'elle jugera nécessaire pour prendre une décision relativement à la présente demande, pour gérer et contrôler la mise en œuvre du projet, et pour évaluer les résultats du projet et du programme une fois le projet terminé.  (d) L'information transmise à l'APECA sera traitée conformément à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels. Ces lois régissent et limitent la collecte, l'utilisation et la diffusion de renseignements personnels, financiers et techniques par les ministères et les agences du gouvernement. Toute l'information transmise à l'APECA est protégée contre l'accès non autorisé.		
I read and understood the Notice and Consent. I voluntarily consent to the collection, use and disclosure as described. (You should keep a signed copy for your records).			
Je déclare avoir lu et compris le présent avis. Je consens volontairement au rassemblement, à l'utilisation et à la divulgation de l'information décrite ci-dessus. (Vous devriez garder une copie signée pour vos dossiers).			
Name and title of authorized official / Nom et titre de l'agent autorisé <u>TOMMY WELLS. CHARMAN of The Board</u>		Signature of authorized official / Signature de l'agent autorisé 	
Signed at Signé à <u>Washington, D.C.</u>	this le <u>26th.</u>	day of jour (d'/de) <u>July</u>	2011

#### ACOA REGIONAL OFFICES

**ACOA NEW BRUNSWICK**  
 570 Queen Street, P.O. Box 578  
 Fredericton, New Brunswick E3B 5A6  
 Toll Free: 1-800-561-4030  
 Telephone: (506) 452-3184  
 Fax: (506) 452-3285

**ACOA NEWFOUNDLAND AND LABRADOR**  
 The John Cabot Building  
 10 Barter's Hill, 11<sup>th</sup> Floor  
 P.O. Box 1060, Station "C"  
 St. John's, Newfoundland A1C 5M5  
 Toll Free: 1-800-668-1010  
 Telephone: (709) 772-2751  
 Fax: (709) 772-2712

**ACOA NOVA SCOTIA**  
 Suite 600, 1801 Hollis Street  
 P.O. Box 2284, Station "M"  
 Halifax, Nova Scotia B3J 3C8  
 Toll Free: 1-800-565-1228  
 Telephone: (902) 426-6743  
 Fax: (902) 426-2054

**ENTERPRISE CAPE BRETON CORPORATION (ECBC)**  
 Silicon Island  
 70 Crescent Street  
 P.O. Box 1750  
 Sydney, Nova Scotia B1P 6T7  
 Telephone: (902) 564-3600  
 Fax: (902) 564-3825

**ACOA PRINCE EDWARD ISLAND**  
 100 Sydney Street, 3<sup>rd</sup> Floor, Royal Bank Building  
 P.O. Box 40  
 Charlottetown, Prince Edward Island C1A 7K2  
 Toll Free: 1-800-871-2596  
 Telephone: (902) 566-7492  
 Fax: (902) 566-7098

ACOA 271 (11/08/04) (4 of 4)

#### BUREAUX RÉGIONAUX DE L'APECA

**NOUVEAU-BRUNSWICK**  
 570, rue Queen, C.P. 578  
 Fredericton (Nouveau-Brunswick) E3B 5A6  
 Sans frais : 1-800-561-4030  
 Téléphone : (506) 452-3184  
 Télécopieur : (506) 452-3285

**TERRE-NEUVE-ET-LABRADOR**  
 L'immeuble John Cabot  
 10 Barter's Hills, 11<sup>e</sup> étage  
 C.P. 1060, Succursale "C"  
 St. John's (Terre-Neuve) A1C 5M5  
 Sans frais : 1-800-668-1010  
 Téléphone : (709) 772-2751  
 Télécopieur : (709) 772-2712

**NOUVELLE-ÉCOSSE**  
 Pièce 600, 1801, rue Hollis  
 C.P. 2284, Succursale "M"  
 Halifax (Nouvelle-Écosse) B3J 3C8  
 Sans frais : 1-800-565-1228  
 Téléphone : (902) 426-6743  
 Télécopieur : (902) 426-2054

**CAP-BRETON (SECB)**  
 Silicon Island  
 70, rue Crescent  
 C.P. 1750  
 Sydney (Nouvelle-Écosse) B1P 6T7  
 Téléphone : (902) 564-3600  
 Télécopieur : (902) 564-3825

**ÎLE-DU-PRINCE-ÉDOUARD**  
 Immeuble Banque Royale  
 100, rue Sydney, 3<sup>e</sup> étage, C.P. 40  
 Charlottetown (Île-du-Prince-Édouard) C1A 7K2  
 Sans frais : 1-800-871-2596  
 Téléphone : (902) 566-7492  
 Télécopieur : (902) 566-7098

Print Form

## Note to file

### German Marshall Fund QA 197160

The ACOA contract with the German Marshall Fund states that all private partnership funds raised are to be applied to eligible costs. For the 2010 event, \$70,382 has been raised from external sources. As a result, the Agency contribution has been reduced by this amount. In reviewing costs submitted, a number of expenses will be supported by external funders and not the Government of Canada. These expenses have been submitted under the catering and staff travel categories.

The conclusive amount of funding from the Government of Canada is \$2,298,384.60 CAD based on submitted costs of \$2,549,677.59 USD.

As no further costs are to be incurred or raised, the project will be closed.

Project No.: 197160

2011/02/24

The German Marshall Fund of the United States  
1744 R Street, NW  
Washington, DC  
20009

Attention: Mr. Mike Geiger

Dear Mr. Geiger:


**Re: Approval for Request for Payment**

We are pleased to advise that approval has been given by this Agency for the disbursement of \$1,091,484.60 which represents payment number 03 of a Contribution under the Business Development Program. Accordingly, we have requisitioned a payment from Public Works and Government Services Canada, and you may expect to receive this in the immediate future by cheque. The method of calculating the amount of payment and approved costs is shown in the attached Annex 1.

It is a condition of accepting this payment that you agree to fulfill the terms and conditions set out in the Letter of Offer, the Agreement and the declaration made in the application. It is also a condition of the contract that you will retain all invoices, cancelled cheques and records pertaining to this project to be made available in the event that this project is chosen for a comprehensive audit.

If further information is required or if your payment is not received promptly, please contact the undersigned at (800) 565-1228, (902) 426-9108 or via e-mail at martin.braganza@acoa-apeca.gc.ca.

Yours truly,

  
Martin Braganza  
Account Manager  
Nova Scotia

Attachment

Annex 1

*The German Marshall Fund of the United States*

Project # 197160

**Detailed Calculation of Payment #03**

Costs Claimed		\$2,549,677.59
Adjustment Amount		\$-251,292.99
- Reduce costs by contributions from Co-Funders		
(\$70,382.25)		
- Exchange rates (CDN to USD to CDN)		
(\$24,829.88)		
- Adjustment for an estimate of HST		
(\$150,000.00)		
s.20(1)(d) - Duplicate cost,	(\$6,080.86)	
<b>Claim Approved Costs</b>		<b>\$2,298,384.60</b>
Gross Approved Costs		
100% of \$2,298,384.60		\$2,298,384.60
Less: Holdback		\$0.00
Advance Settlement		\$1,206,900.00
Plus: Advance		\$0.00
<b>Approved Payment</b>		<b>\$1,091,484.60</b>
Plus: Prior Payments		<u>\$1,206,900.00</u>
<b>Total Assistance Paid to Date</b>		<b><u>\$2,298,384.60</u></b>

Requisition Control Number		Status		Approval Operator	
C015676		Ready for posting			
Acquisition		Adjusting Entries		Invoices	
Foreign Bank					
Payee		THE GERMAN MARSHALL FUND OF THE U			
G08316					
Payment Type		Cheque Language		Cheque Number	
1 Cheque		English			
District Accounting Office		Payee Name			
0065 Nova Scotia - Halifax		THE GERMAN MARSHALL FUND OF THE UNITED STATE			
Post Month		Batch			
February - Period 11					
Data Entry Date		Release Date		Due Date	
2011.02.23		2011.02.23		2011.02.23	
Department Text		City		Province	
		Washington		DC District of Columbia	
Voucher Amount		Cheque Amount		Currency	
1,091,484.60		1091484.60		USA United States	
Postal Code		20009			
Fiscal Year		2010/2011			
Back		Next		Finish	
Exit					

PAID BY CHECK REQUISITION

FORWARDED TO SECTION 33

THE CANADIAN ADMINISTRATION ACT

Feb 23/11 INT

Invoice # 6034121-1/003 Paid On Req # C015676 Status Approved Apply

Header								Details
Line #	Commitment	All	Act	Rsp	Obj	Pro	Class	Line Amount
1	6034121 1	210	A18	650	1013	620	511791	1,091,484.60
GCE		979	A18	650	1013	620	511791	1,206,900.00
GCA		979	A18	650	1102	620	511792	-1,206,900.00

Line #	Description	Pre-tax Amount	Invoice Total
1		1,091,484.60	1,091,484.60
		Holdback Amount	Total for all lines
		0.00	1,091,484.60

Commodity

Commitment 6034121 1 Detail ☒ Project 6034121 ☒ All ☒ Act ☒ Rsp ☒ Obj ☒ Pro ☒ Class ☒

Final Close ☐ ☐

Claim Amounts

Line Amount 1,091,484.60

Revised Payee

Exit

Recommendation Document - SCHEDULE A

Business Development Program

Sub-Program	GX Contract No.	QA File ID	Client ID	Supplier Code	Fiscal Year
620	6034121-1	197160	34418	G08316	2011

IDENTIFICATION

Payee (and joint payee, if applicable):			
Name(s):	THE GERMAN MARSHALL FUND OF THE UNITED STATE	Principal in Arrears:	0.00
Address:	1744 R Street, NW, Washington, DC, 20009	Interest Due:	0.00
Attention:	Mike Geiger	Charges Due:	0.00

PROJECT DESCRIPTION AND AUTHORIZATION ASSISTANCE

Major Act: Business Support (2)	Offer Accepted: 2010/08/18	Project Start Date: <i>Apr 1/10</i>
Location of Project Municipality, Province-Territory Washington District of Columbia		Est. End Date: 2014/03/31
Type of Assistance: B - Non-Repayable	Last Financial Statement Date:	
Payment Type: Cheque	Authorized Rate	% X Eligible Costs = Total Authorized Assistance
Email Notification (GX):	100.000	% X 9,960,000.00 = 9,960,000.00
		9,960,000.00

DEPARTMENT CASH FORECAST

Fiscal Year	2010/2011	2011/2012	2012/2013	2013/2014	Future Years
Committed	2,490,000.00	2,490,000.00	2,490,000.00	2,490,000.00	0.00
Expended	1,206,900.00	0.00			

Modified 2010/08/06 by Jacqueline Deveau

COSTS APPROVED

Cost Summary	TOTAL PRIOR CLAIMS			THIS CLAIM	TOTAL TO LATEST PERIOD END: 2011/01/28
	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)		
Costs Claimed	0.00	0.00	0.00	2,549,677.59	2,549,677.59
Adjustments/Deferrals/Deferrals+	0.00	0.00	0.00	-251,292.99	-251,292.99
Eligible Costs Approved	0.00	0.00	0.00	2,298,384.60	2,298,384.60

PAYMENT CALCULATION

Approved Assistance:			
Asst. Rate	Total Eligible	Payment	
100.000% X	\$2,298,384.60 =	\$2,298,384.60	\$2,298,384.60
	\$2,298,384.60	\$2,298,384.60	
Less Applicable Holdback (0%):	\$0.00	Available Holdback: \$0.00	
Assistance Payable:	\$2,298,384.60		
Outstanding Advances:	\$1,206,900.00		
Advance Settlement:	\$1,206,900.00	Unsettled Outstanding Advances: \$0.00	
Amount Owning:	\$1,091,484.60		
New Advance:	\$0.00	Unsettled Outstanding Advances: \$0.00	
Release Holdback:	\$0.00	Available Holdback: \$0.00	
PAYE Payout:	\$0.00	Outstanding PAYE: \$0.00	
Current Payment:	\$1,091,484.60		
Disbursed (Net) before current payment:	\$1,206,900.00		
Disbursed (Net) after current payment:	\$2,298,384.60		

Period Covered From: 2010/03/01  
Period Covered To: 2011/01/28

0) Deferred:	0.00
1) Deletion:	-251,292.99
2) Addition:	0.00
3) Deferred+:	0.00
Total:	-251,292.99

Claim No: 3  
Claim Type: Progress (P)  
GX Payment #: 6034121-1/003

Object Code	Amount
1013 - NRC - Non-Profit Organizations - All Other	2,298,384.60
1102 - Advances/Settlements- NRC-Non Profit Org-Nat Org	-
	1,206,900.00

Additional Claim Information Requested

Prepared By: J. Imness	M. Braganza / J. Mullen	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department signing Authorities: P. Hogan
Signature: <i>Discano</i>	<i>MB</i>	<i>P. Hogan</i>
Title: <i>Payment Officer</i>	<i>Mjr. Bus Pym</i>	<i>Vice-President</i>
Date: <i>February 17, 2011</i>	<i>Feb. 17/11</i>	<i>Feb. 22/2011</i>





Atlantic Canada  
Opportunities  
Agency

Agence de  
promotion économique  
du Canada atlantique

Canada

**PROJECT CLAIM SUMMARY AND REPAYMENT UPDATE** **SOMMAIRE DES DEMANDES DE REMBOURSEMENT ET ETAT DU DOSSIER**

SCHEDULE A-2  
ANNEXE A-2

Applicant Name:	Project Number
German Marshall Fund	197160

**A. Current Claim Summary - Sommaire de la demande de remboursement courante**

Operating/ Capital Costs	Costs Claimed	Additions-deletions-deferrals	Costs approved	Percentage
				100.00%
Other Operating	\$2,549,677.59		\$2,549,677.59	\$2,549,677.59
Less:			\$0.00	\$0.00
External Co-Funding		(\$70,382.25)	(\$70,382.25)	(\$70,382.25)
Adjustment for exchange rates		(\$24,829.88)	(\$24,829.88)	(\$24,829.88)
Estimate for HST		(\$150,000.00)	(\$150,000.00)	(\$150,000.00)
Duplicate Invoice s.20(1)(d)		(\$6,080.86)	(\$6,080.86)	(\$6,080.86)
			\$0.00	0.00
			\$0.00	0.00
			\$0.00	0.00
			\$0.00	0.00
Total costs this claim	\$2,549,677.59	(\$251,292.99)	\$2,298,384.60	\$2,298,384.60

**B. Cumulative Claim Summary** **Sommaire des demandes de remboursement cumulatives**

Approved amounts per contract (including overrun)	2010	2011	2012	2013	Total
Montants approuvés pour chaque marche (y compris les dépassements de coûts) (a)	\$2,490,000.00	\$2,490,000.00	\$2,490,000.00	\$2,490,000.00	\$9,960,000.00

**Approved Costs - Coûts approuvés**

Current Claim					
Demande de remboursement courante	\$2,298,384.60	\$0.00	\$0.00	\$0.00	\$2,298,384.60
Previous Claim					\$0.00
Demandes de remboursement antérieures					\$0.00
Subtotal Total	\$2,298,384.60	\$0.00	\$0.00	\$0.00	\$2,298,384.60
Variance					
Ecart (a-b)	\$191,615.40	\$2,490,000.00	\$2,490,000.00	\$2,490,000.00	\$7,661,615.40

Reasons for variance if negative - Raison de l'écart s'il est négatif:

Other operating per PSF:

\$425,000 Personnel (maximum of \$425K per year)

\$200,000 Airfare

\$1,875 Visa expenses

\$50,000 Ground transportation

\$175,000 Hotel costs

\$135,000 Catering

\$225,000 Conference space

\$325,000 Consulting

\$100,000 GMF staff travel and accommodations

\$100,000 Technical services (computers, IT, Webmaster, etc)

\$425,000 Audio Visual and set design

\$40,000 Publications (Agenda, Participants' List, Program, etc)

\$40,000 Halifax Forum Papers

\$25,000 Branding Materials

\$25,000 Translation

\$10,000 Photographer

\$30,000 Supplies and Communication

**\$2,331,875 Sub-Total Expenses in USD**

**Inspection Review Report Problem Areas - SCHEDULE A-1**

**Project Summary**

**Applicant:** The German Marshall Fund of the United States  
**QA File ID:** 197160  
**GX Contract No:** 6034121 1  
**Payment Evaluation Officer:** Jo Ann Inness

**Description of Problem**

Claim for costs related to the 2010 International Security Forum. Some adjustments made for external funding contributions, exchange rates, duplicate invoice and an estimate of the HST.

No issues.

*OK MB*

**FROM CLAIM 1:**

- 4.3 annual review due by June 30th each year
- 4.4 direct labour costs not to exceed 425K per year
- 4.10 final claim for each year, due by January 31st
- 6.2 advance limited to 50% of costs, per year
- 8.1 confirmation of financing, MOU with DND on file
- 9.1 comprehensive plan required, on file with proposal - a/m satisfied with information provided
- client to provide monthly claims
- < right of set-off certificate required (copy of form sent to client) > n/a -> not an ICF Project. MB.
- incurred costs not yet paid must not exceed 50%
- on yearly final claim, apply fundraising costs to reduce the annual eligible costs claimed

**Items to be followed up at: (Next Payment)**

*A*

\* Meeting w, GMF (PVP), AcoA, NSBI, TcL, CFN was held on Feb. 16/11 to discuss 2010 Forum, plans for 2011, partnership networks, industry, etc.

*MB*

**Project Summary**

Applicant: The German Marshall Fund of the United States  
QA File ID: 197160  
GX Contract No: 6034121 1  
Payment Preliminary Review Officer: Jo Ann Inness

**Payment Checklist A**

	Ans	Ref
<b>I. GENERAL</b>		
Are the costs claimed consistent with those allowed as per the Statement of Work?	Yes	
Have prior claims been reviewed to ensure no costs have been claimed in duplicate on current claim?	Yes	
Are the required reports on file?	Yes	
Is there a Pre-Authorized Repayment (PAD) form on file?	N/A	
Were costs claimed at arms length?	Yes	
Are costs claimed on the schedules arithmetically correct?	Yes	
Has the Applicant submitted a detailed list of costs with signed claim (invoice #'s, dates and amounts)?	Yes	
Has the Applicant completed, signed, and dated the Certification portion at the bottom of the claim form?	Yes	
Has the project's HST/GST rebate status changed?	No	
Have financing conditions been met?	Yes	
Are the current Financial Statements on file? Has QAccess been updated with the latest info?	N/A	
Have equity requirements been met?	N/A	
Have you checked any outstanding items on previous claims (Schedule A-1)? Has a complete description of adjustments been recorded on the B-4 for use in the payment letter?	Yes	
Has cashflow been adjusted?	N/A	
Have you prepared a schedule A-1 or indicated any items to be followed up?	Yes	
Has the final payment certificate been submitted with the final claim? (Have cashflows and repayment schedules been adjusted?)	N/A	

**Comments, Special Conditions and Observations**

Account Manager : \_\_\_\_\_

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

Feb 17/10

**Project Summary**

**Applicant:** The German Marshall Fund of the United States  
**QA File ID:** 197160  
**GX Contract No:** 6034121 1  
**Payment Evaluation Officer:** Jo Ann Inness

**Payment Checklist B**

	<i>Ans</i>	<i>Ref</i>
<b>1. GENERAL:</b>		
Are you satisfied that all costs were incurred and contract commitments made after the receipt of the application by the department, and prior to the end of the control period/completion date?	Yes	
Have all significant changes from the original authorization received prior to approval?	N/A	
Are you satisfied the project is progressing as per the statement of work?	Yes	
Are you satisfied that assets are on-site (property titles transferred & adequate long term lease in place)	N/A	
Have all identified ineligible costs been deleted?	Yes	
Has there been any change in risk from the last assessment?	No	
If there has been a fixed asset disposition, transfer, or if the assets are no longer in use, are the appropriate adjustments reflected in this payment?	N/A	
Based on the Applicant's most recent financial statements, has equity been maintained?	N/A	
Is a subordination agreement required and, if so, is one on file?	N/A	
Is a CEAA report on file and client advised of all mitigations?	N/A	
Have all special conditions to the contract been met (financing, environment, other)?	Yes	
If a joint payee is required, is this indicated on the schedule A?	N/A	
Have any outstanding Audit issues been addressed?	N/A	

**Comments, Special Conditions and Observations**

Account Manager : \_\_\_\_\_

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

Feb 17/11

<b>Project Summary</b>		
<b>Applicant:</b>	<b>QA File ID:</b>	<b>Payment Evaluation Officer:</b>
The German Marshall Fund of the United States	197160	Jo Ann Inness
<b>GX Contract No:</b>		
6034121 1		

**Rationale:**

**Rationale:**

### Summary of Costs:

### Summary Of Advance:

<b>Outstanding Claimed Items</b>							
<i>Claim No.</i>	<i>Description</i>	<i>Supplier</i>	<i>Invoice Number</i>	<i>Invoice Date</i>	<i>Invoice Amount with HST/GST</i>	<i>HST/GST</i>	<i>Outstanding Invoice Amount with HST/GST</i>
3/1	Other operating				\$2,549,677.59	\$0.00	\$2,549,677.59
					<b>\$2,549,677.59</b>	<b>\$0.00</b>	<b>\$2,549,677.59</b>

Decision Items										
Claim No.	Category	Payment Item	Claim Cost	Adjustment	Eligible Costs	Invoice HST/GST	Eligible HST/GST	Assess Rate (%)	Payment Deferred	Object Code
3/1	Other (operating)	Other operating	\$2,549,677.59	\$0.00	\$2,549,677.59	\$0.00	\$0.00	100.000	\$2,549,677.59	No Other
3/1	Other (operating)	Other operating	\$0.00	-\$70,382.25	-\$70,382.25	\$0.00	\$0.00	100.000	-\$70,382.25	No Other
Adjustment to reduce costs by contributions from Co-Funders										
3/1	Other (operating)	Other operating	\$0.00	-\$24,829.88	-\$24,829.88	\$0.00	\$0.00	100.000	-\$24,829.88	No Other
Adjustment for exchange rates (CDN to USD to CDN)										
3/1	Other (operating)	Other operating	\$0.00	\$150,000.00	-\$150,000.00	\$0.00	\$0.00	100.000	-\$150,000.00	No Other
Adjustment for an estimate of HST										
3/1	Other (operating)	Other operating	\$0.00	-\$6,080.86	-\$6,080.86	\$0.00	\$0.00	100.000	-\$6,080.86	No Other
Duplicate cost (										
			\$2,549,677.59	-\$24,829.88	\$2,298,384.60	\$0.00	\$0.00		\$2,298,384.60	

#### Advance Items

Claim Number	Description
--------------	-------------

Supplier

## Month One

*Month Two*

**Month Three**

**Total**

SCHEDULE B-4

Record of Adjustments

Applicant's name	Project No.	QA File ID	Claim No.	GX Payment #
The German Marshall Fund of the United States	6034121 1	197160	3	6034121-1/003

Item and brief description	Claim No.	Deferred	Delete	Added	Deferred +
Adjustment to reduce costs by contributions from Co-Funders	3/1	\$0.00	-\$70,382.25	\$0.00	\$0.00
Adjustment for exchange rates (CDN to USD to CDN)	3/1	\$0.00	-\$24,829.88	\$0.00	\$0.00
Adjustment for an estimate of HST	3/1	\$0.00	-\$150,000.00	\$0.00	\$0.00
Duplicate cost s.20(1)(d)	3/1	\$0.00	-\$6,080.86	\$0.00	\$0.00
<b>Total</b>		<b>\$0.00</b>	<b>-\$251,292.99</b>	<b>\$0.00</b>	<b>\$0.00</b>

PREPARED BY	Date Feb 17/11
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POEMS - PRDD - Transcribe Client Disbursement Request

☒ Confirmed

Remove Save Exit

QA File ID: 157060 GX Contract No: 60341221 Payment Preliminary Review Officer: Jo Ann Inness

Description	Supplier	Invoice No	Invoice Date	Invoice Amount with HST/GST	HST/GST	Delete
Other operating				2,549,677.59	0.00	
				2,549,677.59	0.00	

Tuesday, February 01, 2011

Start 2 Microsoft Office Ou... [GX]GX Corporate System 4 Internet Explorer 7:59 AM Tuesday

Microsoft Excel - Outst... Document1 - Microsoft ... Correspondence Tracki...

### APPLICANT'S REQUEST FOR PAYMENT

Applicant Name: <u>German Marshall Fund</u>		Project No: <u>197160</u>		Claim No: <u>2-HF2010</u>	
Address: <u>1744 R Street, NW</u> <u>Washington, DC 20009</u>		Period Covered: From: <u>March 1, 2010</u> To: <u>Jan 28, 2011</u>			
Is this a New Address: Yes • <u>No •</u>		Final Request: Yes • <u>No •</u> If yes, a Final Payment Certificate must be attached.			
Do You have a HST/GST Registration Number? Yes • No • Number:		Contact Name: <u>Ken Crognale</u> Telephone No: <u>202-683-2615</u> Fax No: <u>202-265-1662</u>			
PLEASE REFER TO INSTRUCTIONS IN APPENDIX 3.					
Description of Costs	Name of Supplier	Invoice Number	Invoice Date	Invoice Amt. HST/GST included	HST/GST included in invoice
*Please see attached ledger*					
Total invoice amount of this page.				\$	
Total carried forward from other pages.				\$	
Total invoice amount.				\$	
Less the Total HST/GST included in the invoices.				\$	
Total Costs Claimed				\$	<u>2,549,677.59</u>

**CERTIFICATION (to be signed on final page)**  
I hereby certify to the following:

☒ **Yes \*** No \* that the assets claimed above are on site: (if no, please explain)

☒ **Yes \*** No \* that the above noted costs have been incurred and are eligible costs of the project.

☒ **Yes \*** No \* that all the requested information is accurate and complete.

☒ **Yes \*** No \* that the project is in compliance with all special and general conditions of the contract.

☒ **Yes \*** No \* that any contribution provided as a result of this claim will be applied directly and only to eligible project costs.

I hereby certify that \$ 2,549,677.59 has been paid to suppliers in respect of claimed eligible project costs, including this and all previous claims.

Applicant's Signature: [Signature] Date: Jan 31, 2011



German Marshall Fund of the United States  
Halifax International Security Forum Nov 2010

CAD 2,549,677.59

Cost Claimed per Detailed Ledger Report

Payments Rec'd from ACOA

CAD 1,131,900.00  
CAD 75,000.00

November 2010  
December 2010

CAD 1,206,900.00

Sub-Total Payments

CAD 1,342,777.59

External Co-Funding

(USD15,000 Nov 29, 2010)

(USD50,000 Nov 8, 2010)

(USD5,000 Nov 30, 2010)

CAD 15,303.00  
CAD 49,978.50  
CAD 5,100.75

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Total External Co-Funding

CAD 70,382.25

Net Payment owed from ACOA (less external co-funding)

CAD 1,272,395.34

Reviewed by:

  
Ken Crogna, CPA  
Chief Financial Officer

HALIFAX INTERNATIONAL SECURITY FORUM NOVEMBER 2010  
TOTAL COSTS - ALL INCLUSIVE LEDGER DETAIL (As of Jan 24, 2011)

CAD Avg 1/1c Rate = \$1.02

Date	Description	Reference	Category	USD	Total USD	CAD	Total CAD
31-Oct	Audite		Personnel	\$401,263.20	\$401,263.20	\$409,288.26	\$409,288.26
31-Oct	Audite	/JFK THE JFK/American Airlines Inc.	Audite	\$419.18		\$441.17	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$32.00		\$32.64	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$32.00		\$32.64	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$42.70		\$42.84	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$42.00		\$42.84	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$1,000.00		\$1,020.00	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$42.00		\$42.84	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$1,388.50		\$1,416.37	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$32.00		\$32.64	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$32.00		\$32.64	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$925.70		\$944.21	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$1,133.20		\$1,146.17	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$32.00		\$32.64	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$1,244.30		\$1,271.12	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$878.28		\$893.85	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$32.00		\$32.64	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$823.90		\$842.42	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$32.00		\$32.64	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$1,863.13		\$1,879.19	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$1,020.10		\$1,040.52	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$32.00		\$32.64	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$861.40		\$882.63	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$42.00		\$42.84	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$494.30		\$504.19	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$468.68		\$478.05	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$132.76		\$135.42	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$15,685.52		\$17,192.21	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$4,936.98		\$5,035.22	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$16,531.10		\$16,861.22	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$28,071.50		\$28,632.93	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$20,660.80		\$21,074.02	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$5,000.00		\$5,100.00	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$486.90		\$496.64	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$42.00		\$42.84	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$42.00		\$42.84	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$675.27		\$689.29	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$42.00		\$42.84	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$563.10		\$574.36	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$42.00		\$42.84	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$630.01		\$642.63	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$42.00		\$42.84	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$1,133.23		\$1,155.89	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$32.00		\$32.64	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$269.70		\$275.29	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$32.00		\$32.64	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$1,041.90		\$1,063.74	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$42.00		\$42.84	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$1,181.70		\$1,205.13	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$32.00		\$32.64	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$1,108.50		\$1,132.67	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$42.00		\$42.84	
31-Oct	Audite	HALIFAX 2010 Y1Z THE Y1Z/Air Canada	Audite	\$1,515.80		\$1,546.12	

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1	01-Oct	Airline	\$	\$87,373.00
2	01-Oct	Airline	\$	\$57,530.00
3	01-Oct	Airline	\$	\$42.00
4	01-Oct	Airline	\$	\$42.00
5	01-Oct	Airline	\$	\$32.00
6	01-Oct	Airline	\$	\$2,762.20
7	01-Oct	Airline	\$	\$2,437.72
8	01-Oct	Airline	\$	\$32.64
9	01-Oct	Airline	\$	\$1,462.07
10	01-Oct	Airline	\$	\$1,312.08
11	01-Oct	Airline	\$	\$28.84
12	01-Oct	Airline	\$	\$1,473.08
13	01-Oct	Airline	\$	\$1,349.66
14	01-Oct	Airline	\$	\$42.84
15	01-Oct	Airline	\$	\$1,357.42
16	01-Oct	Airline	\$	\$32.64
17	01-Oct	Airline	\$	\$32.64
18	01-Oct	Airline	\$	\$1,497.36
19	01-Oct	Airline	\$	\$1,668.82
20	01-Oct	Airline	\$	\$42.84
21	01-Oct	Airline	\$	\$42.84
22	01-Oct	Airline	\$	\$481.28
23	01-Oct	Airline	\$	\$26,393.21
24	01-Oct	Airline	\$	\$33.42
25	01-Oct	Airline	\$	\$13,813.86
26	01-Oct	Airline	\$	\$55.81
27	01-Oct	Airline	\$	\$1,020.00
28	01-Oct	Airline	\$	\$4,135.90
29	01-Oct	Airline	\$	\$3,552.93
30	01-Oct	Airline	\$	\$1,632.00
31	01-Oct	Airline	\$	\$42.84
32	01-Oct	Airline	\$	\$470.73
33	01-Oct	Airline	\$	\$461.55
34	01-Oct	Airline	\$	\$42.84
35	01-Oct	Airline	\$	\$977.06
36	01-Oct	Airline	\$	\$42.84
37	01-Oct	Airline	\$	\$70.00
38	01-Oct	Airline	\$	\$32.64
39	01-Oct	Airline	\$	\$801.15
40	01-Oct	Airline	\$	\$3,513.90
41	01-Oct	Airline	\$	\$1,504.44
42	01-Oct	Airline	\$	\$2,398.51
43	01-Oct	Airline	\$	\$277.60
44	01-Oct	Airline	\$	\$291.76
45	01-Oct	Airline	\$	\$1,407.60
46	01-Oct	Airline	\$	\$4,823.86
47	01-Oct	Airline	\$	\$1,643.66
48	01-Oct	Airline	\$	\$344.92
49	01-Oct	Airline	\$	\$92.65
50	01-Oct	Airline	\$	\$262.45
51	01-Oct	Airline	\$	\$1,118.56
52	01-Oct	Airline	\$	\$152.27
53	01-Oct	Airline	\$	\$7,247.57
54	01-Oct	Airline	\$	\$2,678.60
55	01-Oct	Airline	\$	\$1,079.76
56	01-Oct	Airline	\$	\$74.20
57	01-Oct	Airline	\$	\$8,465.11
58	01-Oct	Airline	\$	\$39.16
59	01-Oct	Airline	\$	\$1,500.00
60	01-Oct	Airline	\$	\$3,083.00
61	01-Oct	Airline	\$	\$42.85
62	01-Oct	Airline	\$	\$121.38
63	01-Oct	Airline	\$	\$11.33
64	01-Oct	Airline	\$	\$16.20

1	01-Oct	Airline	\$	\$57,530.00
2	01-Oct	Airline	\$	\$42.00
3	01-Oct	Airline	\$	\$42.00
4	01-Oct	Airline	\$	\$32.00
5	01-Oct	Airline	\$	\$2,762.20
6	01-Oct	Airline	\$	\$2,437.72
7	01-Oct	Airline	\$	\$32.64
8	01-Oct	Airline	\$	\$1,462.07
9	01-Oct	Airline	\$	\$1,312.08
10	01-Oct	Airline	\$	\$28.84
11	01-Oct	Airline	\$	\$1,473.08
12	01-Oct	Airline	\$	\$1,349.66
13	01-Oct	Airline	\$	\$42.84
14	01-Oct	Airline	\$	\$1,357.42
15	01-Oct	Airline	\$	\$32.64
16	01-Oct	Airline	\$	\$32.64
17	01-Oct	Airline	\$	\$1,497.36
18	01-Oct	Airline	\$	\$1,668.82
19	01-Oct	Airline	\$	\$42.84
20	01-Oct	Airline	\$	\$42.84
21	01-Oct	Airline	\$	\$481.28
22	01-Oct	Airline	\$	\$26,393.21
23	01-Oct	Airline	\$	\$33.42
24	01-Oct	Airline	\$	\$13,813.86
25	01-Oct	Airline	\$	\$55.81
26	01-Oct	Airline	\$	\$1,020.00
27	01-Oct	Airline	\$	\$4,135.90
28	01-Oct	Airline	\$	\$3,552.93
29	01-Oct	Airline	\$	\$1,632.00
30	01-Oct	Airline	\$	\$42.8



[illegible]









31-Oct	Menk	EUMK/BL CC: snack at RMA airport/1by	GNP staff travel and accommodations	\$ 9.01	\$ 9.19
31-Oct	Menk	CAO4131/BL CC: Dinner meeting attended by	GNP staff travel and accommodations	\$445.15	\$ 494.25
31-Oct	Menk	CAO4131/BL CC: Dinner / GMP Chawo	GNP staff travel and accommodations	\$52.97	\$ 51.99
31-Oct	Menk	CAO4131/BL CC: Dinner / GMP Chawo	GNP staff travel and accommodations	\$45.01	\$ 45.91
31-Nov	Head Changes	Belgrade Office/Staff: New US Delegation Lodging & Meals	GNP staff travel and accommodations	\$72.22	\$ 73.6
31-Nov	Head Changes	EUMK/BL/Head/STAFF NON US DEST LODG AND MEALS/480 m	GNP staff travel and accommodations	\$9.38	\$ 9.57
31-Nov	Head Changes	EUMK/BL/Head/STAFF NON US DEST LODG AND MEALS/480 m	GNP staff travel and accommodations	\$74.49	\$ 24.98
31-Nov	Head Changes	EUMK/BL/Head/STAFF NON US DEST LODG AND MEALS/480 m	GNP staff travel and accommodations	\$6.46	\$ 6.59
31-Nov	Menk	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$30.13	\$ 32.21
31-Nov	Menk	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$8.34	\$ 8.51
31-Nov	Menk	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$49.91	\$ 50.91
31-Nov	Menk	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$30.45	\$ 31.47
31-Nov	Menk	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$80.11	\$ 82.73
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$140.77	\$ 141.59
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$13.68	\$ 13.85
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$27.65	\$ 10.83
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$9.79	\$ 27.99
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$41.12	\$ 45.02
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$59.40	\$ 60.99
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$5.13	\$ 5.54
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$9.71	\$ 9.90
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$44.96	\$ 43.86
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$22.31	\$ 22.26
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$9.27	\$ 9.46
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$20.79	\$ 21.21
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$120.56	\$ 171.97
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$53.17	\$ 41.83
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$8.56	\$ 8.73
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$1,291.21	\$ 3,356.83
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$16.57	\$ 16.82
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$7.91	\$ 8.07
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$12.71	\$ 12.96
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$7.94	\$ 8.10
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$4.32	\$ 4.41
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$21.32	\$ 21.95
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$21.15	\$ 21.57
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$20.07	\$ 20.47
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$14.95	\$ 15.25
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$50.94	\$ 51.96
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$8.02	\$ 8.18
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$29.96	\$ 32.56
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$5.24	\$ 5.14
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$10.10	\$ 10.30
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$5.86	\$ 5.99
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$8.86	\$ 9.04
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$29.57	\$ 30.16
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$241.99	\$ 244.83
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$12.84	\$ 13.10
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$7.23	\$ 7.37
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$442.28	\$ 451.13
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$11.39	\$ 11.62
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$10.16	\$ 10.36
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$5.68	\$ 5.79
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$95.33	\$ 87.04
31-Nov	Head Changes	CAO4131/BL CC: Breakfast on route to Haldia/Trinity House	GNP staff travel and accommodations	\$5.96	\$ 6.08





30-Sep Meals	CGI14.47 Breakfast at Halifax airport on day of departure. /Hwy 1040 Halifax Airport	\$18.86	CGMF staff travel and accommodations	\$	18.86
30-Sep Meals	USD11.30 delayed flight byway lunch in New York airport /Newark Intl Airport	\$11.30	CGMF staff travel and accommodations	\$	11.30
30-Sep Hotel Charges	CGD17.7883 Halifax /Atlantic North Station	\$7.89	CGMF staff travel and accommodations	\$	8.05
30-Sep Meals	USD59 Breakfast while in Halifax Subway 0355-14	\$5.20	CGMF staff travel and accommodations	\$	5.10
30-Sep Hotel Charges	CGD16.360 Lunch with in Halifax Private News Section	\$87.45	CGMF staff travel and accommodations	\$	89.22
30-Sep Hotel Charges	CGD15.30 Breakfast at Halifax Western News Section Hotel	\$10.34	CGMF staff travel and accommodations	\$	10.55
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$81.80	CGMF staff travel and accommodations	\$	83.44
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$19.28	CGMF staff travel and accommodations	\$	19.46
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$94.89	CGMF staff travel and accommodations	\$	96.79
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$67.11	CGMF staff travel and accommodations	\$	68.45
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$42.92	CGMF staff travel and accommodations	\$	42.92
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$17.98	CGMF staff travel and accommodations	\$	18.34
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$47.45	CGMF staff travel and accommodations	\$	48.40
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$62.86	CGMF staff travel and accommodations	\$	64.12
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$89.81	CGMF staff travel and accommodations	\$	91.61
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$18.25	CGMF staff travel and accommodations	\$	18.62
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$102.14	CGMF staff travel and accommodations	\$	102.14
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$65.77	CGMF staff travel and accommodations	\$	67.09
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$274.34	CGMF staff travel and accommodations	\$	279.83
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$10.15	CGMF staff travel and accommodations	\$	10.35
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$81.21	CGMF staff travel and accommodations	\$	82.83
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$145.23	CGMF staff travel and accommodations	\$	148.13
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$103.68	CGMF staff travel and accommodations	\$	105.75
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$2.80	CGMF staff travel and accommodations	\$	2.86
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$56.04	CGMF staff travel and accommodations	\$	57.16
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$39.42	CGMF staff travel and accommodations	\$	40.21
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$2.52	CGMF staff travel and accommodations	\$	2.55
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$70.00	CGMF staff travel and accommodations	\$	71.40
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$8.36	CGMF staff travel and accommodations	\$	8.53
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$21.00	CGMF staff travel and accommodations	\$	21.42
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$8.87	CGMF staff travel and accommodations	\$	9.25
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$55.32	CGMF staff travel and accommodations	\$	56.43
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$215.54	CGMF staff travel and accommodations	\$	219.85
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$1,362.94	CGMF staff travel and accommodations	\$	1,390.20
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$20.81	CGMF staff travel and accommodations	\$	21.23
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$129.43	CGMF staff travel and accommodations	\$	132.02
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$33.19	CGMF staff travel and accommodations	\$	33.85
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$1.67	CGMF staff travel and accommodations	\$	1.70
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$519.89	CGMF staff travel and accommodations	\$	530.29
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$28.63	CGMF staff travel and accommodations	\$	29.20
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$44.69	CGMF staff travel and accommodations	\$	45.58
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$35.74	CGMF staff travel and accommodations	\$	36.45
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$34.15	CGMF staff travel and accommodations	\$	34.83
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$94.92	CGMF staff travel and accommodations	\$	96.87
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$390.76	CGMF staff travel and accommodations	\$	398.58
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$62.47	CGMF staff travel and accommodations	\$	63.72
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$58.22	CGMF staff travel and accommodations	\$	59.38
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$29.11	CGMF staff travel and accommodations	\$	29.69
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$65.89	CGMF staff travel and accommodations	\$	67.21
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$29.22	CGMF staff travel and accommodations	\$	29.80
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$58.24	CGMF staff travel and accommodations	\$	59.40
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$27.71	CGMF staff travel and accommodations	\$	28.26
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$27.00	CGMF staff travel and accommodations	\$	27.54
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$32.93	CGMF staff travel and accommodations	\$	33.59
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$248.59	CGMF staff travel and accommodations	\$	253.56
30-Sep Hotel Charges	CGD15.37 Breakfast at Halifax Western News Section Hotel	\$52.07	CGMF staff travel and accommodations	\$	53.11







22-Dec	Honoring	EUR23444/Hallux Forum 2016 Product	HIST Papers	\$1,971.60	USD 17,421.40	\$ 201.03	CAD 17,974.03
22-Dec	Consulting	Int'l 9411, Chapter accepted by	HIST Papers	\$3,562.00		\$ 753.34	
19-Oct	Hotel Charges	Weslin News Socn, CAD2500.00 - HALF AX FORUM	Hotel costs/Conference Space	\$4,562.10		\$ 907.27	26
13-Jan	Hotel Charges	Weslin News Socn, CAD21,345.91 - HF2010	Hotel costs/Conference Space	\$57,571.00	USD 606,496.67	\$ 28.00	CAD 612,566.61
22-Jan	Hotel costs	Weslin News Socn	Phone/copier	\$22,157	USD 230.00	\$ 535.00	CAD 535.00
12-Jan	Photography	Hallux forum 2010	Publications	\$75.00		\$ 76.50	
30-Nov	Publications/Printing	CAD200/Printing of conference materials	Publications	\$2,844.44		\$ 263.81	
14-Jan	Publications/Printing	CAD200/Printing of conference materials for Hallux Forum/The Printing House (Pine)	Publications	\$7,083.32		\$ 727.03	
18-Jan	Publications/Printing	ADVOCATE PRINTING & CAD1994.12	Publications	\$1,945.10	USD 28,967.56	\$ 2,197.00	CAD 29,546.91
31-May	Telephone	PRESERVE GLOBAL SERV 5/31/10 DNY - MAY 10 SERVICES	Supplies and communications	\$20.07		\$ 21.27	
12-Aug	Telephone	PRESERVE GLOBAL SERV 7/11/10 DNY - JULY 10 SVCS	Supplies and communications	\$755.70		\$ 811.61	
31-Aug	Telephone	GMP June-August 10 Supplies Allocation (P01)	Supplies and communications	\$182.16		\$ 185.80	
13-Sep	Telephone	PRESERVE GLOBAL SERV 8/11/10 DNY - AUGUST 10 SVCS	Supplies and communications	\$765.20		\$ 780.50	
30-Sep	Telephone	GMP September 10 Supplies Allocation (P01)	Supplies and communications	\$78.87		\$ 80.45	
8-Oct	Telephone	REV-AD/PRESERVE GLOBAL SERVICES-66213041	Supplies and communications	\$863.34		\$ 886.71	
31-Oct	Telephone	EUR603/TELEPHONE (LAND LINE, MOBILE)/HALLUX FORUM	Supplies and communications	\$833.81		\$ 850.49	
31-Oct	Telephone	GMP October 10 Supplies Allocation (P01)	Supplies and communications	\$1,202.29		\$ 1,220.00	
15-Nov	Telephone	PRESERVE GLOBAL SERV 10/11/10 DNY - OCT 10 SERVICES	Supplies and communications	\$1,269.64		\$ 1,295.20	
30-Nov	Computer/Cable	Allysh/CAD2068/Allysh track/Superior Hallux Sh	Supplies and communications	\$20.66		\$ 21.27	
30-Nov	Computer/Cable	LibRARY/CAD1837/Electic adapter, EU North America for laptop /Pecally Flux Glt	Supplies and communications	\$18.12		\$ 18.48	
30-Nov	Telephone	EUR634/CITISNAK/TELEPHONE (LAND LINE, MOBILE)/MBO na	Supplies and communications	\$2,132.17		\$ 2,174.81	
30-Nov	Telephone	GMP November 10 Supplies Allocation (P01)	Supplies and communications	\$134.33		\$ 137.02	
21-Dec	Telephone	PRESERVE GLOB AL SERV 11/10/10 DNY - NOV 10 SERVICES	Supplies and communications	\$257.22		\$ 262.36	
30-Sep	Computer/Cable	GMP June-August 10 Supplies Allocation (P01)	Supplies and communications	\$71.14		\$ 72.36	
30-Sep	Computer/Cable	GMP September 10 Supplies Allocation (P01)	Supplies and communications	\$9.50		\$ 9.69	
31-Oct	Computer/Cable	GMP October 10 Supplies Allocation (P01)	Supplies and communications	\$2,266		\$ 2,311	
30-Nov	Computer/Cable	GMP November 10 Supplies Allocation (P01)	Supplies and communications	\$405.89		\$ 414.01	
30-Sep	Office	GMP June-August 10 Supplies Allocation (P01)	Supplies and communications	\$123.36		\$ 125.83	
31-Oct	Office	GMP September 10 Supplies Allocation (P01)	Supplies and communications	\$17.62		\$ 18.03	
30-Nov	Office	GMP October 10 Supplies Allocation (P01)	Supplies and communications	\$17.38		\$ 17.83	
30-Nov	Office	GMP November 10 Supplies Allocation (P01)	Supplies and communications	\$32.85		\$ 33.51	
30-Nov	Office	CAD1332/RL CC - wooden table for jewelry setting (Jagor/Perency Hallux	Supplies and communications	\$68.21		\$ 69.57	
30-Nov	Office	CAD1332/RL CC - wooden table for jewelry setting (Jagor/Perency Hallux	Supplies and communications	\$121.21		\$ 123.63	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$84.37		\$ 86.06	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$21.75		\$ 22.39	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 29	Supplies and communications	\$79.45		\$ 81.44	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$82.53		\$ 84.62	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$11.12		\$ 11.38	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$83.15		\$ 85.85	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$40.18		\$ 41.38	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$6.69		\$ 6.79	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$25.29		\$ 25.88	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$42.70		\$ 43.76	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$35.73		\$ 36.44	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$17.13		\$ 17.47	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$11.18		\$ 11.40	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$2.06		\$ 2.14	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$16.13		\$ 16.45	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$1.28		\$ 1.31	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$21.60		\$ 22.03	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$3.94		\$ 4.02	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$241.34		\$ 246.17	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$6.72		\$ 6.84	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$9.72		\$ 10.04	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$7.14		\$ 7.26	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$109.60		\$ 111.79	
30-Nov	Office	CAD1332/RL CC - office supplies (HIST/Supplies Store # 148	Supplies and communications	\$48.47		\$ 49.44	

s.19(1)



31-Aug Subscriptions	GNF June-August 10 Supplier Allocation (P01)	Supplies and communications	\$33.40	\$	34.07
31-Oct Subscriptions	GNF October 10 Supplier Allocation (P01)	Supplies and communications	\$28.74	\$	29.31
30-Nov Subscriptions	GNF November 10 Supplier Allocation (P01)	Supplies and communications	\$51.00	\$	51.04
31-Aug Storage/Equipments	GNF June-August 10 Supplier Allocation (P01)	Supplies and communications	\$43.32	\$	43.37
30-Sep Storage/Equipments	GNF September 10 Supplier Allocation (P01)	Supplies and communications	\$15.62	\$	15.93
31-Oct Storage/Equipments	GNF October 10 Supplier Allocation (P01)	Supplies and communications	\$12.63	\$	12.88
31-Aug Storage/Equipments	GNF June-August 10 Supplier Allocation (P01)	Supplies and communications	\$11.62	\$	11.85
30-Sep Storage/Equipments	GNF September 10 Supplier Allocation (P01)	Supplies and communications	\$7.28	\$	7.22
31-Oct Storage/Equipments	GNF October 10 Supplier Allocation (P01)	Supplies and communications	\$2.82	\$	2.67
30-Nov Storage/Equipments	GNF November 10 Supplier Allocation (P01)	Supplies and communications	\$195.17	\$	2.84
31-Aug Leasing	GNF June-August 10 Supplier Allocation (P01)	Supplies and communications	\$114.10	\$	116.38
30-Sep Leasing	GNF September 10 Supplier Allocation (P01)	Supplies and communications	\$133.67	\$	136.34
31-Oct Leasing	GNF October 10 Supplier Allocation (P01)	Supplies and communications	\$139.85	\$	142.65
30-Nov Leasing	GNF November 10 Supplier Allocation (P01)	Supplies and communications	\$33.91	\$	34.59
31-Aug Computer/Cable	GNF June-August 10 Supplier Allocation (P01)	Supplies and communications	\$16.96	\$	17.30
30-Sep Computer/Cable	GNF September 10 Supplier Allocation (P01)	Supplies and communications	\$125.00	\$	127.50
31-Oct Computer/Cable	GNF October 10 Supplier Allocation (P01)	Supplies and communications	\$67.98	\$	69.34
30-Nov Computer/Cable	GNF November 10 Supplier Allocation (P01)	Supplies and communications	\$102.79	\$	104.85
30-Nov Telephone	/USD135/10per phone out minutes for volunteers to make calls for Haiti/Stage	Supplies and communications	\$60.00	\$	61.20
30-Nov Telephone	/CAD103.5/10per mobile calling minutes for mobile phones/Supervisor Haiti 5th	Supplies and communications	\$86.15	\$	87.87
30-Nov Telephone	/USD102/10per mobile calling minutes for 10per out calls for Haiti/Stage	Supplies and communications	\$114.86	\$	117.16
30-Nov Telephone	/CAD106.35/10per mobile calling minutes/Supervisor Haiti 5th	Supplies and communications	\$101.11	\$	104.31
30-Nov Telephone	/CAD115/10per mobile calling minutes/Haiti 1st Supervisor #	Supplies and communications	\$159.06	\$	162.24
31-Dec Telephone	GNF December 10 Supplier Allocation (P01)	Supplies and communications	\$22.44	\$	22.89
31-Dec Computer/Cable	11533/office mobile	Supplies and communications	\$42.71	\$	43.56
31-Dec Office	GNF December 10 Supplier Allocation (P01)	Supplies and communications	\$30.17	\$	30.77
31-Dec Postage/Shipping	GNF December 10 Supplier Allocation (P01)	Supplies and communications	\$7.32	\$	7.47
31-Dec Publications/Printing	GNF December 10 Supplier Allocation (P01)	Supplies and communications	\$11.43	\$	11.66
31-Dec Postage/Shipping	USD13/10per printing of phone for Haiti Forum	Supplies and communications	\$18.43	\$	18.82
31-Dec Subscriptions	GNF December 10 Supplier Allocation (P01)	Supplies and communications	\$152.71	\$	155.76
31-Dec Equipment Rental	GNF December 10 Supplier Allocation (P01)	Supplies and communications	\$11.45	\$	11.68
31-Dec Leasing	GNF December 10 Supplier Allocation (P01)	Supplies and communications	\$5.53	\$	5.64
30-Nov Postage/Shipping	NOVEMBER 2010 REPLENISHMENT	Supplies and communications	\$150.52	\$	153.53
30-Dec Publications/Printing	DECEMBER 2010 REPLENISHMENT	Supplies and communications	\$29.71	\$	30.30
31-Aug CREDIT	GNF June-August 10 Supplier Allocation (P01)	Supplies and communications	\$27.46	\$	28.01
30-Sep Airfare	GNF September 10 Supplier Allocation (P01)	Supplies and communications	\$99.88	\$	101.88
30-Nov Travel Expenses	/CAD102/BL CC - withdrawn from the bank in cash money to pay various volunteer expenses/World	Supplies and communications	\$34.45	\$	35.14
31-Dec Travel agent fee	/CAD14.5/BL CC - 10per for volunteers to help Haiti/Neary Ltd	Supplies and communications	\$91.13	\$	92.95
27-Aug Travel Expenses	GNF December 10 Supplier Allocation (P01)	Supplies and communications	\$30.00	\$	30.60
1-Dec Travel Expenses	AUG. 10 REPLENISHMENT	Supplies and communications	\$34.95	USD 13,479.80	35.65 CAD
27-Aug Website	DECEMBER 10 REPLENISHMENT	Technical services	\$9,200.00	\$	9,180.00
1-Dec Website	Haitian Forum Website Development	Technical services	\$4,821.00	\$	4,917.42
24-Jan Website	FEDERAL NEWS SERVICE-11/22/10/EN - 10/20 DISCOUNT	Technical services	\$10,200.00	\$	10,200.00
30-Apr Website	2010 Website Revamp and Site maintenance	Technical services	\$59.95	\$	61.15
30-Apr Website	USD1915/Website template for Haiti Forum/Jan Con/January 8	Technical services	\$64.00	\$	65.28
30-Apr Website	USD104/Website Template for Haiti Forum/Google Template/Help	Technical services	\$26.89	\$	27.43
30-Nov Computer/Cable	USD104/Website Template for Haiti Forum/Google Template/Help	Technical services	\$34.45	\$	35.14
30-Nov Computer/Cable	CAD104/Website Template for Haiti Forum/Google Template/Help	Technical services	\$803.76	\$	819.84
21-Dec Computer/Cable	CAD104/Website Template for Haiti Forum/Google Template/Help	Technical services	\$299.90	\$	305.90
31-Dec Office	USD104/Website Template for Haiti Forum/Google Template/Help	Technical services	\$299.90	\$	305.90
31-Dec Office	USD104/Website Template for Haiti Forum/Google Template/Help	Technical services	\$19.99	\$	20.39
31-Dec Office	USD104/Website Template for Haiti Forum/Google Template/Help	Technical services	\$279.91	\$	285.51
30-Nov Computer/Cable	USD104/Website Template for Haiti Forum/Google Template/Help	Technical services	\$199.20	\$	202.98
31-Dec Publications/Printing	USD104/Website Template for Haiti Forum/Google Template/Help	Technical services	\$323.28	\$	329.54
31-Dec Non-specialized Software	USD104/Website Template for Haiti Forum/Google Template/Help	Technical services	\$170.00	USD 26,675.83	175.40 CAD
31-Dec Translation	Transport/Travel/Haitian Forum/translation of material	Translation	\$15,118.98	USD 15,118.98	15,720.36 CAD

s.19(1)

31-Oct Travel Fee	EUR57/Buchanan/Candidat visa for		Visa expected	\$79.21	\$	80.79
31-Oct Travel Fee	TRINICK/Arabian Office/Visa for for	Holder 2010	Visa expenses	\$154.89	\$	157.99
31-Oct Travel Fee	ROZICZ/Buchanan/visa photo for Canadian Embassy		Visa expenses	\$65.15	\$	66.45
31-Oct Travel Fee	EUR57/Buchanan/Candidat visa for		Visa expected	\$79.21	USD 178.46	\$ 82.79 CAD 186.03
				\$2,497,683.91	\$2,549,677.59	CAD 2,549,677.59

S.19(1)

Reviewed by   
Ken Cognate  
Chief Financial Officer

PC PROD Transcribe Client Advance Request - Soraya Liscano - Windows Internet Explorer provided by ACOA-APECA

Completed

Project Summary

Applicant: The German Marshall Fund of the United States

QA File ID: 197160

GX Contract No: 6034121 1

Payment Preliminary Review Officer: Soraya Liscano

Advance

Line	Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month 3	Total Amount	Delete
1	Other Operating	various	0.00	75,000.00	0.00	75,000.00	<input checked="" type="checkbox"/>
						75,000.00	

Add New Item

Done

Local Intranet

100%

Start

Inbox - Microsoft

3 Internet Explo.

Tracking report 2

Martin Braganza

3:53 PM

Project No.: 197160

2010/12/13

The German Marshall Fund of the United States  
1744 R Street, NW  
Washington, DC  
20009

Attention: Mr. Mike Geiger

Dear Mr. Geiger:

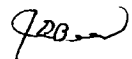
**Re: Approval for Request for Payment**

We are pleased to advise that approval has been given by this Agency for the disbursement of \$75,000.00 which represents payment number 02 of a Contribution under the Business Development Program. Accordingly, we have requisitioned a payment from Public Works and Government Services Canada, and you may expect to receive this in the immediate future by cheque. The method of calculating the amount of payment and approved costs is shown in the attached Annex 1.

It is a condition of accepting this payment that you agree to fulfill the terms and conditions set out in the Letter of Offer, the Agreement and the declaration made in the application. It is also a condition of the contract that you will retain all invoices, cancelled cheques and records pertaining to this project to be made available in the event that this project is chosen for a comprehensive audit.

If further information is required or if your payment is not received promptly, please contact the undersigned at (800) 565-1228, (902) 426-9108 or via e-mail at martin.braganza@acoa-apeca.gc.ca.

Yours truly,

  
✓ Martin Braganza  
Account Manager  
Nova Scotia

Attachment

*The German Marshall Fund of the United States*

Project # 197160

**Detailed Calculation of Payment #02**

Costs Claimed	\$0.00
Adjustment Amount	\$0.00
<b>Claim Approved Costs</b>	<b>\$0.00</b>
Gross Approved Costs	\$0.00
.000% of \$0.00	\$0.00
Less: Holdback	\$0.00
Advance Settlement	\$0.00
Plus: Advance	\$75,000.00
<b>Approved Payment</b>	<b>\$75,000.00</b>
Plus: Prior Payments	<u>\$1,131,900.00</u>
<b>Total Assistance Paid to Date</b>	<b><u>\$1,206,900.00</u></b>

**Note:** If an advance has been issued, please refer to the *Advance Payment* clause outlined in our Letter of Offer.



Atlantic Canada  
Opportunities  
Agency

Agence de  
promotion économique  
du Canada atlantique

APPENDIX 2

CLAIM FOR AN ADVANCE PAYMENT

Applicant Name: German Marshall Fund Project No.: 197160  
Address: 1744 R Street NW, Washington, DC 20009 Claim No.: 1-HF2010  
Contact Name: Mike Geiger Telephone No: 202-683-2650  
FAX No: 202-245-1662

PLEASE REFER TO THE INSTRUCTIONS IN APPENDIX 1.

Forecasted Cash Requirements

Period Covered From Nov 1, 2010 to Dec 31, 2010 (Maximum 3 Months)

Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month 3	Total Amount
Personnel	GMF	100,000	25,000		125,000
Airfare	Air Canada	51,900			51,900
	CWT	65,000			65,000
Hotel	Westin	150,000			150,000
Conference space	Westin	175,000			175,000
Catering	Westin	75,000			75,000
AV/Setup/Design		405,000			405,000
Consulting		50,000	50,000		100,000
Ground transport		40,000			40,000
Publications		20,000			20,000
TOTALS		1,131,900	75,000		1,206,900

I hereby certify that the above noted costs are eligible costs of the project, and that the forecasted amounts and payment dates are accurate and complete. I confirm that the requested funds are required to enable the project to be satisfactorily completed and I agree that any contribution provided as a result of this claim will be applied directly and only to the eligible costs of the project.

1,206,900 < 50% limited to monthly.

Nov: 1,131,900 ✓

Dec: 75,000 ✓

ACOA 202 (01/31/2000)

milg 11/1/10  
Applicant's Signature Date

Canada



Invoice: 6034121-1/002    Paid On Req #: C012209    Status: Approved    Apply

Header										Details	
Line #	Commitment	All	Act	Rsp	Obj	Pro	Class	Line Amount			
GCA	6034121 1	210	A18	650	1102	620	511792	75,000.00			

Line #	Description	Pre-tax Amount	Invoice Total
GCA	Advance	75000.00	75,000.00
	Holdback Amount	0.00	Total for all lines
			75,000.00

Commodity

Commitment	Detail	Project	All	Act	Rsp	Obj	Pro	Class
6034121 1	A	6034121	210	A18	650	1102	620	511792

Final Close    Claim Amounts

Line Amount    75,000.00



Recommendation Document - SCHEDULE A

Business Development Program

Sub-Program	GX Contract No.	QA File ID	Client ID	Supplier Code	Fiscal Year
620	6034121-1	197160	34418	G08316	2011

IDENTIFICATION

Payee (and joint payee, if applicable):			
Name(s):	THE GERMAN MARSHALL FUND OF THE UNITED STATE	Principal in Arrears:	0.00
Address:	1744 R Street, NW, Washington, DC, 20009	Interest Due:	0.00
Attention:	Mike Geiger	Charges Due:	0.00

PROJECT DESCRIPTION AND AUTHORIZATION ASSISTANCE

Major Act: Business Support (2)	Offer Accepted: 2010/08/18		Project Start Date:		
Location of Project Municipality, Province-Territory Washington District of Columbia			Est. End Date: 2014/03/31		
Type of Assistance: B - Non-Repayable	Last Financial Statement Date:				
Payment Type: Cheque	Authorized Rate	% X	Eligible Costs	=	Total Authorized Assistance
Email Notification (GX):	100.000	% X	9,960,000.00	=	9,960,000.00
					9,960,000.00

DEPARTMENT CASH FORECAST

Fiscal Year	2010/2011	2011/2012	2012/2013	2013/2014	Future Years
Committed	2,490,000.00	2,490,000.00	2,490,000.00	2,490,000.00	0.00
Expended	1,131,900.00	0.00			

Modified 2010/08/06 by Jacqueline Deveau

COSTS APPROVED

Cost Summary	TOTAL PRIOR CLAIMS			THIS CLAIM	TOTAL TO LATEST PERIOD END: 2010/12/31
	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)		
Costs Claimed	0.00	0.00	0.00	0.00	0.00
Adjustments/Deferrals/Deferral+	0.00	0.00	0.00	0.00	0.00
Eligible Costs Approved	0.00	0.00	0.00	0.00	0.00

PAYMENT CALCULATION

Approved Assistance:	\$0.00	
Less Applicable Holdback (0%):	\$0.00	Available Holdback: \$0.00
Assistance Payable:	\$0.00	
Outstanding Advances:	\$1,131,900.00	
Advance Settlement:	\$0.00	Unsettled Outstanding Advances: \$1,131,900.00
Amount Owning:	\$0.00	<i>and disbursement</i>
New Advance:	\$75,000.00	Unsettled Outstanding Advances: \$1,206,900.00
Release Holdback:	\$0.00	Available Holdback: \$0.00
PAYE Payout:	\$0.00	Outstanding PAYE: \$0.00
Current Payment:	\$75,000.00	
Disbursed (Net) before current payment:	\$1,131,900.00	
Disbursed (Net) after current payment:	\$1,206,900.00	

Period Covered From: 2010/12/01  
Period Covered To: 2010/12/31

0) Deferred:	0.00
1) Deletion:	0.00
2) Addition:	0.00
3) Deferred+:	0.00
Total:	0.00

Claim No: 2  
Claim Type: Progress (P)  
GX Payment #: 6034121-1/002

Object Code	Amount
1102 - Advances/Settlements-NRC-Non Profit Org-Nat Org	75,000.00

Additional Claim Information Requested

Prepared By:	Recommended By: <i>M. Baganza</i>	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department signing Authorities: <i>J. Mullin</i>
Signature: <i>Riscano</i>	<i>MB</i>	<i>[Signature]</i>
Title: <i>Payment Officer</i>	<i>Account Manager</i>	<i>Dir, Enterprise Dev</i>
Date: <i>December 9, 2010</i>	<i>Dec. 9/10</i>	<i>Dec 10, 2010</i>

**Inspection Review Report Problem Areas - SCHEDULE A-1**

**Project Summary**

**Applicant:** The German Marshall Fund of the United States  
**QA File ID:** 197160  
**GX Contract No:** 6034121 1  
**Payment Evaluation Officer:** Soraya Liscano

**Description of Problem**

Claim # 2

- amended advance request for Nov/Dec 2010
- limited to monthly, December advance issued on this claim
- this payment to be issued as a cheque, future payments should be done by Direct Deposit (when documentation received)
  
- 4.3 annual review due by June 30th each year
- 4.4 direct labour costs not to exceed 425K per year
- 4.10 final claim for each year, due by January 31st
- 6.2 advance limited to 50% of costs, per year
- 8.1 confirmation of financing, MOU with DND on file
- 9.1 comprehensive plan required, on file with proposal - a/m satisfied with information provided
- client to provide monthly claims
- right of set-off certificate required (copy of form sent to client)
- incurred costs not yet paid must not exceed 50%
- on yearly final claim, apply fundraising costs to reduce the annual eligible costs claimed

**Items to be followed up at: (Next Payment)**

- substantiate outstanding advance

① Advance costs for December 2010 (ok)  
↳ GMF Personnel + Consulting  
for wrap-up of conference.

② Progress Report + Interim F/S to Oct. 31/10 Submitted (ok)  
(blue tab).

**Project Summary**

Applicant: The German Marshall Fund of the United States  
QA File ID: 197160  
GX Contract No: 6034121 1  
Payment Preliminary Review Officer: Soraya Liscano

**Payment Checklist A**

	Ans	Ref
<b>I. GENERAL</b>		
Are the costs claimed consistent with those allowed as per the Statement of Work?	N/A	2nd disbursement of advance request
Have prior claims been reviewed to ensure no costs have been claimed in duplicate on current claim?	N/A	
Are the required reports on file?	N/A	
Is there a Pre-Authorized Repayment (PAD) form on file?	N/A	
Were costs claimed at arms length?	N/A	
Are costs claimed on the schedules arithmetically correct?	N/A	
Has the Applicant submitted a detailed list of costs with signed claim (invoice #'s, dates and amounts)?	N/A	
Has the Applicant completed, signed, and dated the Certification portion at the bottom of the claim form?	N/A	
Has the project's HST/GST rebate status changed?	N/A	
Have financing conditions been met?	N/A	
Are the current Financial Statements on file? Has QAccess been updated with the latest info?	N/A	
Have equity requirements been met?	N/A	
Have you checked any outstanding items on previous claims (Schedule A-1)? Has a complete description of adjustments been recorded on the B-4 for use in the payment letter?	Yes	
Has cashflow been adjusted?	N/A	
Have you prepared a schedule A-1 or indicated any items to be followed up?	Yes	
Has the final payment certificate been submitted with the final claim? (Have cashflows and repayment schedules been adjusted?)	N/A	

**Comments, Special Conditions and Observations**

Account Manager : \_\_\_\_\_

Date : Dec 9/10

**Project Summary**

**Applicant:** The German Marshall Fund of the United States  
**QA File ID:** 197160  
**GX Contract No:** 6034121 1  
**Payment Evaluation Officer:** Soraya Liscano

**Payment Checklist B**

	<i>Ans</i>	<i>Ref</i>
<b>I. GENERAL</b>		
Are you satisfied that all costs were incurred and contract commitments made after the receipt of the application by the department, and prior to the end of the control period/completion date?	N/A	
Have all significant changes from the original authorization received prior to approval?	N/A	
Are you satisfied the project is progressing as per the statement of work?	Yes	
Are you satisfied that assets are on-site (property titles transferred & adequate long term lease in place)	N/A	
Have all identified ineligible costs been deleted?	N/A	
Has there been any change in risk from the last assessment?	No	
If there has been a fixed asset disposition, transfer, or if the assets are no longer in use, are the appropriate adjustments reflected in this payment?	N/A	
Based on the Applicant's most recent financial statements, has equity been maintained?	N/A	
Is a subordination agreement required and, if so, is one on file?	N/A	
Is a CEAA report on file and client advised of all mitigations?	N/A	
Have all special conditions to the contract been met (financing, environment, other)?	Yes	
If a joint payee is required, is this indicated on the schedule A?	N/A	
Have any outstanding Audit issues been addressed?	N/A	
<i>Comments, Special Conditions and Observations</i>		

Account Manager : \_\_\_\_\_

Date : Dec 9/10

# Disbursement Details

<b>Project Summary</b>			
<b>Applicant:</b>	<b>QA File ID:</b>	<b>GX Contract No:</b>	<b>Payment Evaluation Officer:</b>
The German Marshall Fund of the United States	197160	6034121 1	Soraya Liscano
<b>Decision</b>			

<b>Rationale:</b>			
<b>Summary of Costs:</b>			
<b>Summary Of Advance:</b>			

<b>Outstanding Claimed Items</b>			
<b>Claim No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Invoice Number</b>
			<b>Invoice Date</b>
			<b>Invoice Amount with HST/GST</b>
			<b>HST/GST</b>
			<b>Outstanding Invoice Amount with HST/GST</b>
			<b>Outstanding HST/GST</b>

<b>Decision Items</b>			
<b>CRA Rebate Rate: 0%</b>			
<b>Claim No.</b>	<b>Category</b>	<b>Payment/Item</b>	<b>Claim Cost</b>
		<b>Adjustment</b>	<b>Eligible Cost</b>
		<b>Invoice HST/GST</b>	<b>Eligible HST/GST</b>
		<b>Assist Rate (%)</b>	<b>Payment Deferred</b>
			<b>Object Code</b>

<b>Advance Items</b>			
<b>Claim Number</b>	<b>Description</b>	<b>Supplier</b>	<b>Month One</b>
			<b>Month Two</b>
			<b>Month Three</b>
			<b>Total</b>
2/1	Other Operating	VARIOUS	\$0.00
			\$75,000.00
			\$75,000.00
			\$75,000.00

<b>Advance Item Decisions</b>			
<b>Claim Number</b>	<b>Category</b>	<b>Description</b>	<b>Supplier</b>
		<b>Requested</b>	<b>Adjustment</b>
		<b>Eligible</b>	<b>Assist Rate (%)</b>
		<b>Payment</b>	<b>Object Code</b>
2/1	Other (operating)	Other Operating	VARIOUS
			\$75,000.00
			\$75,000.00
			\$75,000.00

**Memorandum of Understanding  
Between  
The Department of National Defence  
And  
The Atlantic Canada Opportunities Agency  
Concerning**

**ASSISTANCE IN THE FUNDING OF THE HALIFAX INTERNATIONAL  
SECURITY FORUM**

**Introduction**

1. This Memorandum of Understanding (MOU) is an Arrangement between the Department of National Defence (The Department) and the Atlantic Canada Opportunities Agency (The Agency).
2. The German Marshall Fund of the United States (the Organizer) is a nonpartisan American public policy institution dedicated to promoting greater cooperation and understanding between North America and Europe. It will hold a prestigious, high-level conference annually, to discuss transatlantic security and defence issues in Halifax – the Halifax International Security Forum. This annual Halifax Forum will build on the success of the 2009 conference which was the organizer's first major international security conference in North America.
3. The Government of Canada is financially supporting the Forum through partial funding from the Department and the Agency.
4. The Department and the Agency concur that the Agency will manage a contribution to the Organizer through the Agency's Business Development Program.

**Definitions**

5. For the purposes of this Memorandum of Understanding, the following definitions will apply:
  - a. "The Department" means "The Department of National Defence";
  - b. "The Agency" means "The Atlantic Canada Opportunities Agency";
  - c. "The Organizer" means "The German Marshall Fund of the United States";
  - d. "The Forum" means "The Halifax International Security Forum", scheduled to take place annually in Halifax, Nova Scotia, Canada;

- e. "MOU" means "Memorandum of Understanding".

### **Objectives and Scope**

6. The Department and the Agency concur that the objective of this MOU is to set out the arrangements and responsibilities between them with respect to the transfer of funds for the purpose of the provision of an annual contribution to the Organizer to assist in the organization and delivery of the Halifax International Security Forum, in 2010-2011, 2011-2012, 2012-2013 and 2013-2014. Each annual contribution will not exceed \$3,000,000.
7. The Participants acknowledge that notwithstanding the wording used in this MOU, neither the MOU as a whole nor any part of its parts taken separately are, or ever have been, intended to be a contract and no contractual obligations are incurred by the Participants as a result of the existence of this MOU.
8. The MOU is in no way intended to be a procurement instrument. Any material procurement resulting from, or required by, the implementation of the MOU must be accomplished in accordance with the applicable procurement laws and regulations.

### **Financial Arrangements**

9. The Department will annually reimburse to the Agency 50% of eligible expenditures in accordance with the approved terms and conditions of the Agency's Business Development program, of the Government of Canada's contribution up to a yearly maximum of \$3,000,000.
10. The Department will transfer funds to the Agency, via the Supplementary Estimates due at the beginning of December every year, based on a revised forecast of the expenditures for the Forum normally held in November every year.
11. Should the Government of Canada's contribution amount be less than \$3,000,000 for any given year, the Agency will reimburse the Department's share for any excess contributions via the Supplementary Estimates process, in the following year. In 2010-2011, the Agency will reimburse the Department for the unspent funds from 2009-2010 for an amount of \$327,685 via the Supplementary Estimates process.
12. The Agency will submit, to the Department, a listing of all eligible expenditures submitted by the organizer, categorized by purpose (eg. accommodation, travel, etc.). The Agency will submit this listing to the Department once it is received from the organizer and finalized.
13. Should the Organizer submit additional invoices after the original listing is submitted, an additional transfer of funds between the Department and the Agency is possible, subject to the provisions outlined in paragraph 9, through the next Supplementary Estimates remit in accordance with the expenditure management cycle. The Agency will submit a listing of these additional invoices to the Department prior to the end of the fiscal year in which the forum took place.

14. All funds transferred from the Department to the Agency in accordance with this Arrangement will be made in Canadian dollars.
15. The Department will not be responsible for any costs incurred by the Organizer and charged to the Agency prior to the date the contribution agreement is signed between the Organizer and the Agency.

#### **Cost Recovery**

16. In the event that further adjustment (recovery of an overpayment or additional transfer) is required, it will be sought via the Supplementary Estimates process.

#### **Auditing**

17. In the case that an audit is performed, both the Department and Agency will keep records of the costs of the Forum for a period of 6 years from the time the Agency starts considering eligible expenditures (i.e. the date the contribution agreement is signed by the Agency and the Organizer).

#### **Disclosure of Information**

18. Notwithstanding any provisions of this MOU, the information to be shared or exchanged between the Participants under this MOU will not include information for which disclosure is restricted by the applicable privacy laws of the Participants, and/or by an Act of Parliament, including the *Access to Information Act* and *Privacy Act*.

#### **Settlement of Disputes**

19. Any disputes regarding the interpretation or implementation of this MOU will be resolved only by consultation between the Participants, and will not be referred to a national or international tribunal, or other third party for settlement.

#### **Amendment**

20. This MOU may be amended with the mutual written consent of the Participants.

#### **Duration, Withdrawal and Termination**

21. This MOU will remain in effect until the later of 28 February 2014, or the transfer of all funds for eligible expenditures or return of over payments, from the effective date.
22. This MOU may be terminated at any time, effective immediately, with the mutual written consent of the Participants.
23. Should the Participants terminate the MOU, they will consult with one another and the Organizer to ensure the mitigation of risks and minimizing disruptions to the Forum up to and including the date of actual termination. Additionally, the Participants will remain



responsible for any eligible expenditures incurred by the Organizer for the Forum in accordance with the contribution agreement concluded with the Organizer.

24. Any responsibilities incurred by a Participant during the active period of this MOU will remain that Participant's responsibility, until fulfilled, notwithstanding termination or expiry of this MOU.

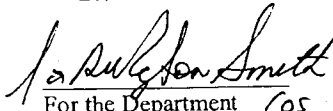
25. The designated contact offices for the purpose of communication and notification pursuant to this MOU are:

For The Agency: Craig Rowsell, Director General Advocacy and Industrial Benefits, (613) 954-0437

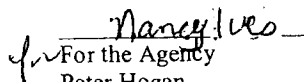
For The Department: Ian Miller, Director of Cabinet Liaison, (613) 999-8273

**Effective Date and Signature**

26. This MOU becomes effective on the date of the later signature.

  
For the Department 105  
Jill E. Sinclair  
Assistant Deputy Minister (Policy)

15 Nov 10  
Date

  
For the Agency  
Peter Hogan  
A/Vice President Nova Scotia

Nov 24, 2010  
Date

Project No.: 197160

2010/11/15

The German Marshall Fund of the United States  
1744 R Street, NW  
Washington, DC  
20009

Attention: Mr. Mike Geiger

Dear Mr. Geiger:

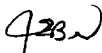
**Re: Approval for Request for Payment**

We are pleased to advise that approval has been given by this Agency for the disbursement of \$1,131,900.00 which represents payment number 01 of a Contribution under the Business Development Program. Accordingly, we have requisitioned a payment from Public Works and Government Services Canada, and you may expect to receive this in the immediate future by cheque. The method of calculating the amount of payment and approved costs is shown in the attached Annex 1.

It is a condition of accepting this payment that you agree to fulfill the terms and conditions set out in the Letter of Offer, the Agreement and the declaration made in the application. It is also a condition of the contract that you will retain all invoices, cancelled cheques and records pertaining to this project to be made available in the event that this project is chosen for a comprehensive audit.

If further information is required or if your payment is not received promptly, please contact the undersigned at (800) 565-1228, (902) 426-9108 or via e-mail at martin.braganza@acoa-apeca.gc.ca.

Yours truly,

  
Martin Braganza  
Account Officer  
Nova Scotia

Attachment

*The German Marshall Fund of the United States*

Project # 197160

**Detailed Calculation of Payment #01**

Costs Claimed	\$0.00
Adjustment Amount	\$0.00
<b>Claim Approved Costs</b>	<b>\$0.00</b>
Gross Approved Costs	
.000% of \$0.00	\$0.00
Less: Holdback	\$0.00
Advance Settlement	\$0.00
Plus: Advance	\$1,131,900.00
<b>Approved Payment</b>	<b>\$1,131,900.00</b>
Plus: Prior Payments	<u>\$0.00</u>
<b>Total Assistance Paid to Date</b>	<b><u>\$1,131,900.00</u></b>

**Note:** If an advance has been issued, please refer to the *Advance Payment* clause outlined in our Letter of Offer.

Requisition Control Number		Status	
C010585		Ready for posting	
L. Disposition		Adjusting Entries	
Payee		Invoices	
G08316		Foreign Bank	
THE GERMAN MARSHALL FUND OF THE U		Apply	
		Revert	
		Delete	
Payment Type		Pri - Pmt	
1 Cheque		F	
District Accounting Office		Cheque Language	
0065 Nova Scotia - Halifax		English	
Post Month		Cheque Number	
November - Period 08			
Data Entry Date		Cheque Date	
2010-11-10		2010-11-10	
Release Date		Payee Name	
2010-11-10		THE GERMAN MARSHALL FUND OF THE UNITED STATE	
Due Date		Payee Address	
2010-11-10		Attn: Ken Crognale, Sr. Director of Finance	
Int. Ind.		1744 R Street NW	
Department Text		City	
		Washington	
		Province	
		DC District of Columbia	
Voucher Amount		Country	
1,131,900.00		USA United States	
Cheque Amount		Postal Code	
1,131,900.00		20009	
Currency			
Fiscal Year		Exit	
2010/2011			

PAID - BY CHECK REQUISITION

CERTIFIED PURSUANT TO SECTION 33  
OF THE FINANCIAL ADMINISTRATION ACT  
DATE Nov 10/10 INIT [Signature]

Invoice		Paid On Reg		Status	
6034121-1/001		C010585		Approved	

Header								Details	
Line #	Commitment	All	Act	Rsp	Obj	Pro	Class	Line Amount	
GCA	6034121 1	210	A18	650	1102	620	511792	1,131,900.00	

Line #	Description	Final Amount	Invoice Total
GCA	Advance	1,131,900.00	1,131,900.00
		0.00	1,131,900.00

Commodity

Commitment	Detail	Project	All	Act	Rsp	Obj	Pro	Class
6034121-1	10	169-2102	210	A18	650	1102	620	511792

Final Close

Claim Amounts

Line Amount

1,131,900.00

Please see Wendy  
for directions on  
wire transfer.

Recommendation Document - SCHEDULE A

Business Development Program

Sub-Program	GX Contract No.	QA File ID	Client ID	Supplier Code	Fiscal Year
620	6034121-1	197160	34418	G08316	2011

IDENTIFICATION

Payee (and joint payee, if applicable):			
Name(s):	THE GERMAN MARSHALL FUND OF THE UNITED STATE	Principal In Arrears:	0.00
Address:	1744 R Street, NW, Washington, DC, 20009	Interest Due:	0.00
Attention:	Mike Geiger	Charges Due:	0.00

PROJECT DESCRIPTION AND AUTHORIZATION ASSISTANCE

Major Act: Business Support (2)	Offer Accepted: 2010/08/18	Project Start Date:
Location of Project Municipality, Province-Territory Washington District of Columbia		Est. End Date: 2014/03/31
Type of Assistance: B - Non-Repayable	Last Financial Statement Date:	
Payment Type: <u>check</u> <b>WIRE TRANSFER</b> <u>cheque</u>	Authorized Rate	% X Eligible Costs = Total Authorized Assistance
Email Notification (GX):	100.000	% X 9,960,000.00 = 9,960,000.00
		9,960,000.00

DEPARTMENT CASH FORECAST

Fiscal Year	2010/2011	2011/2012	2012/2013	2013/2014	Future Years
Committed	2,490,000.00	2,490,000.00	2,490,000.00	2,490,000.00	0.00
Expended	0.00	0.00			

Modified 2010/08/06 by Jacqueline Deveau

COSTS APPROVED

Cost Summary	TOTAL PRIOR CLAIMS			THIS CLAIM	TOTAL TO LATEST PERIOD END: 2010/12/31
	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)		
Costs Claimed	0.00	0.00	0.00	0.00	0.00
Adjustments/Deferrals/Deferral+	0.00	0.00	0.00	0.00	0.00
Eligible Costs Approved	0.00	0.00	0.00	0.00	0.00

PAYMENT CALCULATION

Approved Assistance:	\$0.00	
Less Applicable Holdback (0%):	\$0.00	Available Holdback: \$0.00
Assistance Payable:	\$0.00	
Outstanding Advances:	\$0.00	
Advance Settlement:	\$0.00	Unsettled Outstanding Advances: \$0.00
Amount Owning:	\$0.00	
New Advance:	\$1,131,900.00	Unsettled Outstanding Advances: \$1,131,900.00
Release Holdback:	\$0.00	Available Holdback: \$0.00
PAYE Payout:	\$0.00	Outstanding PAYE: \$0.00
Current Payment:	\$1,131,900.00	
Disbursed (Net) before current payment:	\$0.00	
Disbursed (Net) after current payment:	\$1,131,900.00	

Period Covered From: 2010/11/01  
Period Covered To: 2010/12/31 **11/30**

0) Deferred:	0.00
1) Deletion:	0.00
2) Addition:	0.00
3) Deferred+:	0.00
Total:	0.00

Claim No: 1  
Claim Type: Initial (I)  
GX Payment #: 6034121-1/001

Object Code	Amount
1102 - Advances/Settlements-NRC-Non Profit Org-Nat Org	1,131,900.00

Additional Claim Information Requested

Prepared By:	R. McDonald, S. Muelan,	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department signing Authorities: P. Hogan
Signature:	<i>[Signature]</i>	<i>[Signature]</i>
Title:	Payment Officer	Vice-President.
Date:	November 3, 2010	Nov 8/2010

**Inspection Review Report Problem Areas - SCHEDULE A-1**

**Project Summary**

**Applicant:** The German Marshall Fund of the United States  
**QA File ID:** 197160  
**GX Contract No:** 6034121 1  
**Payment Evaluation Officer:** Soraya Liscano

**Description of Problem**

Claim # 1

- amended advance request for Nov/Dec 2010
- limited to monthly, November advance issued on this claim
- this payment to be issued as a wire transfer, future payments should be done by Direct Deposit (if when documentation received)
  
- 4.3 annual review due by June 30th each year
- 4.4 direct labour costs not to exceed 425K per year
- 4.10 final claim for each year, due by January 31st
- 6.2 advance limited to 50% of costs, per year
- 8.1 confirmation of financing, MOU with DND on file
- 9.1 comprehensive plan required, on file with proposal - a/m satisfied with information provided
- client to provide monthly claims
- right of set-off certificate required (copy of form sent to client)
- incurred costs not yet paid must not exceed 50%
- on yearly final claim, apply fundraising costs to reduce the annual eligible costs claimed

**Items to be followed up at: (Next Payment)**

- issue advance for Dec/10

**Project Summary**

Applicant: The German Marshall Fund of the United States  
QA File ID: 197160  
GX Contract No: 6034121 1  
Payment Preliminary Review Officer: Soraya Liscano

**Payment Checklist A**

	Ans	Ref
<b>I. GENERAL</b>		
Are the costs claimed consistent with those allowed as per the Statement of Work?	N/A	advance
Have prior claims been reviewed to ensure no costs have been claimed in duplicate on current claim?	N/A	
Are the required reports on file?	N/A	
Is there a Pre-Authorized Repayment (PAD) form on file?	No	Client is in the US, form has been sent and will be completed by bank and forwarded to file
Were costs claimed at arms length?	N/A	
Are costs claimed on the schedules arithmetically correct?	N/A	
Has the Applicant submitted a detailed list of costs with signed claim (invoice #'s, dates and amounts)?	N/A	
Has the Applicant completed, signed, and dated the Certification portion at the bottom of the claim form?	N/A	
Has the project's HST/GST rebate status changed?	N/A	
Have financing conditions been met?	N/A	
Are the current Financial Statements on file? Has QAccess been updated with the latest info?	N/A	
Have equity requirements been met?	N/A	
Have you checked any outstanding items on previous claims (Schedule A-1)? Has a complete description of adjustments been recorded on the B-4 for use in the payment letter?	N/A	
Has cashflow been adjusted?	N/A	
Have you prepared a schedule A-1 or indicated any items to be followed up?	Yes	
Has the final payment certificate been submitted with the final claim? (Have cashflows and repayment schedules been adjusted?)	N/A	

*Comments, Special Conditions and Observations*

Account Manager : \_\_\_\_\_

Date : Nov 3/10



**Project Summary**

Applicant: The German Marshall Fund of the United States  
QA File ID: 197160  
GX Contract No: 6034121 1  
Payment Evaluation Officer: Soraya Liscano

**Payment Checklist B**

	Ans	Ref
<b>I. GENERAL</b>		
Are you satisfied that all costs were incurred and contract commitments made after the receipt of the application by the department, and prior to the end of the control period/completion date?	N/A	
Have all significant changes from the original authorization received prior to approval?	N/A	
Are you satisfied the project is progressing as per the statement of work?	Yes	
Are you satisfied that assets are on-site (property titles transferred & adequate long term lease in place)	N/A	
Have all identified ineligible costs been deleted?	N/A	
Has there been any change in risk from the last assessment?	No	
If there has been a fixed asset disposition, transfer, or if the assets are no longer in use, are the appropriate adjustments reflected in this payment?	N/A	
Based on the Applicant's most recent financial statements, has equity been maintained?	N/A	
Is a subordination agreement required and, if so, is one on file?	N/A	
Is a CEAA report on file and client advised of all mitigations?	N/A	
Have all special conditions to the contract been met (financing, environment, other)?	Yes	on file
If a joint payee is required, is this indicated on the schedule A?	N/A	
Have any outstanding Audit issues been addressed?	N/A	

*Comments, Special Conditions and Observations:*

Account Manager : \_\_\_\_\_

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

*[Signature]* Nov 3/10

# Disbursement Details

<b>Project Summary</b>			
<b>Applicant:</b>	<b>QA File ID:</b>	<b>GX Contract No:</b>	<b>Payment Evaluation Officer:</b>
The German Marshall Fund of the United States	197160	6034121 1	Soraya Liscano
<b>Decision</b>			
<b>Rationale:</b>			
<b>Summary of Costs:</b>			
<b>Summary Of Advance:</b>			

## Outstanding Claimed Items

Claim No.	Description	Supplier	Invoice Number	Invoice Date	Invoice Amount with HST/GST	HST/GST	Outstanding Invoice Amount with HST/GST	Outstanding HST/GST
					\$0.00	\$0.00	\$0.00	\$0.00

## Decision Items

**CRA Rebate Rate: 0%**

Claim No.	Category	Payment Item	Claim Cost	Adjustment	Eligible Cost	Invoice HST/GST	Eligible HST/GST	Assist. Rate (%)	Payment	Deferred	Object Code
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

## Advance Items

Claim Number	Description	Supplier	Month One	Month Two	Month Three	Total
1/1	Personnel	GMF	\$100,000.00	\$25,000.00	\$0.00	\$125,000.00
1/2	Airfare	Air Canada	\$51,900.00	\$0.00	\$0.00	\$51,900.00
1/3	Airfare	McCord	\$65,000.00	\$0.00	\$0.00	\$65,000.00
1/4	Hotel	Westin	\$150,000.00	\$0.00	\$0.00	\$150,000.00
1/5	Conference Space	Westin	\$175,000.00	\$0.00	\$0.00	\$175,000.00
1/6	Catering	Westin	\$75,000.00	\$0.00	\$0.00	\$75,000.00
1/7	Consulting		\$50,000.00	\$50,000.00	\$0.00	\$100,000.00
1/8	AV/Set Design		\$405,000.00	\$0.00	\$0.00	\$405,000.00
1/9	Ground Transport		\$40,000.00	\$0.00	\$0.00	\$40,000.00
1/10	Publications		\$20,000.00	\$0.00	\$0.00	\$20,000.00
			\$1,131,900.00	\$75,000.00	\$0.00	\$1,206,900.00

## Advance Item Decisions

Claim Number	Category	Description	Supplier	Requested	Adjustment	Eligible	Assist Rate (%)	Payment	Object Code
1/1	Other (operating)	Personnel	GMF	\$125,000.00	-\$25,000.00	\$100,000.00	100.000	\$100,000.00	1102 - Advances/Settlements-NRC-Non Profit Org-Nat Org

Advance limited to monthly November 2010 costs on this claim.

Completed Remove Save Print Exit

Project Summary

Applicant: The German Marshall Fund of the United States  
 QA File ID: 197160  
 GX Contract No: 6034121.1  
 Payment Preliminary Review Officer: Soraya Liscano

Advance

Line	Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month 3	Total Amount	Delete
1	Personnel	GMF	100,000.00	25,000.00	0.00	125,000.00	
2	Airfare	Air Canada	51,900.00	0.00	0.00	51,900.00	
3	Airfare	McCord	65,000.00	0.00	0.00	65,000.00	
4	Hotel	Westin	150,000.00	0.00	0.00	150,000.00	
5	Conference Space	Westin	175,000.00	0.00	0.00	175,000.00	
6	Catering	Westin	75,000.00	0.00	0.00	75,000.00	
7	Consulting		50,000.00	50,000.00	0.00	100,000.00	
8	AV/Set Design		405,000.00	0.00	0.00	405,000.00	
9	Ground Transport		40,000.00	0.00	0.00	40,000.00	
10	Publications		20,000.00	0.00	0.00	20,000.00	
						1,206,900.00	

Add Line Item

s.20(1)(d)

Done Trusted sites

Start Inbox - Microsoft Out... 3 Internet Explorer Microsoft Excel Trac... 9:24 AM



Atlantic Canada  
Opportunities  
Agency

Agence de  
promotion économique  
du Canada atlantique

AGENCY COPY

CONFIDENTIAL

AUG 06 2010

Nova Scotia  
Office  
P.O. Box 2284  
Station "C"  
Halifax, N.S.  
B3J 3C8

Bureau de la  
Nouvelle-Écosse  
Cassier postal 2284  
Succ. "C"  
Halifax (N.-É.)  
B3J 3C8

The German Marshall Fund of the United States  
1744 R Street, NW  
Washington, District of Columbia  
20009

Attention: Mr. Craig Kennedy, President

Atlantic Canada Opportunities Agency Nova Scotia Agence de promotion économique du Canada atlantique n.s.	
REC'D	AUG 18 2010
CTS#	
FILE #	
REF TO	J. Beaver.

Dear Mr. Kennedy:

Re: Contribution under Atlantic Canada Opportunities Agency's - Business  
Development Program - Project number 197160

In response to your application received **February 26, 2010**, the Atlantic Canada Opportunities Agency ("the Agency"), hereby offers to make a Contribution to The German Marshall Fund of the United States ("the Recipient"). The Contribution will be made pursuant to the Business Development Program ("the Program") and will be subject to the following terms and conditions:

**1. Definitions**

"**Control Period**" means the period commencing on the Project Commencement Date and ending two years after the Project Completion Date.

"**Costs Incurred**" means the costs for goods and/or services that have been received by the Recipient and for which the Recipient has paid for, or has a legal obligation to pay in the future.

"**Eligible Costs**" means those costs which, in the opinion of the Agency, are reasonable incremental costs that are necessary to carry out the Project as described in Schedule 2 (Statement of Work).

"**Parties**" means the Agency and the Recipient.

Canada

**“Private Partnership Networks”** means the development of relationships with other organizations to provide long-term funding to enable the Halifax Forum to become self-sustaining after the conclusion of this project.

**“Project”** means an undertaking that meets the Program eligibility and is further described in Schedule 2 (Statement of Work).

**“Project Commencement Date”** is **August 31, 2010**.

**“Project Completion Date”** is **March 31, 2014**.

**“Statement of Work”** means the work described in Schedule 2 (Statement of Work) which forms part of this Agreement.

## **2. Documents Forming Part of this Agreement**

### **2.1 The following attached documents form an integral part of this Agreement:**

These Articles of Agreement  
Schedule 1 - General Conditions  
Schedule 2 - Statement of Work  
Schedule 3 – Claims and Project Costs Principles  
Schedule 4 – Progress and Results Reporting Requirements  
Schedule 5 - Project Fact Sheet for News Release

### **2.2 In the event of conflict or inconsistency, the order of precedence amongst the documents forming part of this Agreement shall be:**

These Articles of Agreement  
Schedule 1 - General Conditions  
Schedule 2 - Statement of Work  
Other Schedules

## **3. The Project**

### **3.1 The Recipient shall commence the Project on or before **August 31, 2010**, which date is the Project Commencement Date.**

### **3.2 The Recipient shall complete the Project on or before **March 31, 2014**, which date is the Project Completion Date.**

### **3.3 The Recipient will carry out the Project as described in Schedule 2 (Statement of Work), will make claims in accordance with Schedule 3 (Claims and Project Costs Principles), will issue the reports under Schedule 4 (Progress and Results Reporting Requirements) and will fulfill its other obligations hereunder in a diligent and professional manner using qualified personnel.**

**4. The Contribution**

- 4.1 Subject to all other provisions of this Agreement, the Agency shall make a conditional Contribution ("the Contribution") to the Recipient, with respect to the Project, by installments over a four year period. Each installment will be conditional upon Agency review as described in Article 4.3 as well as in compliance with all other terms of the Agreement. The annual portion of each installment is estimated to be a maximum of \$2,490,000 per year for eligible costs.
- 4.2 In the event annual funding is granted in each year of the four year period the total contribution will be calculated as the lesser of:
- (a) 100% of Eligible Costs, estimated to be \$9,960,000, and
  - (b) \$9,960,000.
- 4.3 By June 30 of each year of the Agreement, the Agency shall conduct an annual review, assessing the anticipated annual cost for the upcoming annual Halifax Forum. The level of funding will be determined by the Agency in consideration of, but not limited to, the following:
- (i) annual project review(s),
  - (ii) annual project audit(s) and
  - (iii) project revenues.
- 4.4 Direct labour (personnel) costs shall be eligible up to a maximum of \$425,000 per year.
- 4.5 The Recipient may be required to repay the Contribution where all of the Terms and Conditions of the Agreement are not met to the satisfaction of the Agency.
- 4.6 The Contribution will be applied to costs associated with this Project only.
- 4.7 The Recipient shall provide the Agency with a written representation that all costs incurred under this project are incremental, including attestations that:
- (1) dedicated personnel, as well as contracted consultants, will be assigned solely to this project; and
  - (2) all costs submitted by the Recipient for reimbursement are directly related to the Halifax Forum event and incremental to all parties.
- 4.8 The Recipient shall establish a separate accounting and segregation of funds earmarked for the Halifax Forum including the creation of a trust fund. All Private Partnership Network funds raised for the Halifax Forum are to be applied to the account in trust.
- 4.9 Eligible costs shall be reviewed, on a yearly basis, in relation to available Private Partnership Network funding. This review shall be concluded no later than June 30 of each year. The determination of Private Partnership Network funds, eligible costs, and

total federal funding for the period under review, is solely at the discretion of the Agency.

- 4.10 The final project claim for any given year, except the final year, shall be submitted to the Agency, on appropriate Agency forms, no later than January 31 of the following year. The final project claim for the fourth and final year of this Agreement, shall be submitted no later than March 31 of the following year. The final disbursement will take into consideration the actual Private Partnership Network funding levels, as well as annual project audits, in determining the conclusive level of funding from the Government of Canada.

- 4.11 Given the economic development mandate of the Agency, the Recipient shall source Atlantic Canadian goods and services where practicable.

#### **5. Other Government Assistance**

- 5.1 The Recipient shall promptly inform the Agency, in writing, of any assistance received or to be received from federal, provincial or municipal sources other than those identified in Article 8 which has been received or is to be received for the Project, and the Agency shall have the right to adjust the Contribution to take into account the amount of any such assistance received and may require repayment from the Recipient.

#### **6. Payments**

- 6.1 The Recipient shall, no later than 60 days following the Project Completion Date, submit to the Agency a claim in accordance with Schedule 3 (Claims and Project Costs Principles). The Agency shall not contribute to any project Cost incurred prior to **February 26, 2010**. Any Eligible Costs not claimed in accordance with the foregoing may, at the sole discretion of the Agency, be considered ineligible unless otherwise agreed to in writing by the Agency prior to the Project Completion Date.

##### **6.2 Advance Payment**

At the discretion of the Agency, a **50% advance payment may be made** to the Recipient.

To request an advance payment, the Recipient must submit a completed copy of the *Advance Payment Request Form*, provided by the Agency, including a monthly cash flow forecast of requirements for the Eligible Costs to be incurred during the advance period. Such documentation must demonstrate that an advance payment is essential to the successful completion of the Project.

Should the Agency determine that an advance payment will be made, such payment will be made in accordance with the *Treasury Board Policy on Transfer Payments*.

The Recipient must demonstrate that the advance payment was applied exclusively to the payment of Eligible Costs, to the satisfaction of the Agency, within 45 days of the end of the period for which the advance was made.

6.3 Progress Payment

At the request of the Recipient, the Agency may make progress payments to the Recipient based on claims for Eligible Costs which have been incurred. Each claim shall be completed in accordance with Schedule 3 (Claims and Project Costs Principles).

6.4 Joint Payment

At the discretion of the Agency or at the request of the Recipient, the Agency may make payments jointly to the Recipient and a third party for Eligible Costs which have been incurred.

6.5 Final Payment

Notwithstanding the foregoing, ten percent (10%) of the Contribution will, at the sole discretion of the Agency, be reserved for a final payment to be based on a claim submitted by the Recipient.

7. **Canadian Environmental Assessment Agency**

7.1 The Recipient, on or before the completion of the Project, shall comply with the environmental protection requirements of all regulatory bodies of appropriate jurisdiction.

8. **Financing**

8.1 The Recipient, **on or before the date of initial payment**, shall provide the Agency confirmation of commitment for all Project financing, in a form satisfactory to the Agency, upon request.

8.2 The Recipient shall inform the Agency promptly in writing of any other government (federal, provincial or municipal) or private assistance received or to be received for the Project, and the Agency shall adjust the amount of the Contribution to take into account the amount of any such other assistance that is to be received.

9. **Work Plan**

9.1 **Prior to the initial payment**, the Recipient shall provide the Agency with a comprehensive plan of the current year's event.



**10. Communications Plan**

The Recipient shall submit, prior to the Project Commencement Date, a communications plan satisfactory to the Agency. Where applicable, the Recipient shall invite the Agency to nominate a representative to participate in the discussions of the communications, marketing or promotional committees established to effectively execute the communications plan and related activities. The purpose of the Agency representative will be to advise the Recipient on Government of Canada and Agency communications requirements.

**11. Official Languages**

11.1 The Recipient, in carrying out the Project, will make reasonable efforts to support the Government of Canada's obligation under the *Official Languages Act* to enhance the vitality of the official language minority community, assist in the development and foster the full recognition and use of both English and French in Canadian society.

11.2 Where the Recipient communicates with members of the public regarding activities supported by the Contribution and/or where the Recipient provides services supported by the Contribution to members of the public, the Recipient shall:

- (a) Make available in both official languages any notice, advertisement, announcement, document of publication for the information primarily of members of the public,
- (b) Actively offer and provide, in both official languages, any services to be provided or made available to members of the public,
- (c) Encourage members of both official language communities to participate in its activities, and
- (d) Organize activities when appropriate to meet the needs of members of both official language communities.

**12. Progress and Results Reporting**

12.1 From the Project Commencement Date until the Project Completion Date, the Recipient shall submit **status reports at the request of the Agency** on the progress and results of the Project in accordance with Schedule 4 (Progress and Results Reporting Requirements).

**13. Notice**

13.1 Any notice or correspondence to the Agency, including the attached duplicate copy of this Agreement signed by the Recipient, shall be addressed to:

Atlantic Canada Opportunities Agency  
P.O. Box 2284, Station Central  
Halifax, Nova Scotia  
B3J 3C8

Attention: Jeff Mullen

or to such address as is designated by the Agency in writing.

**14. Entire Agreement**

- 14.1 This Agreement, if accepted, including all Schedules, will constitute the entire Agreement between the Parties with respect to its subject matter. No amendments shall be made to the resulting Agreement unless confirmed in writing.

**This Agreement is open for acceptance for sixty (60) days from the date that appears on its face. The date of acceptance shall be the date the duplicate copy of this Agreement, unconditionally accepted and duly executed by the Recipient is received by the Agency and shall thereafter constitute the Contribution Agreement between the Parties.**

If further information is required, please contact Martin Braganza, the officer assigned to your Project, at (800) 565-1228, (902) 426-9108, or via e-mail at [tony.purchase@acoa-apeca.gc.ca](mailto:tony.purchase@acoa-apeca.gc.ca).

Yours truly,




Laurie Cameron  
A/Vice-President  
ACOA Nova Scotia

The foregoing Agreement is hereby accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.


(Project No.: 197160)

**The German Marshall Fund of the United States**

Per:

  
(Signature)  
President  
(Title)

Per:

  
(Signature)  
VP+ CFO  
(Title)

## SCHEDULE 1

Project No.: 197160

### GENERAL CONDITIONS (Revised June, 2010)

#### 1. Representations, Warranties and Undertakings

##### 1.1 Power and Authority of Recipient

Where the Recipient is not an individual, it represents and warrants that it is duly incorporated and validly existing and in good standing and has the power and authority to carry on its business, to hold property and to enter into this Agreement and undertakes to take all necessary action to maintain itself in good standing and to preserve its legal capacity.

##### 1.2 Authorized Signatories

Each Party represents and warrants that the signatories to the Agreement have been duly authorized to execute and deliver the Agreement.

##### 1.3 Binding Obligations

Each Party represents and warrants that the execution, delivery and performance of the Agreement have been duly and validly authorized and that when executed and delivered, the Agreement will constitute a legal, valid and binding obligation enforceable in accordance with its terms.

##### 1.4 No Pending Suits or Actions

The Recipient warrants that it is under no obligation or prohibition, nor is it subject to or threatened by any actions, suits or proceedings which could or would prevent compliance with the Agreement. The Recipient will advise the Agency forthwith of any such occurrence during the term of the Agreement.

##### 1.5 No Gifts or Inducements

The Recipient represents and warrants that it has not, nor has any person offered or promised to any official or employee of Her Majesty the Queen in Right of Canada, for or with a view to obtaining the Agreement, any bribe, gift or other inducement, and it has not nor has any person on its behalf employed any person to solicit the Agreement for a commission, contingency fee or any other consideration dependant upon the execution of the Agreement.

1.6 Compliance

The Recipient shall apply, in relation to the Project, in all material respects, the requirements of all applicable environmental laws, regulations, orders and decrees and regulatory bodies having jurisdiction over the Recipient or the Project.

1.7 Other Agreements

The Recipient represents and warrants that it has not entered, and undertakes not to enter, without Agency's written consent, into any agreement that would prevent the full implementation of this Agreement by the Recipient.

1.8 Other Financing

The Recipient remains solely responsible for providing or obtaining the funding, in addition to the Contribution, required for carrying out the Project and fulfilling the Recipient's other obligations under this Agreement.

**2. Successors and Assigns**

2.1 This Agreement is binding on the Recipient and its successors and assigns.

**3. Relationship with the Agency**

3.1 The Agency and the Recipient declare that nothing in this Agreement shall be construed as creating an employment, partnership, joint venture or agency relationship between the Agency and the Recipient. The Recipient is not in any way authorized to make a promise, agreement or contract and to incur any liability on behalf of Her Majesty in Right of Canada, and shall be solely responsible for any and all payments and deductions required by the applicable laws. The Recipient shall indemnify and save harmless the Agency in respect of any claims arising from failure to comply with the foregoing.

**4. Communications**

4.1 The Recipient shall acknowledge the Agency's contribution in any public communications of the Project and shall obtain the approval of the Agency before preparing any announcements, brochures, advertisements, web content or other materials that will display the Agency logo or otherwise make reference to the Agency.

4.2 The Recipient consents to public announcements of the Project, by or on behalf of the Agency. The Agency shall inform the Recipient of the date on which the announcement is to be made and the Recipient shall keep this Agreement confidential until such date. After official announcement of the Project by the Agency, or sixty (60) days after the Recipient's acceptance of this Agreement, whichever is earlier, information appearing on Schedule 5 Project Fact Sheet, herein, will be considered to be in the public domain.

- 4.3 The Recipient will advise the Agency at least thirty (30) days in advance of any special event, such as but not limited to official opening, ribbon cutting, sod-turning, the Recipient organizes in connection with the Project. A ceremony shall be held on a date which is mutually acceptable to the Minister and the Recipient. The Recipient consents to having the Minister or designate participate in any such ceremony.
- 4.4 The Recipient agrees to the distribution by the Agency of information about the Project as part of public communication initiatives, including but not limited to, feature stories, news releases, speeches, web content, Agency promotional materials and special publications.
- 5. Material Changes**
- 5.1 No material changes will be made to the estimated total scope or nature of any element of the Project without the prior written consent of the Agency which includes but is not limited to ownership, management, financing, location, size of facilities, timing, expected results, or other governmental contributions with respect to the Project.
- 6. Disposal of Assets**
- 6.1 The Recipient shall retain possession and control of the Project assets, the cost of which has been contributed to by ACOA under the Agreement and shall not, prior to the end of the Control Period, cease to use, sell or otherwise dispose of Project assets without the written consent of the Agency except where the assets disposed of are immediately replaced by comparable assets of equal or greater value and used for the Project. Any funds recovered by the Recipient pursuant to the sale or disposal of assisted assets shall be paid to the Agency, will be applied first to interest and administrative charges owing and secondly to repayment installments in reverse order of maturity.
- 7. Insurance Coverage**
- 7.1 The Recipient shall obtain insurance coverage on assets acquired for the Project, satisfactory to the Agency, and maintain this insurance until the end of the Control Period.
- 8. Monitoring**
- 8.1 Agency's Right to Audit Accounts and Records
- The Recipient will, at its own expense, preserve and make available for audit and examination by the Agency or the Agency's representatives, for a period of 36 months after the end of the Control Period, the books, accounts and records of the Project and the information necessary to ensure compliance with the Terms and Conditions of this Agreement, including payment of amounts to the Agency and to assess the success of the Project and the Program. The Agency will have the right to conduct such additional audits at the Agency's expense as may be considered necessary using the audit staff of

the Agency, the Audit Services Group of Consulting and Audit Canada, an independent auditing firm or the Recipient's external auditors.

**8.2 Access to Premises**

The Recipient will provide the representatives of the Agency reasonable access to the Recipient's premises to inspect and assess the progress of the Agreement or any element thereof and supply promptly on request such data as the Agency may reasonably require for statistical or Project evaluation purposes.

**8.3 Access to Third-Party Information and Premises**

The Recipient will assist the Agency with the implementation of the Agreement and facilitate access by the Agency to information from third parties and to the premises of third parties, relating to the Agreement.

**9. Events of Default**

**9.1 The following constitute Events of Default:**

- (a) The Recipient is in the opinion of the Agency, bankrupt or insolvent, goes into receivership, or takes the benefit of any statute from time to time in force relating to bankrupt or insolvent debtors,
- (b) An order is made or resolution passed for the winding up of the Recipient, or the Recipient is dissolved,
- (c) In the opinion of the Agency, the Recipient ceases to carry on business,
- (d) The Recipient submits false or misleading information to the Agency,
- (e) The Recipient makes a false or misleading statement concerning assistance by the Agency in a prospectus or other document related to raising funds,
- (f) The Recipient has not met or satisfied a term or condition to which the Contribution is subject,
- (g) In the opinion of the Agency, an adverse material change occurs in the Project, as described in section 6.1 of these General Conditions or in the Recipient's financial position or business operations,
- (h) The Recipient has not met or satisfied a term or condition under any other contribution agreement, or agreement of any kind, with the Agency, or
- (i) The Recipient has defaulted under the terms and conditions with any financial institution or creditor with rights to the property or assets of the Recipient.

## **10. Remedies on Default**

- 10.1 If an Event of Default has occurred, or in the opinion of the Agency is likely to occur, the Agency may exercise either or both of the following remedies:
- (a) Terminate any obligation by the Agency to contribute or continue to contribute to the Costs of the Project, including any obligation to pay an amount owing prior to the date of such termination, and/or
  - (b) Require the Recipient to repay part of or all of the Contribution forthwith to the Agency, and that amount is a debt due to Her Majesty in right of Canada and may be recovered as such.
- 10.2 The Recipient acknowledges the policy objectives served by the Agency's agreement to make the Contribution, that the Contribution comes from the public monies, and that the amount of damages sustained by the Crown in an Event of Default is difficult to ascertain and therefore that it is fair and reasonable that the Agency be entitled to exercise any or all of their remedies provided for in this Agreement and to do so in the manner provided for in this Agreement if an Event of Default occurs.

## **11. Right to Set-off**

- 11.1 Without limiting the scope of set-off rights provided under the *Financial Administration Act*, it is understood that the Agency may:
- (a) Set off against any amount that may be payable to the Recipient pursuant to the Agreement by any amount that the Recipient owes to her Majesty the Queen in Right of Canada under legislation or other agreements of any kind, and
  - (b) Set off against any payments arrears that may be payable to the Agency by the Recipient.

## **12. Repayment**

- 12.1 Where for any reason:
- (a) The Recipient is not entitled to the Contribution,
  - (b) The Recipient fails to make a payment as required by the terms of this Agreement,
  - (c) The Agency determines that the amount of the Contribution disbursed exceeds the amount to which the Recipient is entitled, or



(d) The Agency exercised a repayment remedy under the Agreement, the Recipient will repay to the Agency, promptly and no later than 30 days from notice from the Agency, the amount of the Contribution disbursed, the amount of the overpayment, or the repayment amount. Any such amount is a debt due to Her Majesty in Right of Canada and may be recovered as such.

12.2 The Recipient shall pay, in addition to any amount payable as a result of an Event of Default, interest on that amount in accordance with the *Interest and Administrative Charges Regulations*. The interest, calculated daily and compounded monthly, shall accrue commencing upon the date of the Event of Default as specified in the Demand for Payment. The rate of interest shall be equal to three percent (3%) higher than the average Bank of Canada discount rate for the previous month.

12.3 When any payment is received from the Recipient on account of a Contribution, the Agency shall apply that payment first to reduce any accrued interest and administrative charges owing and then, if any part of the payment remains, to reduce the outstanding principal balance of the debt due.

### **13. Annual Appropriations**

#### **13.1 Parliamentary Allocation**

Any payment by the Agency under this Agreement is subject to there being an appropriation for its fiscal year, beginning on April 1 and ending on the following March 31, in which the payment is to be made and to cancellation or reduction in the event that departmental funding levels are changed by Parliament.

#### **13.2 Lack of Appropriation**

In the event the Agency is prevented from disbursing the full amount of the Contribution due to a lack or reduction of appropriation or departmental funding levels, the Parties agree to review the effects of such a shortfall in the Contribution on the implementation of the Agreement and to adjust, as appropriate, the expected results from the Project specified in Schedule 2 (Statement of Work).

### **14. Notice**

14.1 Any notice required to be given with respect to this Agreement shall be in writing and shall be effectively given if delivered or if sent by ordinary or registered mail, telegram, fax or telex addressed to the party for whom the notice is intended. Any notice shall be deemed to have been received on delivery; any notice sent by telegram, fax or telex shall be deemed to have been received one (1) working day after being sent; any notice mailed shall be deemed to have been received eight (8) calendar days after being mailed.

**15. No Assignment of Agreement**

- 15.1 This Agreement shall not be assigned by the Recipient without the prior written consent of the Agency.

**16. Values and Ethics**

- 16.1 No member of the House of Commons of Canada or the Senate of Canada shall be admitted to any share or part of this Agreement or to any benefit to arise therefrom.
- 16.2 No current or former public office holder or public servant who is not in compliance with the *Conflict of Interest Act*, the *Conflict of Interest and Post-employment Code for Public Office Holders* and the *Values and Ethics Code for the Public Service* shall derive a direct benefit from this Agreement.

**17. Lobbying**

- 17.1 The Recipient represents and warrants that any person who lobbies on their behalf to obtain this Agreement, or any benefit thereunder, does so in compliance with the *Lobbying Act*.

**18. Compensation**

- 18.1 The Recipient shall indemnify and save harmless the Agency from and against all claims, losses, damages, costs and expenses relating to any injury to, or death of, a person or loss or damage to property caused or alleged to be caused by the Recipient or its servants or agents in carrying out the Project or any of the Recipient's activities.

**19. Cancellation of Agreement**

- 19.1 The Agency may, at any time, by 30 days notice to the Recipient, cancel this Agreement if, in the Agency's opinion, Schedule 2 (Statement of Work) has not been executed in a satisfactory manner, or the progress and objectives outlined in the Agreement have not been met.

**20. Access to Information Act and Privacy Act**

- 20.1 All information obtained by the Agency from the Recipient pursuant to an application or during the course of this Agreement will be treated in accordance with the *Access to Information Act* and the *Privacy Act*.

## SCHEDULE 2

Project No: 197160

### STATEMENT OF WORK

#### **Project Description**

This Project will enable the Recipient to deliver four annual International Security Forums. The first of the "Halifax Forums" will be held November 5-7, 2010 with subsequent forums held in 2011, 2012 and 2013. The forums will bring together leaders, policy makers, and experts from both sides of the Atlantic to discuss the challenges to transatlantic security.

The Recipient shall create a Private Partnership Network that will result in sustainability for the Halifax Forum at the conclusion of this four year Agreement. This will include the active participation of the Agency, the active pursuit of industrial partnerships (e.g. Industrial Regional Benefits), and, at the discretion of the Agency, the engagement of a consulting firm to develop industry partnerships to facilitate long term sustainability.

In as much as Peter Van Praagh is considered critical to the success of this initiative and whose participation will yield proper file management and achievement of desired outcomes, the Recipient shall maintain Peter Van Praagh as project manager for the duration of the control period unless otherwise agreed to by the Agency in writing.

**Project Location:** Halifax, Nova Scotia

#### **Project Cost and Financing:**

Cost Description		Financing Source	
Other Operating Costs	\$9,960,000	ACOA BDP Non-Repayable	\$9,960,000
Administrative Overhead	\$2,056,000	Fundraising – Partnership Agreements	\$2,056,000
<b>Total Costs</b>	<b>\$12,016,000</b>	<b>Total Financing</b>	<b>\$12,016,000</b>
<b>Eligible Costs</b>			
Other Operating Costs	\$9,960,000		

#### **Expected Results from the Project:**

The federal government requires that the identified results from Projects receiving federal funding be achieved. The Agency will require follow-up on the following results identified for your Project:

1. Foster a broader dialogue and build a closer relationship among Canada, the United States, South America and Europe, centered on a new and forward-looking global security agenda;
2. Forge transatlantic partnerships through high level collaboration that recognizes the ever changing global agenda confronting North America and Europe;
3. Establish a “front of mind” presence within Atlantic Canada on security issues in the Atlantic region;
4. Support and promote knowledge sharing to ensure that both sides of the Atlantic are speaking and listening to each other;
5. Promote Canada’s image internationally as a leader in global security issues;
6. Create economic spin-offs from the delegates staying in Halifax during the event, during pre-and post-event activities, as well as broader tourism opportunities by creating market awareness.
7. The Recipient shall commit to working with the Agency and its partners to identify key initiatives to enhance economic activity in the Atlantic region. It shall commit to be a part of the process to enhance the profile of the region and become an advocate for specific sectors such as Aerospace, Defence and Security.

**Means of Verification**

Annual reporting, annual project audits and annual project reviews.

### SCHEDULE 3

Project No: 197160

## CLAIMS AND PROJECT COSTS PRINCIPLES

### CLAIMS

1. Prior to the first disbursement of the Contribution by the Agency, the Recipient shall complete and submit the *Pre-authorized Debit / Direct Deposit Authorization (PAD)* form to be provided by the Agency.
2. No claim shall be paid if the Recipient is not in compliance with the conditions of this Agreement.
3. The Agency will make payments to the Recipient, in respect of Eligible Costs incurred, based on claims:
  - (a) Submitted on a **monthly** basis ("Claim Period"),
  - (b) Submitted on claim forms provided by the Agency, within 45 days of the end of each Claim Period,
  - (c) Accompanied with details of all Costs being claimed, which will be substantiated by such documents as may be required by the Agency and presented in accordance with the structure contained in Schedule 2 (Statement of Work),
  - (d) Certified by the Recipient's authorized signing authority or other person satisfactory to the Agency, and
  - (e) Which include a certificate as to whether or not any amounts are due to Her Majesty the Queen in Right of Canada pursuant to any obligation other than this Agreement and provide details of any such amounts.
4. The total amount of Contribution paid to the Recipient, including advances in respect to Costs which have been incurred but not paid to the suppliers, should never exceed 50% of the total authorized annual Contribution.

5. When submitting a claim supporting documents do not need to be included. However, purchase orders, cancelled cheques, invoices, receipts and all other supporting documentation must be retained and readily available for an examination by the Agency during any payment verification or audit and until 36 months following the end of the Control Period.
6. Within 120 days of the submission of the final claim, the Recipient shall submit a statement certified by a person authorized to sign on behalf of the Recipient attesting to the Eligible Costs for the entire Project having been incurred and paid.
7. No claim for the Contribution will be processed if there are any Progress Reports, as required in Schedule 4 (Progress and Results Reporting Requirement), outstanding.

## **PROJECT COSTS PRINCIPLES**

### **1. General Principles**

- 1.1 The total Eligible Costs of the Project shall be the sum of the applicable direct costs, which are, or will be reasonably and properly incurred, in the performance of the Project, less any applicable credits and/or holdbacks as appropriate.
- 1.2 Eligible Costs include all those costs which, in the opinion of the Agency, are reasonable incremental costs that are necessary in order to carry out the Project.

### **2. Reasonable Costs**

- 2.1 A cost is reasonable if, in nature and amount, it does not exceed that which would be incurred by an ordinary prudent person in the conduct of competitive business.
- 2.2 In determining the reasonableness of a particular Cost, consideration shall be given to:
  - a. Whether the Cost is of a type generally recognized as normal and necessary for the conduct of the performance of the Project,
  - b. The restraints and requirements by such factors as generally accepted sound business practices, arm's length bargaining, federal, provincial and local laws and regulations, and Agreement terms,
  - c. The action that prudent business persons would take in the circumstances, considering their responsibilities to the owners of the business, their employees, customers, the Government and public at large,
  - d. Significant deviations from the established practices of the Recipient which may unjustifiably increase the Eligible Costs, and

c. The specifications, delivery schedule and quality requirements of the particular Project as they affect Costs.

- 2.3 The Agency shall not contribute to any Cost that is not a reasonable and proper direct cost of the Project, or to any cost which is not substantiated by satisfactory supporting documentation.
- 2.4 Travel costs claimed as Eligible Costs are reasonable if comparable to the *Treasury Board Travel Directive* for the Public Service and exclude items such as entertainment and first-class air fare, etc. and are incurred solely in performance of the Project.
- 2.5 In house wages claimed as Eligible Costs are reasonable if the Agency is satisfied with the qualifications and experience of the personnel involved. Existing employees may be deemed as eligible to the extent that they are incremental to the operating costs. Hourly employees are considered incremental while salaried employees are normally considered incremental only when hired specifically for the Project or when replaced in their normal duties by additional employees. In the later case the incremental costs would be based on the cost of the replacement employee.
- 2.6 Direct labour costs claimed for owners of a proprietorship or partnership are not eligible costs.

## SCHEDULE 4

Project No: 197160

### PROGRESS AND RESULTS REPORTING REQUIREMENTS

1. From the Project Commencement Date until the Project Completion Date the Recipient shall submit status reports as required in this Schedule, on the progress and results of the Project in a form satisfactory to the Agency.
2. Quarterly Progress Reports

The Recipient shall submit progress reports on a quarterly basis, within 45 days of each quarter. For the purposes of this Agreement each progress report shall contain:

  - (a) A description of the progress made in the fulfillment of Schedule 2 (Statement of Work) during the quarter, detailed as defined in Schedule 2 (Statement of Work).
  - (b) An assessment of any significant delay in completing the Project or the attainment of any expected result identified in Schedule 2 (Statement of Work), the reasons for such delay, and mitigation measures being taken. and
  - (c) The Recipient's revised Projections of Project cash flows for the current fiscal year, if any significant change is expected.
3. Annual Reporting
  - 3.1 By **November 30, 2011** and by the same date each year thereafter, until the end of the Control Period, the Recipient shall provide the Agency a written progress report containing:
    - (a) A description of the progress in completion of the Project activities, in comparison with the schedule and milestones contained in Schedule 2 (Statement of Work) and the related Project expenditures for that segment of Project activities,
    - (b) The Recipient's revised estimated Cost breakdown by category and by fiscal year,
    - (c) An indication of any delay in completing the Project and the reasons for such delay, together with the Recipient's revised schedule and any proposed revisions to Schedule 2 (Statement of Work),



- (d) An update on the expected results as set out in Schedule 2 (Statement of Work) where appropriate, and
  - (e) Evidence satisfactory to the Agency that the Project continues to operate within agreed upon standards.
- 3.2 The Recipient shall submit to the Agency, within 90 days of the end of each fiscal year which commences before the end of the Control Period, a copy of its **audited** financial statements.
- 3.3 Upon the request by the Agency, the Recipient shall provide elaboration of any report required under this Agreement, promptly and at no cost to the Agency.

**SCHEDULE 5**

**PROJECT FACT SHEET FOR NEWS RELEASE**

<b>Program:</b>	<b>Project No:</b>
ACOA Business Development Program	197160
<b>Name and Address of Recipient:</b>	<b>Recipient Contact:</b>
The German Marshall Fund	<b>Name:</b> Mike Geiger
of the United States	<b>Title:</b> Vice-President
1744 R Street, NW	<b>Telephone:</b> (202) 683-2664
Washington, District of Columbia	<b>Fax:</b> (202) 265-1662
20009	
<b>Project Location:</b>	<b>Project Type:</b>
Halifax, Nova Scotia	Business Support
<b>Project Description and Anticipated Results:</b>	
This project will enable the Recipient to deliver four annual International Security Forums. The first of the "Halifax Forums" will be held November 5-7, 2010 with subsequent forums held in 2011, 2012 and 2013. The forums will bring together leaders, policy makers, and experts from both sides of the Atlantic to discuss the challenges to transatlantic security.	
<b>Total Project Costs:</b> \$12,016,000	<b>Eligible Costs:</b> \$9,960,000
<b>Authorized Assistance:</b>	<b>Total Government Funding:</b>
\$9,960,000	\$9,960,000
<b>Estimated Project Commencement Date:</b> August 31, 2010	
<b>Estimated Project Completion Date:</b> March 31, 2014	



Atlantic Canada  
Agence de  
développement  
économique  
du Canada atlantique

Project no. / N° du projet

**ACOA BUSINESS DEVELOPMENT PROGRAM  
APPLICATION FOR ASSISTANCE**

**PROGRAMME DE DÉVELOPPEMENT  
DES ENTREPRISES DE L'APECA  
DEMANDE D'AIDE**

**INSTRUCTIONS**

- Submit a completed and signed application form, along with any attachments, to the ACOA office in the province where you plan to locate the proposed project.
- Please call your nearest ACOA office if you have any questions.

**DIRECTIVES**

- Envoyez la formule de demande dûment remplie et signée, accompagnée des documents pertinents, au bureau de l'APECA dans la province où le projet sera exécuté.
- Veuillez téléphoner au bureau de l'APECA le plus près si vous avez des questions.

<b>1 - Legal name of applicant and operating name, if different:</b> Dénomination sociale du requérant et nom commercial, s'il diffère du premier :		<b>2 - Name and title of person to whom enquiries may be directed:</b> Nom et titre de la personne pouvant répondre aux questions:	
<b>Mailing address:</b> Adresse postale :		<b>Name:</b> Nom :	
German Marshall Fund of the United States (GMF)		Peter Van Praagh, Senior Dir	
<b>Business identification number:</b> Numéro d'identification d'entreprise :		<b>Telephone no.:</b> N° de téléphone :	
52-0954751		202 683 2604 (bus./bur.)	
		(res./rés.)	
		<b>E-mail/Courriel:</b>	
		s.19(1)	
		<b>Fax no.</b> N° de télécopieur :	
		202 265 1662	
<b>3 - Form of organization / Genre d'organisation :</b>			
Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Cooperative <input type="checkbox"/> Not-for-profit organization <input checked="" type="checkbox"/> Société <input type="checkbox"/> Société de personnes <input type="checkbox"/> Coopérative <input type="checkbox"/> Organisme sans but lucratif <input checked="" type="checkbox"/> To be incorporated <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Other (specify) <input type="checkbox"/> À constituer en société <input type="checkbox"/> Entreprise individuelle <input type="checkbox"/> Autre (préciser) <input type="checkbox"/>			
<b>4 - Principal owners / Propriétaires principaux :</b>			
Name / Nom		% Ownership / % de propriété	Title / Titre
			President
			Co-Chair, Board of Trustees
			Co-Chair, Board of Trustees
<b>5 - Is any part of your business owned by a government?</b> Un gouvernement est-il propriétaire d'une partie de votre entreprise? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non Oui			
Name of parent company (if applicable): Nom de la société mère (le cas échéant) :			
Name of subsidiary companies (if applicable): Nom des filiales (le cas échéant) :			
<b>6 - Location of project:</b> Lieu du projet :			
Halifax, Nova Scotia			

ACOA 271 (11/08/04) (1 of 4)

Canada

- Brief description of project / Décrivez brièvement votre projet :

Halifax International Security Forum, November 5-7, 2010 (See Attachment 1 for project overview)

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8 - Have you considered all environmental requirements?  
Avez-vous examiné votre projet en fonction des exigences environnementales? Yes ☒ No ☐  
Oui Non

You should be in a position to discuss potential environmental impacts of your project. ACOA's brochure "How to prepare a business plan" provides good information on issues to be addressed.  
Vous devriez être en mesure de discuter des répercussions possibles que votre projet pourrait avoir sur l'environnement. Le pamphlet "Comment préparer un plan d'affaires" publié par l'APECA est une bonne source d'information sur les sujets à traiter.

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9 - Summary of estimated project costs: Sommaire des coûts estimés du projet :	10 - Proposed financing of project: Financement proposé pour le projet :
Project costs / Coûts du projet	Project financing / Financement du projet
Description: (\$)	Description: (\$)
Personnel 425,000 US	ACOA 2,331,875 US
Travel/Meetings 1,211,875 US	GMF 513,013 US
Publications/Outreach 665,000 US	
Supplies/Communications 30,000 US	
Admin Overhead 513,013 US	
Total 2,844,888 US	Total 2,844,888 US

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11 - Have you made any financial or legal commitments for the project?  
Avez-vous pris des arrangements financiers ou juridiques pour votre projet?

No ☐ Yes ☒ Provide details: Fournir des détails : GMF will contribute \$513,013 to the Halifax Forum, pending approval by the Board of Trustees in May 2010.

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12 - Estimated start date of project: February 1, 2010  
Date approximative de début du projet : February 1, 2010

Estimated completion date of project: January 31, 2011  
Date approximative de fin du projet : January 31, 2011

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13 - Employment / Emplois

	Average during the last year/ Moyenne durant la dernière année	Estimated to be created by this project/ Approximatif créés par le projet
Permanent full-time / Permanents à temps plein :	133	
Permanent seasonal / Permanents saisonniers :		
Permanent part-time / Permanents à temps partiel :		
TOTAL	133	

<p><b>14 - Business plan</b></p> <p>Please ensure that the following is included with your <u>signed</u> application form:</p> <p><b><u>FOR ALL PROJECTS (EXCEPT STUDIES)</u></b></p> <ul style="list-style-type: none"> <li>- A history and description of the business, including the products manufactured or services rendered.</li> <li>- Supporting data on major items to be purchased/built, e.g. cost quotations (make, model, etc.), labour quotes for building or construction, size of building, etc.</li> <li>- Sufficient market data on project, e.g. who are competitors, where are they, what is the proposed market, how will product be promoted?</li> <li>- Outline of management structure of business, résumés of key people, experience in type of proposed business, etc.</li> <li>- For an existing business</li> </ul> <p>Financial Statements for last fiscal year and one year projected Statement of Income and Expenses. If project is over \$200,000, three year projected statements are required including Cash Flow, Source and Application of Funds, and Balance Sheet. Include key assumptions which make up projections.</p> <ul style="list-style-type: none"> <li>- For a new business</li> </ul> <p>Copy of projected Opening Balance Sheet and one year projected Statement of Income and Expenses. If project is over \$200,000, three year projected statements are required including Cash Flow, Source and Application of Funds, and Balance Sheet. Include key assumptions which make up projections.</p> <ul style="list-style-type: none"> <li>- Personal Net Worth Statement.</li> </ul> <p><b><u>FOR MARKETING, TRAINING AND QUALITY PROJECTS</u></b></p> <ul style="list-style-type: none"> <li>- Detailed implementation plan (3 years) outlining costs of various activities to be undertaken.</li> <li>- If applying for a qualified person, include a detailed job description and résumé of proposed person to be hired.</li> <li>- Latest financial statements.</li> </ul> <p><b><u>FOR INNOVATION PROJECTS</u></b></p> <ul style="list-style-type: none"> <li>- Complete description of the proposed project.</li> <li>- Latest financial statements.</li> </ul> <p><b><u>FOR STUDY PROJECTS</u></b></p> <ul style="list-style-type: none"> <li>- Proposal from consultant.</li> <li>- Latest financial statements.</li> <li>- Personal net worth statement.</li> </ul> <p>The extent of information required will be dependent on the complexity and size of the business or project. For larger, more complex projects, a more detailed Business Plan, Feasibility Study and/or Marketing Study will be required. Contact your ACOA representative for guidance.</p>	<p><b>14 - Plan d'entreprise</b></p> <p>Veuillez inclure les données suivantes avec votre formule de demande dûment <u>signée</u>.</p> <p><b><u>POUR TOUS LES PROJETS (À L'EXCEPTION DES ÉTUDES)</u></b></p> <ul style="list-style-type: none"> <li>- L'historique et une description de l'entreprise; y compris les produits fabriqués ou les services offerts.</li> <li>- Des données à l'appui pour les gros achats (devis pour chaque marque et modèle d'appareil, etc.) ou les gros travaux de construction (devis pour les travaux, taille de l'immeuble, etc.).</li> <li>- Des données commerciales suffisantes concernant le projet (Qui sont les concurrents? Où sont-ils situés? Quel est le marché ciblé? Comment le produit sera-t-il commercialisé?).</li> <li>- Exposé et de la structure de gestion de l'entreprise, curriculum vitae des principaux intervenants, expérience dans le genre d'entreprise proposée.</li> <li>- Entreprise existante</li> </ul> <p>États financiers du dernier exercice et état des revenus et des dépenses prévus pour la prochaine année. Si le projet est évalué à plus de 200 000 \$, les prévisions doivent s'échelonner sur trois ans (mouvements de trésorerie, provenance et utilisation des fonds, bilan). Mentionner les principaux éléments des prévisions.</p> <ul style="list-style-type: none"> <li>- Nouvelle entreprise</li> </ul> <p>Une copie du bilan d'ouverture et un état des revenus et des dépenses prévus pour la prochaine année. Si le projet est évalué à plus de 200 000 \$, les prévisions doivent s'échelonner sur trois ans (mouvements de trésorerie, provenance et utilisation des fonds, bilan). Mentionner les principaux éléments des prévisions.</p> <ul style="list-style-type: none"> <li>- État de la valeur nette personnelle.</li> </ul> <p><b><u>PROJETS DE MARKETING, FORMATION ET QUALITÉ</u></b></p> <ul style="list-style-type: none"> <li>- Plan de marketing triennal énumérant le coût des diverses activités qui seront entreprises.</li> <li>- Si la demande est pour un spécialiste en marketing, inclure une description de poste détaillée et le curriculum vitae de la personne qui sera embauchée.</li> <li>- Derniers états financiers.</li> </ul> <p><b><u>PROJETS D'INNOVATION</u></b></p> <ul style="list-style-type: none"> <li>- Description complète du projet proposé.</li> <li>- Derniers états financiers.</li> </ul> <p><b><u>ÉTUDES</u></b></p> <ul style="list-style-type: none"> <li>- Proposition du consultant.</li> <li>- Derniers états financiers.</li> <li>- État de la valeur nette personnelle.</li> </ul> <p>La quantité de données à fournir dépend de la complexité et de la taille de l'entreprise ou du projet. Pour les projets plus complexes, il faut envoyer un plan d'entreprise, une étude de faisabilité et/ou une étude de marché plus détaillées. Communiquer avec un représentant de l'APECA pour obtenir des conseils.</p>																								
<p><b>15 - Applicant's professional references (if applicable) / Références professionnelles du requérant (le cas échéant) :</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%;">Name of firm or agency Nom de la firme ou de l'organisme</th> <th style="width: 20%;">Contact person Personne-ressource</th> <th style="width: 20%;">Telephone Téléphone</th> </tr> </thead> <tbody> <tr> <td>Financial institution / Établissement financier :</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Accountant / Comptable :</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Lawyer / Avocat :</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Insurance company / Compagnie d'assurance :</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Consultant :</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>			Name of firm or agency Nom de la firme ou de l'organisme	Contact person Personne-ressource	Telephone Téléphone	Financial institution / Établissement financier :	_____	_____	_____	Accountant / Comptable :	_____	_____	_____	Lawyer / Avocat :	_____	_____	_____	Insurance company / Compagnie d'assurance :	_____	_____	_____	Consultant :	_____	_____	_____
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ACOA 271 (11/08/04) (3 of 4)

s.19(1)

s.20(1)(b)

s.20(1)(d)

16 - Official language preferred for correspondence:  
Choix de langue pour la correspondance :

English ☒  
Anglais

French ☐  
Français

17 - Notice and consent  
**TO THE MINISTER FOR THE  
ATLANTIC CANADA OPPORTUNITIES AGENCY (ACOA):**

- (a) I certify that the information given is, to the best of my knowledge and ability, complete, true and correct and this will also apply to all information given in the future in connection with the implementation of the project and the program.
- (b) I certify that financial assistance from ACOA is a significant factor in the decision to proceed with this project.
- (c) I also authorize ACOA to make any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit economic development organizations, to collect and share information with them, as ACOA deems necessary in order to reach a decision on this application, to administer and monitor the implementation of the subject project, and to evaluate the results of the project and this program after project completion.
- (d) Information provided to ACOA will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. These laws govern, protect and limit the collection, use and disclosure of personal, financial and technical information by federal government departments and agencies. Information provided to ACOA is secured from unauthorized access.

I read and understood the Notice and Consent. I voluntarily consent to the collection, use and disclosure as described. I further acknowledge that I have read and understood the above clauses.

Name and title of authorized official / Nom et titre de l'agent autorisé

Signed at Washington, DC this 26  
Signé à USA le

17 - Avis et consentement  
**AU MINISTRE DE L'AGENCE DE  
PROMOTION ÉCONOMIQUE DU CANADA ATLANTIQUE (APECA) :**

- (a) Je confirme qu'à ma connaissance, l'information fournie dans les présentes est complète, véridique et exacte, et que cela sera le cas de toute information qui sera fournie à l'avenir par rapport à la mise en oeuvre du projet et du programme.
- (b) Je confirme que la décision de donner suite au projet repose dans une large mesure sur l'aide financière consentie par l'APECA.
- (c) J'autorise également l'APECA à entrer en communication avec toute personne, toute entreprise, toute société, tout organisme ou ministère fédéral ou provincial et tout organisme de développement économique sans but lucratif afin de demander ou de donner des renseignements, selon ce qu'elle jugera nécessaire pour prendre une décision relativement à la présente demande, pour gérer et contrôler la mise en oeuvre du projet, et pour évaluer les résultats du projet et du programme une fois le projet terminé.
- (d) L'information transmise à l'APECA sera traitée conformément à la *Loi sur l'accès à l'information* et à la *Loi sur la protection des renseignements personnels*. Ces lois régissent et limitent la collecte, l'utilisation et la diffusion de renseignements personnels, financiers et techniques par les ministères et les agences du gouvernement. Toute l'information transmise à l'APECA est protégée contre l'accès non autorisé.

Je déclare avoir lu et compris le présent avis. Je consens volontairement au rassemblement, à l'utilisation et à la divulgation de l'information décrite ci-dessus. Je reconnais avoir lu et compris les clauses ci-dessus.

Signature of authorized official / Signature de l'agent autorisé

day of February 20 10  
jour (d'/de)

ACOA REGIONAL OFFICES

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ACOA 271 (11/08/04) (4 of 4)

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Télécopieur : (902) 566-7098

Print Form

ATTACHMENT 1  
PROJECT NARRATIVE

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THE GERMAN MARSHALL FUND OF THE UNITED STATES  
Proposal for the  
Halifax International Security Forum 2010

Introduction

Canada is one of only a handful of countries that is a genuine global actor. Although its military is not as large as other nations that deploy overseas, it has contributed significantly to nearly every international crisis for the last 100 years. In addition to its military commitments, Canada maintains considerable influence because of its distinctive capacity to generate new ideas and approaches to complicated international challenges. The noteworthy success of the inaugural Halifax International Security Forum, held in November 2009, clearly demonstrated how appreciative the global policy community is of Canada's longstanding contributions.

Now is an opportunity to further strengthen Canada's positive influence on global security issues by hosting the second Halifax Forum, establishing it as the annual gathering place for serious, forward-looking debate with like-minded policy and opinion makers. The German Marshall Fund of the United States (GMF) will work to ensure that the second forum, to be held November 5-7, 2010, at the Halifax Westin Nova Scotian, exceeds the high standard set in 2009.

GMF proposes entering into a partnership with the Department of National Defence and the Atlantic Canada Opportunities Agency to host the second annual Halifax Forum. GMF will engage its diverse networks in North America, Europe, and Asia as well as reach out to targeted countries in Latin America and Africa. A comprehensive communication and fundraising plan will accompany these efforts to ensure prominent media coverage and private sector participation.

Why GMF?

GMF is a non-partisan American public policy and grantmaking institution dedicated to strengthening cooperation between North America and Europe. GMF pursues this mission by supporting individuals and institutions working on transatlantic issues, by convening leaders to discuss the most pressing transatlantic themes, and by examining ways in which transatlantic cooperation can address global policy challenges. Unlike many organizations working on transatlantic affairs, GMF maintains a strong presence and network on both sides of the Atlantic. In addition to its headquarters in Washington, DC, it has seven offices in Europe (Berlin, Brussels, Bratislava, Paris, Belgrade, Ankara, and Bucharest). GMF's successful record in conducting high-level events and promoting dialogue on both sides of the Atlantic uniquely positions the organization to lead this conference.

GMF has developed a reputation for high-level, innovative convening through its conferences surrounding the NATO summits in Istanbul, Riga, and Bucharest and through the success of its flagship Brussels Forum. GMF endeavors to build the Halifax International Security Forum into the North American equivalent of its European conferences, but focused specifically on global security issues.



## Economic Benefits to Atlantic Canada

As the Halifax Forum develops its reputation as the leading global security event on the international calendar, the Atlantic Canada community will benefit greatly from the economic impact of visitors during an off-peak season and the international attention generated through significant media coverage. Moreover, Halifax Forum will bring important business opportunities for local defence and aerospace firms that can use the two-day event as an occasion to meet with their international colleagues. GMF will work closely with the Atlantic Canada Opportunities Agency to ensure the forum maximizes opportunities for economic development in Atlantic Canada.

## Format

GMF has developed an innovative model for high-level conferences that utilizes a variety of formats designed to maximize participation and minimize speeches. The defining characteristic is straightforward: a less-formal setting for serious debate and in-depth discussion. GMF achieves this through three different formats of debate: main sessions with an audience of 200-250, which take place in a formal setting and are open to the media; night owl and breakfast sessions with audiences of 40-80, which take place in an informal, off-the-record setting; and dinner conversations with 20 participants, designed as intimate policy discussions. GMF carefully selects the moderators of these sessions in order to maximize the interactive and lively quality of the debates.

The application of three different session formats sets Halifax Forum apart from other comparable conferences. The Munich Security Conference, held annually in Germany, features long speeches and limited opportunity for interactive debate. GMF's model provides participants with the opportunity to discuss a range of topics that are otherwise difficult to share in a formal, on-the-record setting. At the same time, some stakeholders prefer to speak on-the-record in order to use the forum's media presence to raise the visibility of their comments to a wider public. By giving participants access to a range of different format options, GMF ensures a more diversified program with a wide range of topics. GMF received positive feedback on this three-tier format during the 2009 Halifax Forum.

GMF's organizational approach also places emphasis on maximizing networking opportunities for speakers and participants. GMF achieves this balance through networking dinners, informal receptions, and open buffets that provide time and space for private networking and conversation.

## Agenda

GMF will develop the agenda for the conference in close consultation with the Department of National Defence, the Atlantic Canada Opportunities Agency, and any additional partners. GMF will regularly exchange information with the Canadian government to ensure that the agenda and panelists are in line with the messages that should be conveyed.

The 2009 Halifax Forum agenda reflected the growing diversity of issues at the core of the transatlantic security relationship as well as the growing geographic reach of transatlantic cooperation. The main on-the-record panels covered broad themes such as international law, nuclear proliferation, global Transatlanticism, Afghanistan and Iran. Smaller sessions explored challenges related to North Korea, the Middle East, development, climate change, and counter

terrorism. Similarly, the 2010 Halifax Forum will explore significant global defence issues in detail and allow for the open pursuit of new ideas.

#### Location and Timing

GMF proposes to hold the Halifax International Security Forum on November 5-7, 2010, at the Westin Nova Scotian in Halifax. GMF will work to ensure that all of the complex logistics of the event are handled with the high standard of professionalism it exhibits in all of its convening activities. Great care will be taken to ensure that current and former leaders and high-level officials can participate. The Westin Nova Scotian proved to be an optimal venue for the 2009 Halifax Forum. The hotel had sufficient capacity to accommodate all of the full participants and offered consistent high level service and attention leading up to and during the conference. Also, utilizing one venue for both participant accommodations and the conference proceedings helped facilitate a sustained networking environment for all attendees.

#### Outreach

As it did in 2009, GMF will develop and implement, in close collaboration with the Department of National Defence and the Atlantic Canada Opportunities Agency, a comprehensive public diplomacy and communications strategy, including recruiting reporters to cover the event, creating a working press center during the conference, allowing reporters to file stories about the event in real time, and developing printed materials and a revamped Web site. The main conference venue will be set up to allow the keynote speeches and main sessions to be aired via satellite and webcast.

The 2009 forum attracted significant media coverage on television, the Internet, radio, and in print. In total, 70 working journalists registered to cover the forum generating over 200 news stories. GMF anticipates attracting even greater coverage in 2010 due to the successful branding of the first forum.

GMF will implement a fundraising strategy to recruit local and international business participation, specifically from the defence and aerospace industries. GMF also will look for other avenues of support such as in-kind contributions from Air Canada and others.

#### Budget

The approximate budget of \$2,844,888 is based on the real costs of implementing this type of event in 2009 as well as other major GMF events. Please note that GMF will pay for all administrative overhead expenses (\$513,013) and that all unused contingency funds will be returned upon completion of the conference. A detailed budget is attached. Main costs include the following:

1. A substantial investment of personnel resources by GMF, including senior staff in Washington for conceptual work and speaker acquisition as well as junior staff in Washington for operational and logistical work on the ground. GMF will also have to employ additional local staff for the implementation of this event.
2. Build-out of the interactive forum for the main conference venue to ensure professional media presentation (staging, backdrops, lighting, audio-visual equipment, TV/Satellite coverage, cameras, etc.).

3. Travel costs for speakers and participants, hotel accommodation, and catering for approximately 300 participants for three days.

4. Additional technical services (IT, printing, photography, web design) and printing costs for publications.

#### **Conclusion**

GMF will work closely with the Department of National Defence and the Atlantic Canada Opportunities Agency to ensure the forum maximizes opportunities for economic development and media attention in Atlantic Canada. GMF appreciates the partnership formed last year with the inaugural Halifax Forum and respectfully requests a renewed investment from the Atlantic Canada Opportunities Agency of \$2,331,875 for the second year of this project.