

# Halifax International Security Forum Summary of Costs for the 2011 Summit

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	\$ <b>2,</b> 573,295.54	
Total Maximum allowable for Year 1	\$ 2,490,000.00	
Costs in excess of Maximum	\$ 83,295.54 😓	

<sup>\*</sup> 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-apeca.gc.ca.

Yours truly,

Matthew Johnson
Account Manager

Attachment

# Annex 1

# Halifax International Security Forum

# Project # 199652

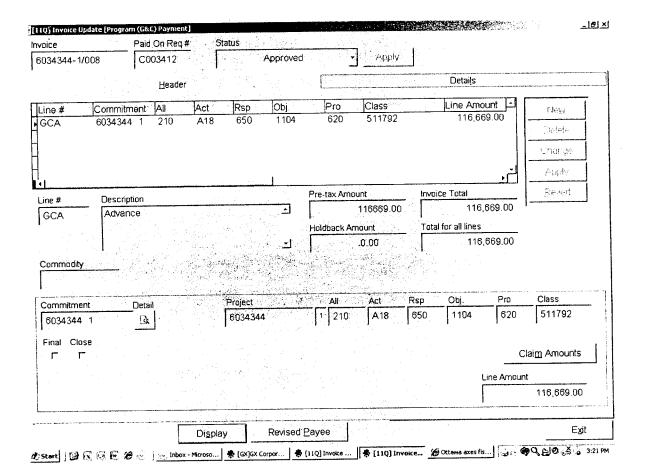
# **Detailed Calculation of Payment #08**

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

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

03412 Ready for posting	
F .sition Adjusting Entries	Invoices Foreign Bank
e HALIFAX INTERNATIONAL SECU	URITY FOR
9540 /The Toronto-Dominion Bank - 25012	Apply Rovert Delute
ment Type Pri	Cheque Language Cheque Number Cheque Date
Direct Deposit	English
	Payee Name
trict Accounting Office	HALIFAX INTERNATIONAL SECURITY FORUM
065 Nova Scotia - Halifax	
st Month Batch	
ine - Period 03	UNASSIGNED
ita Entry Date Release Date Due Date Int. Inc.	
2012.06.28 2012.06.28 2012.06.28 2	
partment Text	
	City Province
	Halifax NS Nova Scotia
Observation Common	Country Postal Code
oucher Amount Cheque Amount Current	CAN Canada - X
116,669.00 116669.00	

CERTIFIED PURSUANT TO SECTION 33
OF THE FINANCIAL ADMINISTRATION ACT
EATE WALL ACT INIT



#### Recommendation Document - SCHEDULE A

#### **Business Development Program**

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

	Business	Develo	pment Pro	gram		-	Program	N		ID	Code	Year
						L	620	6034	344-1 1996	52 3516	9 G19540	2013
	,				IDENTI	FIC	ATION					
Payee (and joint	payee, if a	pplicat	oie):									
Name(s):	HALIFAX I	INTERNA	TIONAL SE	CURIT	Y FORUM					Principa	In Arrears:	0.00
Address:	UNASSIGI	NED, Ha	lifax, NS							Ir	terest Due:	0.00
Attention:	Peter Van	Praagh									narges Due:	0.00
	1 000								L		.a. yes buc.	0.00
			PROJ	ECT D	ESCRIPTION AND	AU	THORIZATIO	N ASS	ISTANCE			
Major Act: Busines	s Support	(2)				0	offer Accepted	d: 201	1/08/04	Project	Start Date: 20	1/07/28
Location of Projec	ct Municip	ality, P	rovince-Te	rritor	y					Est. End	Date: 2014/03	/31
Halifax Nova Scotia						L	ast Financial	State	ment Date:	•		· · · · · · · · · · · · · · · · · · ·
Type of Assistance	e: B - Non	-Renava	hle			T	Authorized		Eligible		Total Auth	arizad
						-11	Rate	% X	Costs	=	Assista	
Payment Type: Di	rect Depos	sit					100.000	% X	7,470,000.00	=	7,470,00	0.00
Email Notification	(GX): dal	kota@ha	difaxthefor	ım ora		71		L	· I · · · · · · · · · · · · · · · · · ·		7,470,00	0.00
	, (-11), 64					1						
					DEPARTMENT	CAS	SH FORECAST	т				
Fiscal Year	2012/	2013		2013	/2014	20	14/2015		2015/2016		Future Yea	rs
Committed		1,9	98,000.00		2,490,000.00		<del></del>	0.0	0	0.0	00	0.00
Expended	1		39,467.06		0.00		<del></del>			dodified 20	)12/02/29 by Sc	
			.,			<u></u>			······································		. , , ,	
					COSTS A		PROVED					
Cost Su	mmarv		Prior Fi		OTAL PRIOR CLAI  Current Fiscal		Future Fiscal		THIS CLAI		TOTAL TO LAT ENI	
			Year(:	s)	Year		Year(s)				2012/0	7/31
Costs Claimed Adjustments/Defe	oversic (D -	forest	3,214,				0.0			0.00		4,109,051.9
Eligible Costs App		rerrai+		873.76 000.00	<del></del>		0.0			0.00		-755,920.87 3,353,131.06
						<u></u>				0,00	···	3,333,131.0
		Р	AYMENT C	ALCUL	ATION				٦			
Appro Assista			\$0.00									
Less Applic	<del></del>			<del> </del>					Period Cove	red From	2012/07/01	
Holdback (			\$0.00	Availa	able Holdback: \$0.0	0			Period Cove			
Assistance Paya	ble:		\$0.00				***************************************		1000			
Outstan	<del></del>			t	· · · · · · · · · · · · · · · · · · ·		····		0) Deferre			0.00
Advan		\$	568,336.00				رمييل	112	1) Deletion			0.00
Advance Settlem	ent:		\$0.00	Unset	ttied Outstanding Ac	dvar	nces: \$568,33	6.00	2) Addition			0.00
Amount Ow	ring:		\$0.00	T			May/Jin	15.4	3) Deferre			0.00
New Adva	nce:	\$	116,669.00	Unse	ttled Outstanding Ad	dvar			Total:			0.00
Release Holdb				+	able Holdback: \$0.0				Ciaim No: 8			
PAYE Pay	<del></del>			+	tanding PAYE: \$0.00				Claim Type: GX Payment			
		<u> </u>		+								
Current Paym		\$1	16,669.00	<del> </del>						Object Co	ode	Amount
Disbursed ( before cur paym	rent	\$3,	921,467.06							nces/Settl urage Emp	ements - NRC - loyment	116,669.00
Disbursed ( after cur paym	rent	\$4,	038,136.06									
			<del></del>	,	Additional Claim Ir	nfoi	rmation Requ	ested		· · · · · ·		
								,				
Ргера	red By:				Recommended By	y:	.1			Administr	pursuant to S ation Act and	
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Signature:	lisa	anc	>		With July		1		X		,	
Title:	0		_	-			11 - 60	,	$\mathcal{U}_{\mathcal{U}_{k}}$			
f	ayn	rest	Office	In	Rellope	lli	At OH	W	Hlmec	<u>ہے ,لح</u>	<u>).</u>	
Date:	hine .	22	201	ئىر	June 2	7	2012		Jus :	98).	J€13-	
7			,	<u>. ب- ر</u>	July &	•	1.			<u>-</u> 1	- 10	

#### 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



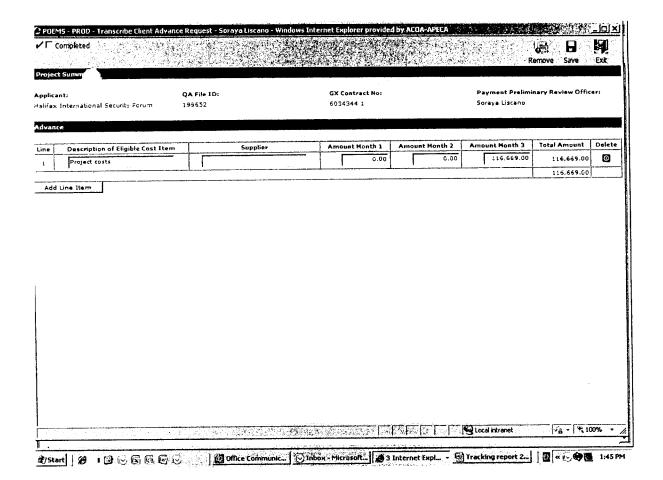
Halifax International Security Forum Applicant: 199652 QA File ID: GX Contract No: 6034344 1 Payment Preliminary Review Officer: Soraya Liscano Payment Checklist A Ref Ans 1. GENERAL advance - 3rd Are the costs claimed consistent with those allowed as per the Statement of Work? N/A installment Have prior 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 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)? Has the Applicant completed, signed, and dated the Certification portion at the bottom of the claim form? N/A N/A Has the project's HST/GST rebate status changed? N/A Have financing conditions been met? Are the current Financial Statements on file? Has QAccess been updated with the latest info? N/A N/A Have equity requirements been met? Have you checked any oustanding items on previous claims (Schedule A-1)? Has a complete description N/A of adjustments been recorded on the B-4 for use in the payment letter? 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 N/A schedules been adjusted?) Comments, Special Conditions and Observations

Project Summary

Project Summary Halifax International Security Forum Applicant: 199652 QA File ID: GX Contract No: 6034344 1 Payment Evaluation Officer: Soraya Liscano Payment Checklist B Ans Ref 1. GENERAL Are you satisfied that all costs were incurred and contract commitments made after the receipt of the N/A application by the department, and prior to the end of the control period/completion date? Have all significant changes from the original authorization received prior to approval? N/A Yes Are you satisfied the project is progressing as per the statement of work? Are you satisfied that assets are on-site (property titles transferred & adequate long term lease in place) N/A N/A Have all identified ineligible costs been deleted? 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 N/A adjustments reflected in this payment? Based on the Applicant's most recent financial statements, has equity been maintained? N/A 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? Have all special conditions to the contract been met (financing, environment, other)? N/A N/A If a joint payee is required, is this indicated on the schedule A? Have any outstanding Audit issues been addressed? N/A Comments, Special Conditions and Observations: Account Manager :

# Disbursement Details

Project Summary	ıry									
Applicant: Halifax Internati	Applicant: Halifax International Security Forum		Õ	<b>QA File ID:</b> 199652	GX Conti 6034344 ]	GX Contract No: 6034344 1	Pa	Payment Evaluation Officer: Soraya Liscano	n Officer:	
Decision										
Rationale:										
Summary of Costs:	osts:									
Summary Of Advance:	dvance:									
Outstanding Claimed Items	aimed Items									
Claim No. De	Description Supplier	Invoice Number Invoice Date	woice Date	Invoice Amo	Invoice Amount with HST/GST.	HST/GST	Outstandii	Outstanding Invoice Amount with HST/GST		Outstanding HST/GST
					80.00	0 80.00			\$0.00	\$0.00
Decision Items							-			
CRA Rebate Rate: 0 %	te: 0 %									
Claim No. Category	ategory Payment Item	m Claim Cost Adj	Adjustment	Eligible Cost	Invoice HST/GST		Eligible HST/GST	Assist. Rate (%)	Payment Deferred Object Code	Object Code
	1	89.00	\$0.00	80.00		\$0.00	80.00		\$0.00	
Advance Items										
Claim Number	Des	Description	Supplier		Month One	ne	Month Two		Month Three	Total
6/1	Proj	Project costs			3\$	\$0.00	\$0.00		\$116,669.00	\$116,669.00
1/0	6.				35	\$0.00	80.00		\$116,669.00	\$116,669.00
Advance Item Decisions	Decisions									
Claim Number	Category De	Description Supplier	Requested Adjustment	Adjustment	Eligible Assist Rate (%)	st Rate (%)	Payment Object Code	Code		
8/1	Other (operating) Project costs	oject costs	\$116,669.00	\$0.00 \$116,669.00 \$0.00 \$116,669.00	\$0.00 \$116,669.00 \$0.00 \$116,669.00	100.000	\$116,669.00 1104 - \$116,669.00	Advances/Settlem	\$116,669.00 1104 - Advances/Settlements - NRC - Encourage Employment \$116,669.00	mployment



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.

Yours truly,

PMR

Matthew Johnson Account Manager

Attachment

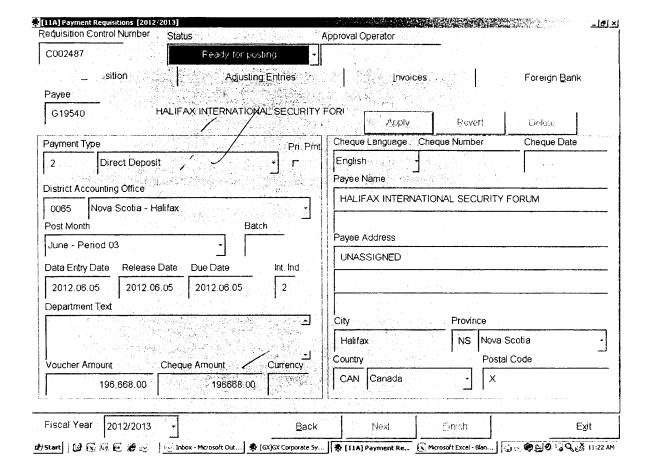
# Halifax International Security Forum

# Project # 199652

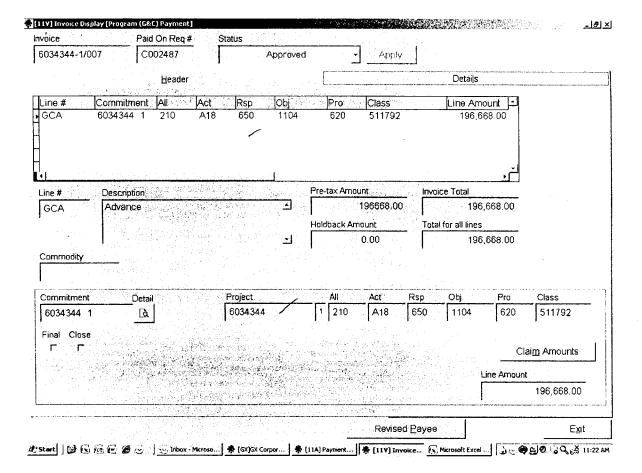
# **Detailed Calculation of Payment #07**

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

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



CERTIFIED PURSUANT TO SECTION 33
OF THE FINANCIAL ADMINISTRATION ACT



#### Recommendation Document - SCHEDULE A

#### **Business Development Program**

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

ID	E١	ITP	FΙ	CA	ΤI	О	N

Payee (and joint	payee, if applicable):		
Name(s):	HALIFAX INTERNATIONAL SECURITY FORUM	Principal in Arrears:	0.00
Address:	UNASSIGNED, Halifax, N5	Interest Due:	0.00
Attention:	Peter Van Praagh	Charges Due:	0.00

PROJECT DESCRIPTION AND AUTHORIZATION ASSISTANCE

Major Act: Business Support (2)	Offer Accepte	Offer Accepted: 2011/08/04 Pro			roject Start Date: 2011/07/28	
Location of Project Municipality, Province-Territory				Est. En	d Date: 2014/03/31	
Halifax Nova Scotia	Last Financia	l State	nent Date:			
Type of Assistance: B - Non-Repayable	Authorized Rate	% X	Eilgible Costs	=	Total Authorized	
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	742,799.06	0.00		Modified 2012	/02/29 by Soraya Liscano

COSTS APPROVED

	TO	TAL PRIOR CLAIM	S		TOTAL TO LATEST PERIOD	
Cost Summary	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)	THIS CLAIM	END: 2012/06/30	
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

	PAYMENT CA	ALCULATION
Approved Assistance:	\$0.00	
Less Applicable Holdback (0%):	\$0.00	Available Holdback: \$0.00
Assistance Payable:	\$0.00	
Outstanding Advances:	\$371,668.00	May/12
Advance Settlement:	\$0.00	Unsettled Outstanding Advances: \$371,668.00
Amount Owing:	\$0.00	May/J.m 12
New Advance:	\$196,668.00	Unsettled Outstanding Advances: \$568,336.00
Reiease 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 Ciaim 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 Recommended By:	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department signing Authorities: (). Maily
Signature:	Liscano	Ar 1	Clast
Title:	Payment Office	ADir Comic Boly	DG. Reg Ops
Date:	May 31, 2012	W 31/303	Jun 5/15

#### 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 #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

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

- quarterly report
- issue advance for July



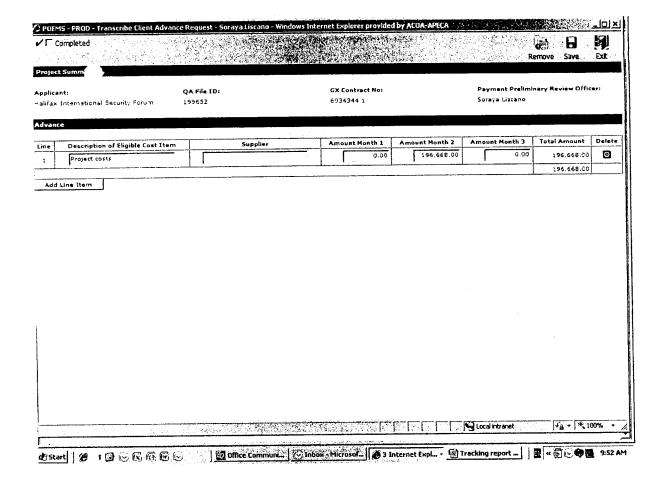
Project Summary Applicant: Halifax International Security Forum QA File ID: 199652 GX Contract No: 6034344 1 Payment Preliminary Review Officer: Soraya Liscano Payment Checklist A Ans Ref I. GENERAL advance - 2nd Are the costs claimed consistent with those allowed as per the Statement of Work? N/A installment 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 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? Have you checked any oustanding items on previous claims (Schedule A-1)? Has a complete description Yes of adjustments been recorded on the B-4 for use in the payment letter? N/A Has cashflow been adjusted? 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 N/A schedules been adjusted?) Comments, Special Conditions and Observations: Account Manager:

Project Summary Applicant: Halifax International Security Forum QA File ID: 199652 6034344 1 **GX Contract No:** Payment Evaluation Officer: Soraya Liscano Payment Checklist B Ref Ans 1. GENERAL Are you satisfied that all costs were incurred and contract commitments made after the receipt of the N/A application by the department, and prior to the end of the control period/completion date? 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 N/A Have all identified ineligible costs been deleted? 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 N/A adjustments reflected in this payment? 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 N/A If a joint payee is required, is this indicated on the schedule A? N/A Have any outstanding Audit issues been addressed? Comments, Special Conditions and Observations: Date: May 5/12 Account Manager:

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Applicant: Halifax International Security Forum Decision Rationale: Summary of Costs: Summary Of Advance: Outstanding Claimed Items Claim No. Description Supplier Invoice Number Inv	Q, 19	<b>QA File ID:</b> 199652	GX Contract No: 6034344 1	Payment Evaluation Officer: Sorava Liscano	n Officer:	
Forum Supplier Invoice Number	Date		6034344 1	Sorava Liscano		
Supplier Imoice Number	woice Date		• • • • • • • • • • • • • • • • • • • •			
Supplier Imoice Number	woice Date					
Supplier Imoice Number	woice Date					
Supplier Invoice Number	woice Date					
Supplier Invoice Number	woice Date					
Description Supplier Invoice Number	woice Date					
		Invoice Amount with HST/GST	HST/GST HST/GST	Outstanding Invoice Amount with HST/GST		Outstanding HST/GST
			\$0.00	0	\$0.00	\$0.00
Decision Items						
CRA Rebate Rate: 0 %		27				
Claim No. Category Payment Item Claim Cost	Claim Cost Adjustment	Eligible Cost Imo	Invoice HST/GST E	Eligible HST/GST Assist. Rate (%)	Payment Deferred	Object Code
80.00	\$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	4djustment 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	ents - NRC - Encourage Emp	oloyment
	\$196,668.00	\$0.00 \$196,668.00		\$196,668.00		



Agence de promotion économique du Canada atlantique

**APPENDIX 2** 

#### CLAIM FOR AN ADVANCE PAYMENT

Applicant Name: Halifax International Streety Journ	Project No : 199652 Claim No : 2-2012
Address: 1717 Rhode Island Ave. NW, Swite 610 Washington DL 20036	Contact Name: Peter Van Prangh
is this a new address? Yes No.	Telephone No.: + 202 688 2470

PLEASE REFER TO THE INSTRUCITONS IN APPENDIX 1.

Forecasted Cash Requirements

Period Covered From _	May 1, 2012	To Inhy	31, 20/2 (M	aximum 3 Months	)
Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month3	Total Amount
Production Design	MAHALE	250,000	100,000	20,000	370,000
Media, Publications	maltarle	50,000	25,000	25,000	100,000
* Dutreach	7/	33/333	33,333	33, 334	100 000
Travel/Birfare	Multpell	37,335	38,335	38,335	115,005
Personnel	HISF	<del>  /</del>			/
		/ 07		<del> </del>	
	,	Dorke			
		1 1 0			<del> </del>
	TOTALS	371,668	196, 668	116,669	685,005

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.

advance semited to monthly;

May/12 - pard on ce # 6 /

Jun/12 - 196,668 WU#7

Jul/12 - 116,669 / ce # 8

Authorized Signing Authority Date

ACOA\_APECA (2008-04-07)

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.

Yours truly,

Jacqueline Deveau Account Assistant

Attachment

# Annex 1

# Halifax International Security Forum

Project # 199652

# **Detailed Calculation of Payment #06**

\$894,178.17

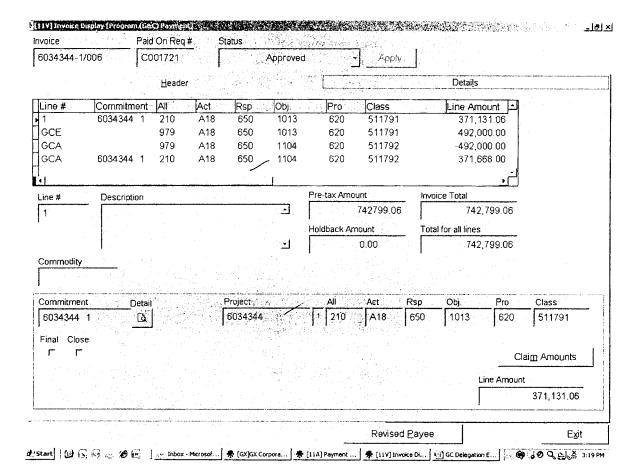
Costs Claimed

Adjustment Amount	\$-31,047.11	
Claim Approved Costs	\$863,131.06	
Gross Approved Costs 100.000% of \$863,131.06 Less:	Holdback Advance Settlement	\$863,131.06 \$0.00 \$492,000.00
Plus:	Advance	\$371,668.00
Approved Payment		\$742,799.06
Plus:	Prior Payments	\$2,982,000
Total Assistance Paid to Date		\$3,724,799.06

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

IA] Payment Requisitions [2012/2013] equisition Control Number Status	Approval Operator	_19I
equisition Control Number Status  C001721 Seady for posting		e entre de la companya de la company
į Jisition Agjusting Entries	Invoices	Foreign <u>B</u> ank
Payee	발전에 가면 전쟁으로 가장했다. 그렇게 가다고 있다. 한경인 설립 맛이 되었다. 생활성이 하는 것인데 있다. 그	
G19540 HALIFAX INTERNATIONAL SECURITY	FORI Apply Revert	Delete
Payment Type Pri. Pmt	Cheque Language Cheque Number	Cheque Date
2 Direct Deposit	English Payee Name	
District Accounting Office	HALIFAX INTERNATIONAL SECURITY F	ORUM
0065 Nova Scotia - Halifax Post Month Batch	Payee Address	
May - Period 02  Data Entry Date Release Date Due Date Int. Ind.	1717 Rhode Island Avenue NW	
2012.05.11 2012.05.11 2012.05.11 2	Suite 610	Harmon Turkin Harmon Harmon Harmon Harmon Harmon Harmon
Department Text	City	
Voucher Amount Cheque Amount Currency	Washington DC District Country Postal	of Columbia -
Voucher Amount         Cheque Amount         Currency           742,799.06         742799.06	United States 2003	6
	A Commence of the Commence of	<del></del>
Fiscal Year 2012/2013 - Back	Next Finish	Exit

CERTIFIED PURSUANT TO SECTION 33
OF THE FUNANCIAL ADMINISTRATION OF THE FUNANCIAL ADMINISTRATI



#### Recommendation Document - SCHEDULE A

# **Business Development Program**

Sub-	GX Contract	QA File	Client	Supplier	Fiscal
Program	No.	ID		Code	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, Sulte 610, Washington, DC, 20036	Interest Due:	0.00
Attention:	Peter Van Praagh	Charges Due:	0.00

PROJECT DESCRIPTION	ON AND AUTHORIZATION	N ASS	ISTANCE		
Major Act: Business Support (2)	Offer Accepted: 2011/08/04 Project Start Date: 2011/07/3				Start Date: 2011/07/28
Location of Project Municipality, Province-Territory Halifax Nova Scotia				Est. En	d Date: 2014/03/31
	Last Financia	State	nent Date:		
Type of Assistance: B - Non-Repayable	Authorized Rate	% X	Eligibie Costs	=	Total Authorized Assistance
Payment Type: Direct Deposit	100.000	% X	7,470,000.00	=	7,470,000.00
Email Notification (GX): dakota@hailfaxtheforum.org					7,470,000.00

DEPARTMENT	CASH FORECAST	
014	2014/2015	2015/2

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 Liscar			

COSTS APPROVED

		COSISA	FROILD			
	TO	TAL PRIOR CLAIM	S		TOTAL TO LATEST PERIOD END: 2012/04/30	
Cost Summary	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)	THIS CLAIM		
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 CA	LCULATION	
Approved Assistance:  Asst. Rate	\$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 Owing:	\$371,131.06	
New Advance:	\$371,668.00	Unsettled Outstanding Advances: \$371,668.00
Release Hoidback:	\$0.00	Available Holdback: \$0.00
PAYE Payout:	\$0.00	Outstanding PAYE: \$0.00
Current Payment:	\$742,799.06	

Disbursed (Net) before current payment:

Disbursed (Net) after current payment:

#### 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: 5 6 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									
1	Prepared By:	Mychnoon, J.A. Recommended By:	Willen D C. Maulit	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department signing Authorities:						
Signature:	Liscano	MO	·cm	· Poston						
Title:	Payment Officer			Vice-Pasident						
Date:	May 4, 2012			May 10/2012						

\$2,982,000.00

\$3,724,799.06

Canadä

PROJECT	CLAIM SUMMARY AND	SOMMAIRE DES DEMA

NDES DE REPAYMENT UPDATE 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					S	-	S	-
Year 2 - Other Operating Costs	s	894,178.17	S	(31,047.11)	s	863,131.06	s	863,131.06
Year 3 - Other Operating Costs					\$		\$	-
					s	-	s	-
:					s	-	5	•
					s	-	s	<u>-</u>
Total costs this claim	s	894,178.17	s	(31,047.11)	s	863,131.06	\$	863,131.00

B. Cumulative Claim Summary	Sommaire des	demandes de rembou	rsement cumulative:	s	
Approved amounts per contract (including overrun)	Year 1 - Other Operation	ing Year 2 - Other Operating Costs	Yeer 3 - Other Operating Costs		Tolal
Montants approuves pour chaque marche (y compris les depassements de couts) (a)	\$ 2,490,000	2,490,000.00	\$ 2,490,000.00		\$ 7,470,000.00
				90%	\$ 6,723,000.00

#### Approved Costs - Couts approuves

Current Claim						Γ	
Demande de remboursement courante	\$		\$ 863,131.06	\$ -	\$	\$	863,131.06
Previous Claim							
Demandes de remboursement anterieures	\$	2,490,000.00	\$ -	\$	\$ -	\$	2,490,000.00
Subtotal Total							
(b)	\$	2,490,000.00	\$ 863,131.06	\$ 	\$	5	3,353,131.06
Variance	]						
Ecart (a-b)	\$	-	\$ 1,626,868.94	\$ 2,490,000.00	\$	1 8	4,116,868.94

Reasons for variance if negative - Raison de l'ecart s'il est negatif:

#### 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 #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

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

- quarterly report
- substantiate outstanding advance

Ò

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

	Ans Ref
1. GENERAL	
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 oustanding 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

Project Summary

Applicant:

Halifax International Security Forum

QA File ID:

199652

GX Contract No:

6034344 1 Payment Evaluation Officer: Soraya Liscano

Ans Ref
Yes
Yes
Yes
N/A
Yes
No
e N/A
N/A
N/A
N/A
Yes
N/A
N/A

Comments, Special Conditions and Observations:

# 

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Project Summary												
Applicant:				QA File	QA File ID:	GX Contr	GX Contract No:		Payment Ev	Payment Evaluation Officer:		
Decision	Security Forum			1970.	70	00343	-		Soldyd Liscailo	011		
Rationale:												
Summary of Costs:												
Summary Of Advance:	: <b>:</b> :											
Outstanding Claimed Items	1 I tems											
Claim No. Description	ntion Supplier	er Invoice Number	r Invoice Date	не	Invoice Amo	Invoice Amount with HST/GST	ST HST/GST		nding Invoice	Outstanding Invoice Amount with HST/GST	Outstanding HST/GST	ST/GST
5/1			2012/05/04	4		\$894,178.17	17 \$0.00	00		\$894,178.17		\$0.00
						\$894,178.17	.17 \$0.00	00		\$894,178.17		\$0.00
Decision Items												
CRA Rebate Rate: 100 %												
Claim No. Category	Paymer	Payment Item Claim Cost Adjustment	100000	Eligible Cost	Invoice HST/GST		Eligible A HST/GST	Assist. Rate Pay	yment Deferre	Payment Deferred Object Code		<b>41,</b>
5/1 Other (operating)	_	\$894,178.17 \$31,047.11		\$863,131.06		\$0.00	\$0.00	100.000 \$863,131.06 No	31.06 No	1013 - NRC - Non-Profit Organizations - All Other	fit Organizations	Ψ
Ineligible costs under the Program	the Program											
		\$894,178.17 \$31,047.11		\$863,131.06		\$0.00	\$0.00	\$863,131.06	31.06			
Advance Items												
Claim Number	D	Description	\$	Supplier		Mon	Month One	Month Two	Two	Month Three		Total
5/1	0	Other Operating				\$371	\$371,668.00	\$196,668.00	58.00	\$116,669.00	\$685	\$685,005.00
						\$371	\$371,668.00	\$196,668.00	98.00	\$116,669.00	\$89\$	\$685,005.00
Advance Item Decisions	ns.											
Claim Number Category	gory	Description S	Supplier Req	Requested	Adjustment	Eligible A	Assist Rate (%)	Payment Object Code	bject Code		-1.	
5/1 Other	r (operating)	Other (operating) Other Operating		\$685,005.00 -\$	-\$313,337.00 \$371,668.00	\$371,668.00	100.000	3371,668.00 11	104 - Advance	\$371,668.00 1104 - Advances/Settlements - NRC - Encourage Employment	ourage Employme	nt
Advance limited to monthly. May advance issued on this claim.	onthly. May adv	vance issued on this										
			\$685,	\$685,005.00 -\$	-\$313,337.00 \$371,668.00	\$371,668.00		\$371,668.00				

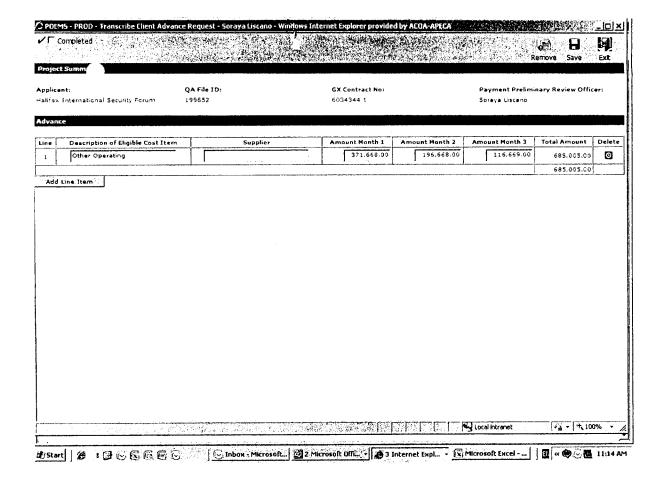
#### **SCHEDULE B-4**

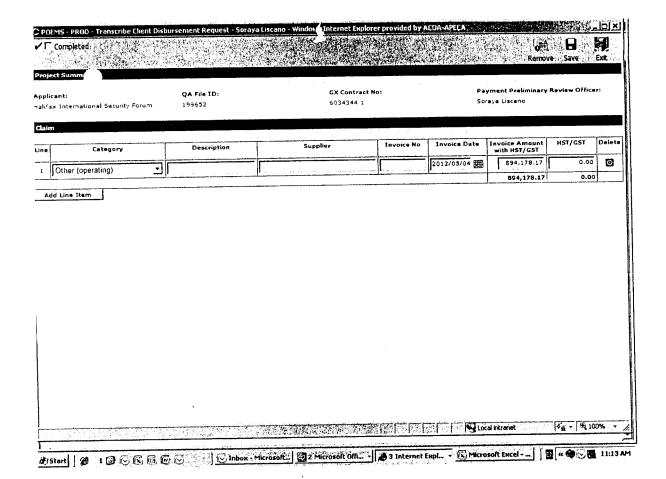
# Record of Adjustments

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
	Total	\$0.00	-\$31,047.11	\$0.00	\$0.00

PREPARED BY	J Da	Fran 4/17





# Agence de promotion économique du Canada atlantique

APPENDIX 4

Page 1 of 4

# APPLICANT'S REQUEST FOR PAYMENT

Applicant Name: Halitar Internation	I Sewite Forum	Project No :	19652	lalm No : 2 -	2012	
Address: 1717 Kknle Kland Ave	Nul 2 4 6/10	Period Covere	d: prevs	0 Dec \$/11		
Applicant Name: Halifax International Address: 1717 Khode Island Rue. Washington, DC 2003L	h			To: April.	30,2012	
0 '		Final Request	Yes	Nol		
is this a new address? Yes   (G)		If yes, a Fina	l Payment Certi	ficate must be at	tached.	
Do you have a HST/GST Registration Number? Yes No		Contact Name	Peter Van	Prongh		
Number:		Telephone No Fax No :	· +/	,		s.19(1)
PLEASE REFER TO INSTRUCTIONS IN A	PPENDIX 3.					3.10(1)
Description of Costs	Name of Supplier	Invoice number	Invoice Date	Invoice Amt HST/GST included	HST/GST included in invoice	
				\$	S	
	( )			<del> </del>		
- ) of 1+ Hack	W9-			<del> </del>		
74 1111						
		<del>-</del>				
Total invoice amount of this page		<u> </u>		1001	20 1	
Total carried forward from other pages		······································		15894,	178.17	
Total invoice amount \$						
Less the Total HST/GST included in the invoices.						
Total Costs Claimed	s Claimed s 894, 178.17					
b) (15) No that the above noted c) (15) No that all the requester d) (15) No that the project is in	med above are on site: (if in costs have been incurred and information is accurate and compliance with all special at provided as a result of this compliance with all special at the compliance with all special at the compliance with all special at the compliance of the compliance o	are cligible costs complete nd general conditi laim will be appli- ct of claimed eligi	nns of the contracted directly and on	ly to eligible proje including this and	ect costs.	·

ACOA\_APECA (2008-04-07)

Halifax International Security Forum
Profit 8 s by Class
February 1 ....ough May 3, 2012

/	101 A - ACOA	Total 101 - HISF 3011	182 A - ACQA	Total 192 - HRSF 2012		
	(101 - HISF 2011)	(198 Programs)	(102 - HISF 2012)	(100 Programs)	Total 100 Programs	TOTAL
dinary Income/Expansa			· · · · · · · · · · · · · · · · · · ·			
Income						
40000 - Gevertment Grants						
49819 - Agency (Government) Grants	87,743.82	87,743.82	409,618.98	409,815.P8	497,362.60	487,362.80
Total 49000 - Government Grants	67,743.82	87,743.82	409,516.98	409,815.98	497,362.80	497,362,80
46000 - Other Income					•	
46020 - Missellaneous Revenue	1,235.20	1,225.26	•		1,235,26	1,235,26
Total 46000 - Other Income	1,235.26	1,235.26		<del></del>	1,235.26	1,235.20
Total Income	88,979.08	88,579.88	409,918,96	409,919,99	498,598,06	494,598,08
Expense						110,111,111
50000 - Payroli Expenses						
\$6030 - Health Care	2,659.00	2,858.06	9,218.06	9,218.00	12,077,00	12,977.00
50040 - Dental, Life & ADAD, STOR,TO	655.17	655.17			855,17	655.17
50996 - Salery Affocation	10,195.64	10, 195,64	30,820.86	30,820.88	41,816,52	41,016.52
60909 - Fringe Benefit Allocation	1,949.20	1,949.20	5,321.15	5,321.11	7,270.31	7,270.31
Total 60000 - Payrell Expenses	15,659.01	15,659.01	45,359.98	45,359.99	\$1,019.00	81,019.00
51000 · Professional Services						,
51820 - Original Videa/Music	22,916.11	22,918,11			22,918,11	22,916.11
Total \$1000 - Professional Bervices	22,816.11	22,91E.11		•	22,918.11	22,018.11
82909 - Contract Services						
92090 - Outside Centract Services	41,464.52	41,464.52	450,000.00	450,000.00	491,484.52	401,464,52
Total 52000 - Contract Services	41,464,52	41,484.52	450,000.80	450,000.06	491,464.52	481,464.52
\$3000 · Travel and Meetings						
\$3918 - Airlare (inc. service charges)	9,862.68	8,862.68	2,051.61	2,051,81	10,914.49	10,914.49
53928 · Conf. Lodging & Moving Epace		•	250,000.00	250,000.00	250,000.00	250,000.00
53038 - Staff Representations	-	•	488.72	468.72	469.72	488.72
53040 - Per Diem for Travel	•	•	550.00	550.00	950.05	850.00
63060 - Stoff Travel	830.10	830.18	•		830.18	930.10
53078 - Catering	1,918.62	1,918.82			1,619.82	1,816.82
53896 - Other Travel (Taxl, Train, etc)	2,353.71	2,353.71			2,353.71	2,353.71
Total 52000 - Travel and Meetings	13,965.31	13,005,31	253,078.53	253,870.63	267,035.84	267,035.84
54000 - Facilities and Equipment						
54+20 · Depr and Amort - Allowable	1,075.02	1,075.02	2,150.04	2,150,94	3,225,06	3,225.08
Total \$4900 - PacBitles and Equipment	1,075.02	1,075.02	2,150,04	2,150.04	3,225.06	3,225.06
65900 - Operations and Business Expense						
55010 · Supplies	(1,500.00)	(1,500.00)			(1,500.00)	(1,500.00
55020 - Printing and Copying	1,274.90	1,274.06	•	•	1,274.00	1,274,06
85080 - Information Technology Expenses		<u>·</u> _	17,594.53	17,664.53	77,694.53	17,694.53
Total 56000 - Operations and Business Expense	(226.00)	(226.00)	17,694,53	17,004.53	17,488.53	17,468.53
84000 · Other Expenses						•
\$6060 - interes! Expense - General X	31,047.11	31,017.11	<u>.</u>	<u> </u>	31,047,11	31,947,11
Total 54900 - Other Expenses	31,047,11	31,047.51	·		31,047.11	31,047.11
Total Expensa	125,903.08	125,903.08	768,275.09	768,275.09	694,178,17	694,178.17
tel Ordinary Income	(36,824.00)	(36,824.00)	(3\$8,E56.11)	(359,658.11)	(395,580.11)	(395,580.11
Income	(36,924.00)	(36,924.90)	(360,856,11)	(388,666.11)	(395,510,11)	(396,680,11

USD average for period:

Low ,9807 High 1,0039

1.00 average @ pan

Hatifax International Security Forum General Ledger As et May 3, 2012	1		1		,			
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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.

Yours truly,

Jacqueline Deveau Account Assistant

Attachment

#### Annex 1

# Halifax International Security Forum

# Project # 199652

# **Detailed Calculation of Payment #05**

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

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 Statust	Approval Operator
C014465 Ready for posting	
E usition Adjusting Entries	Foreign Bankt
Payee	
G19540 HALIFAX INTERNATIONAL SECURITY	FOR!  Revent Deleter :
Payment Type	Chequet anguage in Cheque Number.
2 Direct Deposit	English
District Accounting Office	
0065 Nova Scotia - Halifax	THALIFAX INTERNATIONAL SECURITY FORUM:
Post Month Balen	
March - Penod-12	Payee Address
	ht/1/74Rhoge-Island-AvenidetNV-
Data Entry Date Release Date Due Date . Unit light	Sulleiout to the sulley of the
2012 03 12 2012 03 12 2012 03 12	
Department Text	
	City Rovince
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246,000,00 , 1246,000,00 , 1	USA Critice States 2 20036
Fiscal Year 2011/2012 4 guy Back	Dirigin (Exit
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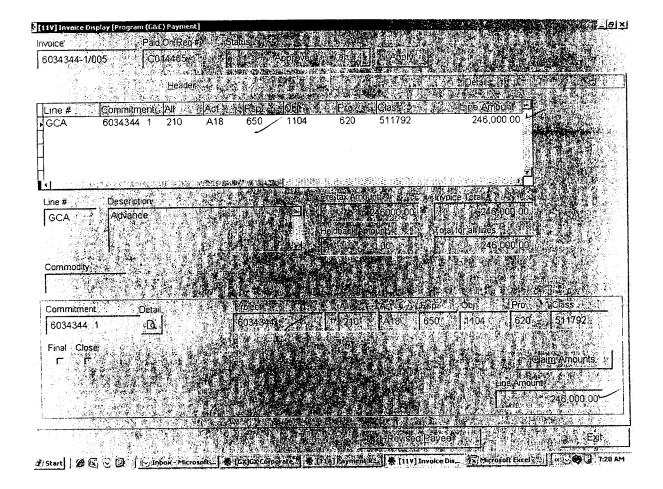
PAID - BY CHECK REQUISITION

COLUMN 5

CERTIFIED PURSUANT TO SECTION 33

OF THE FINANCIAL ADMINISTRATION SCT

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#### Recommendation Document - SCHEDULE A

#### **Business Development Program**

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

TD	FNT	FTCA	TION

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

DDATECT	DESCRIPTION	AND	ALITHOD TRATTON ASSISTANCE

Major Act: Business Support (2)	Offer Accepte	Offer Accepted: 2011/08/04		Project Start Date: 2011/07/28	
Location of Project Municipality, Province-Territory				Est. En	d Date: 2014/03/31
Washington District of Columbia	Last Financia	State	nent 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	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 Liscan		

COSTS APPROVED

COSTS AFFROVED								
	TC	TAL PRIOR CLAIM	S		TOTAL TO LATEST PERIOD			
Cost Summary	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)	THIS CLAIM	END: 2012/03/31			
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

	PATMENT CA	
Approved Assistance:	\$0.00	
Less Applicable Holdback (0%):	\$0.00	Available Holdback: \$0.00
Assistance Payable:	\$0.00	
Outstanding Advances:	\$246,000.00	Golia
Advance Settlement:	\$0.00	Unsettled Outstanding Advances: \$246,000.00
Amount Owing:	\$0.00	Gh/Man 12
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
L.	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 B <u>x</u> :	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department signing Authorities:
Signature:	Historio	BY	al
Title:	Payment Officer		06. Peg. Ops
Date:	March 2, 2012		Mm 8/2.

# 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



Applicant:	Halifax International Security Forum		
QA File ID:	199652		
GX Contract No:	6034344 1		
Payment Preliminary Review Officer:	Soraya Liscano		
Payment Checklist A			
		Ans	Ref
1. GENERAL			
Are the costs claimed consistent with the	se allowed as per the Statement of Work?	N/A	advance
Have prior claims been reviewed to ensu	re 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 (Pa	AD) form on file?	N/A	
Were costs claimed at arms length?		N/A	
Are costs claimed on the schedules arith	metically correct?	N/A	
Has the Applicant submitted a detailed l	ist of costs with signed claim (invoice #'s, dates and amounts)?	N/A	
Has the Applicant completed, signed, an	d dated the Certification portion at the bottom of the claim form?	N/A	
Has the project's HST/GST rebate status		N/A	
Have financing conditions been met?		N/A	
	file? Has QAccess been updated with the latest info?	N/A	
Have equity requirements been met?		N/A	
	on previous claims (Schedule A-1)? Has a complete description for use in the payment letter?	Yes	
Has cashflow been adjusted?		N/A	
Have you prepared a schedule A-1 or in	dicated any items to be followed up?	Yes	
Has the final payment certificate been si schedules been adjusted?)	ubmitted with the final claim? (Have cashflows and repayment	N/A	
Comments, Special Conditions and Obs	ervations :		
Account Manager :	Date	Mas	2/12

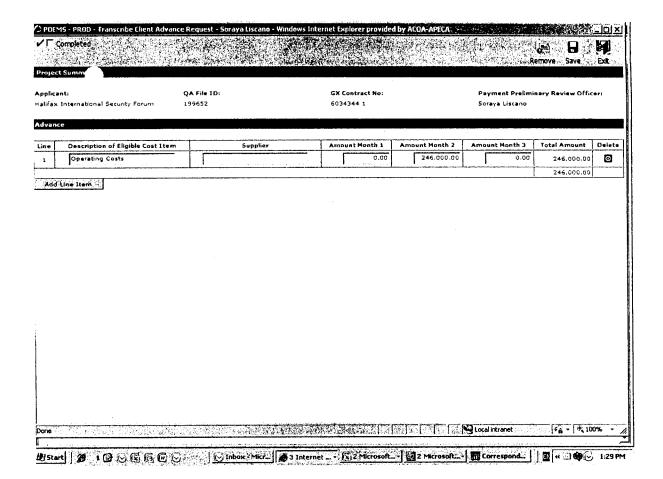
Project Summary

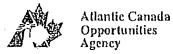
Project Summary Halifax International Security Forum Applicant: 199652 QA File ID: 6034344 1 GX Contract No: Payment Evaluation Officer: Soraya Liscano Payment Checklist B Ref Ans 1. GENERAL Are you satisfied that all costs were incurred and contract commitments made after the receipt of the N/A application by the department, and prior to the end of the control period/completion date? Have all significant changes from the original authorization received prior to approval? N/A N/A Are you satisfied the project is progressing as per the statement of work? Are you satisfied that assets are on-site (property titles transferred & adequate long term lease in place) N/A N/A Have all identified ineligible costs been deleted? No Has there been any change in risk from the last assessment? If there has been a fixed asset disposition, transfer, or if the assets are no longer in use, are the appropriate N/A adjustments reflected in this payment? Based on the Applicant's most recent financial statements, has equity been maintained? N/A 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? Comments, Special Conditions and Observations: Date: Mand 12 Account Manager :

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Project Summary						
Applicant:	OA File ID:		GX Contract No:	Payment Evaluation Officer:	n 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 Inv	Invoice Date	Invoice Amount with HST/GST	ST/GST HST/GST	Outstanding Invoice Amount with HSI/GST		Outstanding HST/GST
			\$0.00		80.00	\$0.00
Decision Items						
CRA Rebate Rate: 0 %						
Claim No Caiegory Payment Item Claim Cost Adjust	nent	Eligible Cost Invoice HST/GST		Eligible HST/GST Assist Rate (%	Assist. Rate (%) Payment Deferred	Object Code
80.00	80.00	80.00	80.00	80.00	80.00	
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
			80.00	\$246,000.00	80.00	\$246,000.00
Advance Item Decisions						
Claim Number Category Description Supplier	Requested Aa	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	ments - NRC - Encourag	ge Employment
	\$246,000.00	\$0.00 \$246,000.00		\$246,000.00		





#### CLAIM FOR AN ADVANCE PAYMENT

Applicant Name: Habitax laternalismal Soundy Farum	Proka No: 14965 2 Claim No: 1-2012
Addiess: 1717 Rhode Have the NW Suit 610	Contest Name: Peks-Vily Pragh
Washington DC 20036 Is this a new address to No	Telephone No.: //

PLEASE REFER TO THE INSTRUCITONS IN APPENDIX 1.

s.19(1)

Forecasted Cash Requirements

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

Description of Eligible Cost Item	Supplier	Amount Month I	Amount Month 2	Amount Month3	Total Amount
Potessional drives		130,000	130,000		20,000
Towel + Meetings		20,000	20000		40,000
Production		10,000	10,000		20,000
Midia, Publicutions A		20,000	20,000		40,000
Sigglist Community	1.1.5	6,000	4,000		12 000
Grand Costs		60,000	60,000		120,000
		<del> </del>			<del> </del>
	TOTALS	246,000	Nh and	·	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.

ACOA\_APECA (2008-04-07)

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.

Yours truly,

M

Martin Braganza Account Manager

Attachment

# Halifax International Security Forum

# Project # 199652

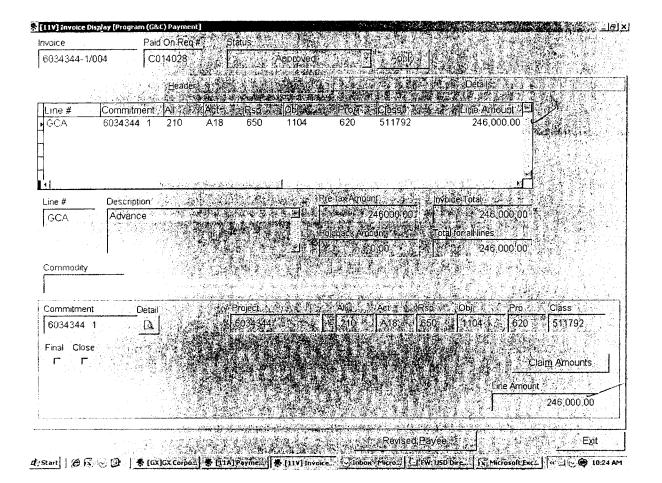
# **Detailed Calculation of Payment #04**

Costs Claimed	l	\$0.00	
Adjustment Ar	mount	\$0.00	
Claim Approv	ved Costs	\$0.00	
Gross Approve			go 00
	.000% of \$0.00 Less:	Holdback Advance Settlement	\$0.00 \$0.00 \$0.00
	Plus:	Advance	\$246,000.00
Approved Pay	yment		\$246,000.00
	Plus:	Prior Payments	\$2,490,000.00
Total Assistar	nce Paid to Date		\$2,736,000.00

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

A]Payment Requisitions [2011/2012] quisition Control Number Status	Approval Operator 1, 1, 2, 3, 5, 6, 7
the state of the s	
014028 Ready for posting	
11100000000000000000000000000000000000	Foreign Bank
ayee	A TOPO TO THE TOPO
G19540	Apply Property Control of the Contro
ayment Type	incheque varignade we heque tournoer
2 Direct Deposit	English 1 A Common State of the Common State o
	PayeeMilame 1 1/2 2015
istrict Accounting Office	HALIFEX INTERNATIONAL SECURITY FORUM
0065 Nova Scotia - Halifax	
Post Month Annual Control of the Con	PaveaApdres 24 4 7 2 2 2 2
March - Period 12	1944 AR progenisiand Alventie NW
Data Entry Date Release Date: Due Date: 1 int. Ind.:	
2012.03.01 2012.03.01 2012.03.01 2012.03.01	Suite 610
Department Text	
	CIN IN CARE SEE SECONDER
	Washington Land Bistrict of Columbia
Voucher Amount @Regue Amount Voucher Amount	comunativative general Code
	Lacises conferentes se else la 20036
246,000.00	
	No. Piest Ext

PAID - BY CHECK REQUISITION
COLLOS
CERTIFIED PURSUANT TO SECTION 33
OF THE FINANCIAL ADMINISTRATION ACT
TATE Marcl 151, 2012 INIT



#### Recommendation Document - SCHEDULE A

#### **Business Development Program**

Sub-	GX Contract	QA File	Cilent	Supplier	Fiscal
Program	No.	ID	ID	Code	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

Major Act: Business Support (2)	Offer Accepted: 2011/08/04 Project Start Date: 201					
Location of Project Municipality, Province-Territory				Est. En	d Date: 2014/03/31	
Washington District of Columbia	Last Financial Statement Date:					
Type of Assistance: B - Non-Repayable	Authorized Rate	% X	Eiigible Costs	=	Total Authorized Assistance	
Payment Type: Direct Deposit	100.000 % X 7,470,00		7,470,000.00	=	7,470,000.00	
Email Notification (GX): dakota@halifaxtheforum.org		-l			7,470,000.00	

	DEPARTMENT CASH FORECAST						
Fiscai 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 AF	PROVED		
	TO	TAL PRIOR CLAIM	S ,		TOTAL TO LATEST PERIOD
Cost Summary	Prior Fiscai Year(s)	Current Fiscal Year	Future Fiscal Year(s)	THIS CLAIM	END: 2012/03/31
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
Eilgible Costs Approved	0.00	2,490,000.00	0.00	0.00	2,490,000.00

	PAYMENT CA	LCULATION
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	16/12
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	P
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 Requester	d
-	Prepared By:	M. Braganza, J. Curry Recommended By: J. M. Man	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department signing Authorities:
Signature:	Lixano	My JSY Albirector	
Title:	Layment Office;	ulctime   bivector	D.G.R.G.
Date:	Jebinary 29, 2012		Feb29//2

### 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 #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

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

- 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 Ans Ref 1. GENERAL 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 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)? Has the Applicant completed, signed, and dated the Certification portion at the bottom of the claim form? N/A 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? Have equity requirements been met? N/A Have you checked any oustanding items on previous claims (Schedule A-1)? Has a complete description Yes of adjustments been recorded on the B-4 for use in the payment letter? 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 N/A schedules been adjusted?) Comments, Special Conditions and Observations:

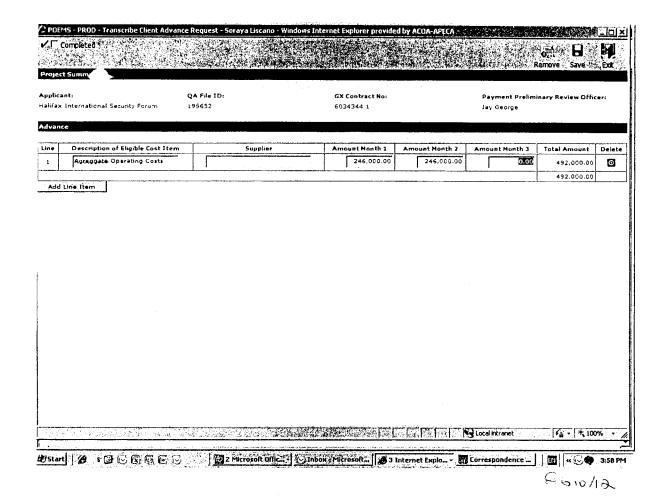
Account Manager :

 I.	_ Date	:	977119	

Project Summary			
Applicant:	Halifax International Security Forum		
QA File ID:	199652		
GX Contract No:	6034344 1		
Payment Evaluation Offic	eer: Soraya Liscano		
Payment Checklist B			
		Ans	Ref
1. GENERAL			
	ests were incurred and contract commitments made after the receipt of the ent, and prior to the end of the control period/completion date?	N/A	
Have all significant change	s from the original authorization received prior to approval?	N/A	
Are you satisfied the project	et is progressing as per the statement of work?	Yes	
Are you satisfied that asset	s are on-site (property titles transferred & adequate long term lease in place)	N/A	
Have all identified ineligib	le costs been deleted?	N/A	
Has there been any change	in risk from the last assessment?	No	
If there has been a fixed as adjustments reflected in thi	set disposition, transfer, or if the assets are no longer in use, are the appropriate s payment?	N/A	
Based on the Applicant's m	ost recent financial statements, has equity been maintained?	N/A	
Is a subordination agreeme	nt required and, if so, is one on file?	N/A	
Is a CEAA report on file ar	nd 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 Aud	it issues been addressed?	N/A	
Comments, Special Condit.	ions and Observations		
Account Manager :	Date :	Leh 29	110

# Disbursement Details

Project Summary				
Applicant: Halifax International Security Forum	<b>QA</b> File ID: 199652	GX Contract No: 6034344 1	Payment Evaluation Officer: Soraya Liscano	
Decision				
Rationale: Summary of Costs:				
Summary Of Advance:				
Outstanding Claimed Items		Invoice Amount with HST/GST HST/GST	Outstanding Invoice Amount with HST/GST	Ourstanding HST
		80.00	80.00	\$0.00
Claim No Category Payment Item Claim Cost Adjustment	nem Eligible Cost	Imoice HST/GST Eligible HST/GST	Assist. Rate (%) Pa)	eferred Object Code
80.00	\$0.00	80.00	\$0.00	
Advance Items			Month Tun Month Three	Total
Claim Number Description	Supplier	OU DOU SACO	\$246,000,00	\$492
4/1 Agreggate Operating Costs		\$246,000.00	\$246,000.00	\$0.00 \$492,000.00
Advance Item Decisions				
Claim Number Category Description Supplier	Requested Adjustment	Assist R	Eligible Assist Rate (%) Payment Object Code	C - Encourage Employment
4/1 Other (operating) Agreggate Operating Costs	\$492,000.00 -\$246,000.00 \$246,000.00			
Advance limited to monthly.	\$492 000 00 -\$246,000.00 \$246,000.00	00 \$246,000.00	\$246,000.00	





#### CLAIM FOR AN ADVANCE PAYMENT

Applicant Name: Halitax lotternational forunty Farum	Project No: 14965 7 Claim No: 1-202
Address: 1717 Rhode Island the NW Suit 610	Contact Name: Peter Vag Praysh
1.1 / 1/ 1/ 1/ 1/ 1/ 1/ 1/ 1/ 1/ 1/ 1/ 1/	Telephone No.: , / G

s.19(1)

PLEASE REFER TO THE INSTRUCITONS IN APPENDIX 1.

Forecasted Cash Requirements

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

Description of Supplier Eligible Cost Item	Amount Month 1	Amount Month 2	Amount Month3	Total Amount
Professional dervices	130,000	130,000		20,000
Towel + Meetings	20,000	20,000		40,000
Troduction Media, Publications Autroach	10,000	20,000		40,000
Supplies + Communitations	6,000	6,000		12 000
Kirmel Costs	60,000	60,000		120,000
- T				
TOTALS	246,000	246,000	<del>                                     </del>	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.

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,

かん Martin Braganza Account Manager

Attachment

#### Annex 1

\$1,784,958.89

# Halifax International Security Forum

# Project # 199652

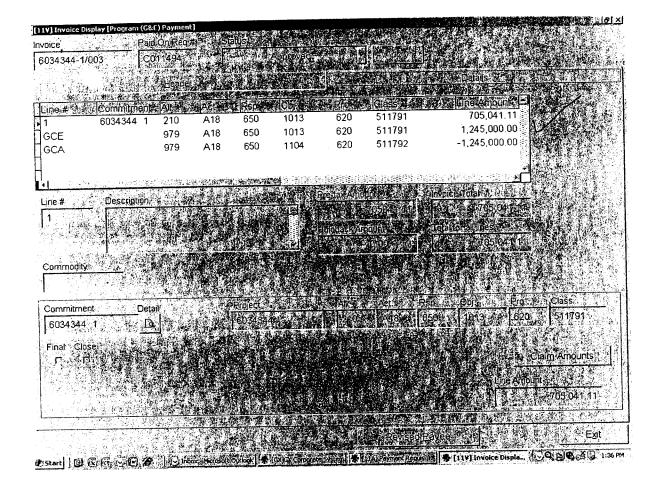
# **Detailed Calculation of Payment #03**

Costs Claimed	\$2,674,914.87	
Adjustment Amount	\$-724,873.76	
Claim Approved Costs	\$1,950,041.11	
Gross Approved Costs 100.000% of \$1,950,041.11 Less:	Holdback Advance Settlement	\$1,950,041.11 \$0.00 \$1,245,000.00
Plus:	Advance	\$0.00
Approved Payment		\$705,041.11

Plus: Prior Payments

[11A] Payment Requisitions [2011/2012]		भाग सम्बद्धाः सङ्क्षेत्रहे सङ्क्ष	× 161×
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<u>R</u> e sition in the	Adjusting Entress	A TYPER AND ONE	Føreign Bank
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G19540 FALIF	AX INTERNATIONAL SECURI	TATORIE TO STATE OF THE STATE O	Egypt : Dolle
Payment Type		es Cheque ganduage: «Que	iverNumber 💘 🎎 KCheque Date 🔩
2 Direct Deposit		at J. Endfalt et 1, 44 f J.	
District Accounting Office	THE PARTY OF THE P	Payée varie par y	CONTRACTOR
0065 Nova Scotia - Halifax	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	MAJEXADIERNATIO	NALSECURITY FORUM
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January - Period 10		Pavee address	Andrew Commence
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Department Text			
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		Washington	DE District of Columbia
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Start   D G/G' ~ FI DE CM	oox - Microsoft Outlook M - W Costox Corpo	ote 5ystem.	T

Jans1/2 uc



#### Recommendation Document - SCHEDULE A

#### **Business Development Program**

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

	IDE	NTIF	TADI	NOI
--	-----	------	------	-----

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 D		Interest Due:	0.00			
Attention:	Peter Van Praagh	Charges Due:				

PROJECT DESCRIPTION AND AUTHORIZATION ASSISTANCE

Major Act: Business Support (2)	Offer Accepte	Offer Accepted: 2011/08/04		Project Start Date: 2011/07/28	
Location of Project Municipality, Province-Territory				Est. En	d Date: 2014/03/31
Washington District of Columbia	Last Financia	Last Financial Statement Date:			
Type of Assistance: 8 - Non-Repayable	Authorized Rate	% X	Eligible Costs	=	Total Authorized Assistance
Payment Type: Direct Deposit		<del> </del>			Assistance
	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	2011/2012	2012/2013	2013/2014 2014/2015 Future Years		Future Years
Committed	2,490,000.00	2,490,000.00	2,490,000.00	0.00	0.00
Expended	1,784,958.89		Modified 2011/11/18 by Joanne Beave		

COSTS APPROVED							
	TOTAL PRIOR CLAIMS			TOTAL TO LATEST PERIOD			
Cost Summary	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)	THIS CLAIM	END: 2011/12/01		
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 CALC	ULATION	
Approved Assistance: Asst. Rate	\$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 Owing:	\$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: A. George	Recommended By:	Approved and certifled pursuant to Section 34 of the Financial Administration Act and Department signing Authorities:
Signature:	Moder	Jeff MullermB	Mallet .
Title:	Payments Officer	Director 614 Da	AU.P. ACGA NS
Date:	Dec 30/2011	Der 30/11	\$ Jan 3/12. 4

(Acting: 20 Dec - 3 Jan 2012 )

Canadä

PROJECT CLAIM SUMMARY AND REPAYMENT UPDATE

Applicant Name:

Project Number

Project Number

Halifax International Security Forum

199652

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

		.,			S		s	
	-		-		. 5		5	-
					s	_	5	
Year 3 - Other Operating Costs					5		\$	-
Year 2 - Other Operating Costs					s		\$	
Year 1 - Other Operating Costs	\$ .	2,674,914.87	s	(724,873.76)	s	1,950,041.11	\$	1,950,041.11
Operating/ Capital Costs	Co	sts Claimed	Addi	tions-deletions- deferrals	Cos	sts approved	Rat	e of Assistance

B. Cumulative Claim Summary	Som	maire des den	nand	es de rembour	sem	ent cumulatives	 	
Approved amounts per contract (including overrun)	Year	1 - Other Operating Costs	Year	2 - Other Operating Costs	Year	3 - Other Operating Costs		Total
Montants approuves pour chaque marche (y compris les depassements de couts) (a)	s	2,490,000.00	\$	2,490,000.00	5	2,490,000.00		\$ 7,470,000.00

#### Approved Costs - Couts approuves

Current Claim						ļ				
Demande de remboursement courante	5	1,950,041.11	\$	- '	\$	-	5	<del>-</del>	· · · · · · · · · · · · · · · · · · ·	\$ 1,950,041,11
Previous Claim	ĺ		Į							
Demandes de remboursement anterieures	\$	539,958.89	\$	•	\$		-\$			\$ 539,958.89
Subtotal Total	١.		١.	1						\$ 2,490,000.00
(b)	12	2,490,000.00	<b>3</b>		-		1	<del></del>	<del></del> -	1 2,490,000.00
Variance	1.		١.	0 400 400 00	١.	2,490,000.00	١.			\$ 4.980.000.00
Ecort (a-h)	1.55	-	1.5	2,490,000 00		2,490,000.00		-	·	\$ 4,500,000.00

#### 

#### Expenses: To December 15, 2011

Professional Services Suspense Account Contract Services Facilities & Equipment Operations Other Payroll Travel & Meetings Total	\$ \$ \$ \$ \$ \$	143,691.15 95,042.72 1,195,544.78 26,000.00 18,286.72 202,068.66 295,416.90 957,256.89 2,933,307.82			
Professional Services Branding Materials Original Video/Music Photography Production Coordination Translation Total	\$ \$ \$ \$	20,443.69 101,885.79 5,900.00 12,736.67 2,725.00	\$	143,691.15	•
Contract Services Accounting Fees Outside Contract Services Other Contract Services Total	\$ \$ \$	6,327.10 1,186,967.68 2,250.00	\$ 1	,195,544.78	
Operations Bank Services Charges IT Postage Printing & Copying Supplies Telephones Total	5 5 5 5 5 5	729.38 2,716.85 1,692.32 400.75 10,627.04 2,120.38	\$	18,286.72	-
Other Credit Card Payments Intern Stipend Total	\$ \$	199,368.66 2,700.00	\$	202,068.66	
Payroll Health Care Payroll Processing Payroll Taxes Staff Payroll Workers Compensation Total	\$ \$ \$ \$	15,459.23 590.83 20,932.23 257,781.30 653.31	\$	295,416.90	-
Travel & Meetings Airfare Lodging & Meeting Space Other Travel Per Diem Conference Travel Total	\$ \$ \$ \$	180,677.28 714,459.01 49,807.91 6,250.00 2,561.55 3,501.14	\$	957,256.89	- -
Suspense Account Total	\$	95,042.72	\$	95,042.72	-
Rent, Parking & Utilities Total	\$	26,000.00	\$	26,000.00	-
Total Expenses  Less: Rent, Parking & Utilities Less: Credit Card Payments Less: Suspense Accounts Less: Westin Food & Beverage Less: Pier 21 Gala Dinner Less: HMCS Montreal Reception Less: Costs in Excess of Project I	Maxin	num	\$ \$ \$ \$ \$ \$	26,000.00 199,368.66 95,042.72 105,950.48 1,314.43 3,116.34 12,515.19 443,307.82	

Prepared by : Jay George, Payments & Compliance Officer

\$ 2,490,000.00

\$ 2,490,000.00

Total Expenses

Year #1 Maximum Contribution

These amounts are deemed to be enjoyed by event of sponsors and not Acord.

Sponsors to the event exceed these amounts for food and hospitality.

If Mullen.

# 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: Jay George

# Description of Problem

#### 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
- 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

Project Summary

Applicant:

Halifax International Security Forum

QA File ID: GX Contract No: 199652

GX Contract No: 6034344 1

Payment Checklist A		
	Ans	Ref
1. GENERAL	W. V.	Jan gar
Are the costs claimed consistent with those allowed as per the Statement of Work?	Yes	2004 - 2004 - 2004 - 2004 - 2004 - 2004 - 2004 - 2004 - 2004 - 2004 - 2004 - 2004 - 2004 - 2004 - 2004 - 2004
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	Gl Plus additiona
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 oustanding 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		: T

Account Manager: Date: Dec 30//1

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
GENERAL	
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
ls 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

Account Manager:

# Disbursement Details

i					ı	Disbursement Details	<b>Details</b>				
Projec	Project Summary										
Applicant:	ant:				QA File ID:	CX	GX Contract No:		Payment Eval	Payment Evaluation Officer:	
Halifax	Halifax International Security Forum	curity Forum			199652	6034	6034344 i		Jay George		
Decision	u(										
Rationale:	ale:										
Summa	Summary of Costs:										
Summa	Summary Of Advance:										
Outstar	Outstanding Claimed Items	tems									
Claim \	Claim No Description	n Supplier	er Invoice Number	r Invoice Date		Invoice Amount with HST/GST	T/GST HST/GST		utstanding Invoice A	Outstanding Invoice Amount with HST/GST Outstanding HST/GST	IST/GS
3/1	Other operating	ating				\$2,674,914.87		\$0.00		4	\$0.00
						\$2,674,914.87		\$0.00		\$2,674,914.87	\$0.00
Decision Items	Decision Items CRA Rehate Rate: 100%							***			3
C.laim No	Catégory	Payment Its	Poyment Item*** Claim Cost 'Adjustmen	Adjustment	Eligible Cost.	. Invoice HST/GST	Eligible As HST/GST:	Assist Rate	isit. Raie (%) Eximent Deferred Object Code	ed. Object Code	
3/1	Other (operating)	Other operating	\$2,674,914.87 \$258,392.95	\$258,392.95	\$2,933,307.82	\$0.00	\$0.00	100.000	100.000 \$2,933,307.82 No	1013 - NRC - Non-Profit Organizations - All Other	ons - Al
Addition	nal eligible costs.	submitted after	claim received - Tot	al project cos	Additional eligible costs submitted after claim received - Total project costs per financial statements dated December 15, 2011.	nents dated Decem	ber 15, 2011.				
3/I	Other (operating)	Other operating	\$0.00	-\$1,314.43	-\$1,314.43	\$0.00	\$0.00	100.000	-\$1,314.43 No	1013 - NRC - Non-Profit Organizations - All Other	ons - Al
Less: Pi	Less: Pier 21 Gala										
3/1	Other (operating)	Other operating	\$0.00	\$0.00 -\$95,042.72	-\$95,042.72	\$0.00	\$0.00	100.000	-\$95,042.72 No	1013 - NRC - Non-Profit Organizations - All Other	ons - Al
Less: Su	spense Account.	Insufficient inf	Less: Suspense Account. Insufficient information provided to determine the eligibility of costs	determine th	e eligibility of costs						
3/1	Other (operating)	Other operating	<b>80</b> .00	-\$26,000.00	-\$26,000.00	\$0.00	\$0.00	100.000	-\$26,000.00 No	1013 - NRC - Non-Profit Organizations - All Other	ons - AI
ess: Re	Less: Rent, Parking & Utilities	ilities									
3/1	Other (operating)	Other operating	\$0.00	\$0.00 \$199,368.66	-\$199,368.66	\$0.00	\$0.00	100.000	-\$199,368.66 No	1013 - NRC - Non-Profit Organizations - All Other	ns - Al
ess: Cr	edit Card Transac	ctions. Insuffici	ent information prov	ided to deterr	Less: Credit Card Transactions. Insufficient information provided to determine the eligibility of costs.	costs.					
3/1	Other (operating)	Other operating	\$0.00	-\$3,116.34	-\$3,116.34	\$0.00	<b>0</b> 0°0 <b>\$</b>	100.000	-\$3,116.34 No	1013 - NRC - Non-Profit Organizations - All Other	ns - AI
ess: HI	Less: HMCS Montreal Reception	ception									
	Other	Other								1013 - NRC - Non-Profit Organizations - All	ns - Al

Other	1013 - NRC - Non-Profit Organizations - All Other	1013 - NRC - Non-Profit Organizations - All Other		\$148,000.00 \$45,000.00 \$193,000.00 \$193,000.00 \$148,000.00 \$193,000.00 \$193,000.00 \$193,000.00 \$193,000.00 \$193,000.00 \$193,000.00 \$193,000.00 \$193,000.00 \$193,000.00 \$193,000.00 \$193,000.00 \$193,000.00 \$193,000.00 \$193,000.00 \$193,000.00 \$193,000.00 \$102 - Advances/Settlements - NRC - Non Profit Org - Nat Org \$0.00
100.000 -\$12,515.19 No	100.000 -\$105,950.48 No	100.000 -\$539,958.89 No	\$1,950,041.11	Supplier \$0.00 \$148,000.00 \$148,000.00 \$0.00 \$193,000.00 \$193,000.00 \$0.
\$0.00	\$0.00	\$0.00	\$0.00	S0.00 \$0.00 \$0.00 \$0.00 \$0.00
\$0.00	\$0.00	\$0.00	\$0.00	M. Eligible 600.00 \$0.00
\$0.00 -\$12,515.19 -\$12,515.19	num for Year #1 \$0.00 \$105,950.48 -\$105,950.48	neous charges. \$0.00 \$539,958.89 -\$539,958.89	\$2,674,914.87 \$724,873.76 \$1,950,041.11	Supplier
operating	Less: Costs claimed in excess of project maximum for Year #1  Other Other \$50.00 \$1  (operating) operating	Less: Westin Hotel food, beverage & miscellaneous charges.  Other Other S0.00 \$.  (operating) operating Less: Previously submitted costs on Claim #2	<b>⇔</b>	Miscellaneous Miscellaneous  cisions  Category  Cher (operating)  Miscellaneous
(operating)	Costs claimed in exce Other (operating)	Less: Westin Hotel food, beverage & miscella 3/1 Other Other (operating) operating Less: Previously submitted costs on Claim #2		Advance Items  Claim Number  Advance Item Decisions  Claim Number Category  3/1 Other (operations)
3/1	Less: 3/1	Less:		Adva  Claim  Adva  Claim  3/1

# 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
	Total	\$0.00	-\$983,266.71	\$258,392.95	\$0.00

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PREPARED BY	Date
FREFARED DI	Pate - /
1 7/	1 12 - 30 / 1
1 3 G	1

4:05 12/15/11 Accrual Basis

# Halifax International Security Forum Profit & Loss

All Transactions

	Dec 15, 11
Ordinary Income/Expense	
44500 · Government Grants	1,826,067.73
45000 · Investments	144.78
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	2,933,307.82
Net Ordinary income	-1,107,095.31
Net income	-1,107,095.31
Net income	-1,107,095.3

Page 1

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				ie in it	Remo	ve Save	Exit Section
QA File ID:	GX Contract N	0:	DOG ESTABLES	Payn	nent Preliminary	Review Off	cer:
189682	6034344 1			Joan	ne Beaver		
Description	Supplier	Invoice No	Invoice	e Date	Invoice Amount with HST/GST	HST. GST	Delete
1 [		-:	<del></del>		HST/GST 637-552.96	2.0	
Other operating		1	.1		1	l	
					637,552.96	0.0	0
<b>4</b> [						ursday, Novem	hav 02 201
) Start 」源森(みょ	} 2 Microsoft Office Outl   +	[GX]GX Corporate	e System	.5-4 Int	ernet Explorer	vrsday, NOVem ▼	9:31 AM
		Microsoft Word		23 Corr	espondence Trackir		Thursday

# Atlantic Canada Opportunities Agency Agence de promotion économique du Canada atlantique

APPENDIX 4

Page / of //

# APPLICANT'S REQUEST FOR PAYMENT

15-10-11/1/1/1/1/	200	Project No : 10	0/ (2 C	laim No :		
Address:  Period Covered:  From: October 31, 2011  Final Request: Yes 60						
		Final Request:	Yes	(6)	Į	
1 1		If yes, a Flual	Payment Certi	ficate must be att	ached.	
Is this a new address? Yes No  Do you have a HST/GST Registration Number?		1	Peter Van			s.19(1)
Yes No		Telephone No :		, <i>A</i>		
PLEASE REFER TO INSTRUCTIONS IN A	PPENDIX 3.					
Description of Costs	Name of Supplier	Invoice number	Invoice Date	Invoice Amt HST/GST included	HST/OST included in involce	
				S	S	
1 A	1 1					
1 20 4	tached/					
/ 186	100100				<del> </del>	1
						<u> </u>
						]
				<del> </del>	<del> </del>	1
						1
Total invoice amount of this page				s		]
Total carried forward from other pages				s		_
Total invoice amount				s		_
Less the Total HST/GST included in the invo	ices.			S		
Total Costs Claimed				\$ 637	552.96	]
b) No that the above not that all the reques of No that the project is completely not that any contribute	almed above are on site: (ied costs have been incurred at the dinformation is accurate as in compliance with all specifion provided as a result of the seep paid to suppliers in re	and are eligible costs and complete al and general condi is claim will be appl spect of claimed eligible.	s of the project. tions of the cont lied directly and gible project cos	ts, including this a	nd all previous	
Authorized Signing Authority:	STAIN TO	Dat	ic: <u>Novem</u>	nber 1, 20	//	

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International	
Halifax	

3:58 PM 11/01/11 Accrual Basis

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

General Ledger As of October 31, 2011

Туре	Date	Nes	Name	Мето	Split	Amount	Balance
Petty Cash Check	10/21/2011	Withd	Petty Cash	Set up Petty	TD Bank	1,000.00	100.00
Total Petty Cash					•	1,000.00	1,100.00
TD Bank							619.861.99
Check	10/3/2011	1015			-SPLIT-	-157.88	619,704.11
Check	10/3/2011	1016			-SPLIT-	-1,033.66	618,670.45
Check	10/3/2011	1017			SPLIT	-14,248.86	604,421.59
200	10/3/2011	500			62150 · Outsid	-16,000.00	588,421.59
Check	10/3/2011	1021			Other Travel (	-217.83	588,203.76
S S S S S S S S S S S S S S S S S S S	10/4/2011	1020			62150 · Outsid	-75,000.00	513,203.76
2000	107/2017	1023			-SPCII-	-1,258.25	511,945.51
Check	10/7/2011	1025			Aidara (ing. sa	-7,500.00	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	454 745 83
Check	10/7/2011				62150 · Outsid	-333.97	454 411.86
Check	10/7/2011	1019			-SPLIT.	-376,94	454,034,92
Check	10/11/2011				Bank Service	40.00	453,994.92
Check	10/11/2011				Bank Service	-25.00	453,969.92
Check	10/11/2011				Bank Service	40.00	453,929.92
Check	10/11/2011	WIRE		WIRE TRAN	Branding Mate	-3,858.50	450,071.42
Check	10/11/2011			WIRE TRAN	15000 · Furnit	-9,750.00	440,321.42
Check	10/11/2011	1023			-SPLIT-	-1,257,25	439,064.17
Ciecx Trick	10/13/2011				Bank Service	40.00	439,024.17
45040	1102/01/01	1			Staff Payroll	-13,791,64	425,232.53
Check	10/13/2011	VVIKE 1030		Memo:WIKE	Airfare (inc. se	-19,561.60	405,670.93
Chack	10/14/2011	2			nealth Care	00.781,2-	403,483.93
Check	10/14/2011				Markett Come	62.68	403,421.25
Check	10/14/2011				Pavroll Taxes	-11 135 00	302,350.15
Check	10/17/2011	1037			Branding Mate	-7 793 38	384 431 69
Check	10/17/2011	1031			SPLIT.	-2.301.60	382,130,09
Check	10/17/2011	1032			65020 · Posta	-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/// 1/01	KAN.		!	TD Bank (CD)	-100,000.00	280,639.61
Check	107/8/701			WIRE	Original Video/	-37,900.00	242,739.61
Check	1102/61/01	N K			Branding Mate	4,652.72	238,086.89
Check	10/20/2011	WIRE			Airfare (inc. se	-19,860.97	218,225.92
Check	10/20/2011	ACH			Production Co	42,500.00	175,725.92
Cleck	10/20/2011	1029/			-SPLIT-	-50,177.67	125,548.25
Check	10/24/2011	With a		0	Petty Cash	-1,000.00	124,548.25
Check	10/31/2011	1039		ZIIO rayinem	Dranoung Mate	6,636.30	120,089.75
Check	10/31/2011	1040			SPLIT.	-5,47,100	108 200 86
Check	10/31/2011	194			SPIT.	466.95	108,700,63
Check	10/31/2011	1042			62150 · Outsid	-912.50	107 321 40
Check	10/31/2011	1043			-SPLIT-	-25,012.37	82,309.03

Forum
Security
International
Halifax

General Ledger As of October 31, 2011

3:58 PM 11/01/11 Accrual Basis

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

Total TD Bank					-537,552.96	82,309.03
TD Bank - CAD Account						00:00
Total TD Bank - CAD Account	ount					0.00
TD Bank (CD) - restricted cash Check 10/17/	d cash 10/17/2011	TRAN		TD Bank	100,000.00	0.00
Total TD Bank (CD) - restricted cash	ricted cash				100,000.00	100,000.00
15000 - Furniture and Equipment	uioment					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	989.18	26,658.02
5 5	10/3/2011	1017		TD Bank	2,815.25	29,473.27
Check Check	10/11/2011	1040		TD Bank TD Bank	9,750.00 -522.53	39,223.27 38,700.74
Total 15000 · Furniture and Equipment	d Equipment				18,521.75	38,700.74
18000 · Marketable Securities	rities					0.00
Total 18000 · Marketable Securities	Securities					0.00
18600 · Other Assets						0.00
Total 18600 · Other Assets	40					0.00
าลิ7ขับ - Security Deposits Asset	s Asset					0.00
Total 18700 · Security Deposits Asset	osits Asset					0.00
20000 · Accounts Payable	•					0.00
Total 20000 · Accounts Payable	yable					0.00
TD Visa						0.00
Total TD Visa						00.00
Due to Staff						0.00
Total Due to Staff						0.00
24000 · Payroll Liabilities						0.00
Total 24000 · Payroll Liabilities	ties					0.00
27200 · Other Liabilities						00.00
Total 27200 · Other Liabilities	es					0.00
30000 · Opening Balance Equity	Equity					0.00
Total 30000 · Opening Balance Equity	ince Equity					0.00
21300 - Borry Postricted Not Assets						

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3:58 PM 11/01/11 Accrual Basis

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

Туре	Date	Num	Name	Memo	Split	Amount	Balance
Total 31300 · Perm. Restricted Net Assets	ned Net Assets						0.00
31500 · Temp. Restricted Net Assets	Net Assets						0.00
Total 31500 · Temp. Restricted Net Assets	cted Net Assets						0.00
32000 · Unrestricted Net Assets	Ssets						0.00
Total 32000 · Unrestricted Net Assets	Vet Assets						0.00
43400 · Direct Public Support 43410 · Corporate Contributions	port tributions						0.00
Total 43410 · Corporate Contributions	Contributions						0.00
43440 · Gifts in Kind · Goods	Goods						0.00
Total 43440 · Gifts in Kind · Goods	nd - Goods						0.00
43450 · Individ, Business Contributions	ss Contribution	Ş					0.00
Total 43450 · Individ, Business Contributions	isiness Contribu	tions					0.00
43400 · Direct Public Support - Other	upport - Other						0.00
Total 43400 · Direct Public Support - Other	lic Support - Oth	Je.					0.00
Total 43400 · Direct Public Support	Support						0.00
44500 · Government Grants 44510 · Agency (Government) Grants	ls nment) Grants						-1,194,089.86 -1,194,089.86
Total 44510 · Agency (Government) Grants	overnment) Gra	nts					-1,194,089.86
44520 · Federal Grants							0.00
Total 44520 · Federal Grants	ants						0.00
44500 · Government Grants - Other	ants - Other						0.00
Total 44500 · Government Grants - Other	nt Grants - Othe	Ŀ					0.00
Total 44500 · Government Grants	Srants						-1,194,089.86
44800 · Indirect Public Support	port						0.00
Total 44800 · Indirect Public Support	Support						0.00
45000 - Investments 45030 - Interest-Savings, Short-term CD	s, Short-term C	Q					-81.40 -81.40
Total 45030 · Interest-Savings, Short-term CD	vings, Short-ten	00 F					-81.40
45000 · Investments - Other	ther						0.00
Total 45000 · Investments - Other	s - Other						0.00
Total 45000 · Investments							-81,40
46400 · Other Types of Income	эше						0.00

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Page 4

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

3:58 PM 11/01/11 Accrual Basis

Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,493.90 = Sept total	0.00	3,858.50	11,651.88	20,163.10	20,163.10	-	40,000.00 = 7c/1 TOTA!	35,493.90 > Sept total	73,393.90	25,000.00 = 247 [70.74] $67,500.00$	67,500.00	0.00	0.00	201,057.00	0.00
Amount																	3,858.50	7,793.38	4,552.72 3,858.50	20,163.10			37,900.00	37,900.00	42,500.00	42,500.00			100,563.10	
Split																	TD Bank	TD Bank	TD Bank				TD Bank		TD Bank					
Memo																							Remainder of							
Name																														
Num				œ.	her	- Other							_				WIRE	1037	WIRE						ACH					
Date	g Sales	rtising Sales	sous Revenue	ellaneous Revenue	es of Income - Ot	Types of Income	pes of Income	me in Dues	pership Dues	ervice Fees	am Service Fees	come - Other	am Income - Othe	Income					10/19/2011 10/24/2011	rials	Services	onal Services	iic 10/18/2011	Music	nation 10/20/2011	ordination	tes - Other	ervices - Other	ses	nses
Type	46410 - Advertising Sales	Total 46410 · Advertising Sales	46430 · Miscelianeous Revenue	Total 46430 · Miscellaneous Revenue	46400 · Other Types of Income - Other	Total 46400 · Other Types of Income - Other	Total 46400 · Other Types of Income	47200 · Program Income 47230 · Membership Dues	Total 47230 · Membership Dues	47240 · Program Service Fees	Total 47240 - Program Service Fees	47200 · Program Income - Other	Total 47200 · Program Income - Other	Total 47200 · Program Income	Professional Services	Branding Materials	Check	Check	Check Check	Total Branding Materials	Misc. Professional Services	Total Misc. Professional Services	Original Video/Music Check	Total Original Video/Music	Production Coordination Check 10/20	Total Production Coordination	Professional Services - Other	Total Professional Services - Other	Total Professional Services	60900 · Business Expenses
																	s.19(1)	s 20(1)(d)	(p)(1)07:6											

3:58 PM 11/01/11 Accrual Basis

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

Balance	0.00	0.00	00.0	0.00	0.00	106,896.34 = Sept	00.0	0.00	0.00	0.00	0.00	106,896,34= Sept OK	122,896.34	205,396,34	247,896.34	248,230,31 249,142.81	249,142.81	0.00	0.00	249 142 81	6,500.00	00.0	00.0	0.00	00.00	0.00	6,500.00 - Set. OK	13,000.00	0.00
Amount													16,000.00	7,500.00	42,500.00	333.97 912.50	142,246,47	{		142 246 47							6.500.00	6,500.00	)
Spiit												i i	TO Bank	TO Bank	TD Bank	TO Bank	ı			ı							TD Bank	ı	
Memo													fee for 6/17/1		1	Consulung in													
Мате																													
Nea	ıo.	ees	_	ther					ΑP			1013	1020	1024	1026	1042	Se		<b>.</b>			bie	93	nance			1027		ther
Date	Registration Fee	ress Registration	Expenses - Other	iess Expenses - C	: Expenses	ices g Fees	unting Fees	rof Fees - GAAP	led Prof Fees - GA		Fees	ontract Services	10/4/2011	10/7/2011	10/7/2011	10/31/2011	le Contract Servic	arvices - Other	ct Services - Othe	Services	Equipment mort - Allowable	nd Amort - Allowa	al and Maintenan	Rental and Mainte	urance	ly Insurance	ig, Utilities 10/7/2011	arking, Utilities	d Equipment - O
Туре	60920 · Business Registration Fees	Total 60920 · Business Registration Fees	60900 · Business Expenses · Other	Total 60900 · Business Expenses - Other	Total 60900 · Business Expenses	62100 · Contract Services 62110 · Accounting Fees	Total 62110 · Accounting Fees	62120 · Donated Prof Fees - GAAP	Total 62120 · Donated Prof Fees - GAAP	62140 · Legal Fees	Total 62140 · Legal Fees	62150 · Outside Contract Services	Check	Check	Check	Check	Total 62150 · Outside Contract Services	62100 · Contract Services - Other	Total 62100 · Contract Services • Other	Total 62100 · Contract Services	62800 · Facilities and Equipment 62810 · Depr and Amort - Allowable	Total 62810 · Depr and Amort - Allowable	62840 • Equip Rental and Maintenance	Total 62840 · Equip Rental and Maintenance	62870 · Property Insurance	Total 62870 · Property Insurance	62890 · Rent, Parking, Utilities Check	Total 62890 · Rent, Parking, Utilities	62800 · Facilities and Equipment · Other

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General Ledger As of October 31, 2011

3:58 PM 11/01/11 Accrual Basis

Name Memo Split
TD Bank TD Bank TD Bank TD Bank TD Bank foreign trans TD Bank
Software TD Bank
FedEx charg
FedEx for Hi
postage mac
General Sup
Apple Store
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office supplies
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General Ledger As of October 31, 2011

Total 65040 · Supplies						
					7,094.05	10,407.42
65050 · Telephone. Telecommunications	SUO					404
10/7/2011	1023			TD Book	90 00	102.33
10/11/2011	1023			TO Bank	82.09	760.705
10/17/2011	1031	cana	canada phon.	TD Bank	116.90	386.61
10/20/2011	1029/	Phon	Phone calls t	TD Bank	7 288 66	1 675 77
10/31/2011	1040	nohq	phone charg	TD Bank	89.13	1.764.40
Total 65050 · Telephone, Telecommunications	cations				1,658.87	1,764.40
65000 · Operations - Other						טטט
Total 65000 · Operations - Other						0.00
Total 65000 · Operations					11.040.00	19 989 10
65100 . Other Tymes of Concess						
or Curer Types of Expenses Intern Stipend						1,250.00
10/31/2011	1041	intern	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					0.00
65130 · Interest Expense - Generai						0.00
Fotal 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						000
Total 65170 · Staff Development						
65100 · Other Types of Expenses - Other	er					000
Totai 65100 · Other Types of Expenses - Other	Other					0.00
Total 65100 · Other Types of Expenses					450.00	1,700.00
66000 · Payroll Expenses						154,962.72
10/3/2011	16 Laura Bridge			1		0.00
	1017 Dakota Korth			TO Bank	807.42	807.42
_	-	Cros Health Care		TD Bank	7 187 00	3 308 13

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General Ledger As of October 31, 2011

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Balance	9,069.13	9,069.13	$\frac{275.33}{338.07} = 5c  p^{4}.$ 338.07	395.07	58,395.97 = X/T 69,531.06 80,633.64		95,948.98 = >p7 · 109,740.62   123,532.26	123,532.26	403.53 464.62	464.62	0.00	0.00	214,094.72	174,978.22 $12,445.54$ $Sept = 2859.00$ $13,309.47$	14,009.15	14,873.08 34,434.68	35,637.60	55,498.57	90,133.28	106,693.69	106,693,69	158,834.64 Sept = 157, 672.56	159,113.40	150 829 44	159.845.64	160,066.02	100,170.00
Amount	5,671.00	9,069.13	62.68 57.06	119.74	11,135.09	22,237.67	13,791.64	27,583.28	61.09	122.18			59,132.00	863.93	699.68	863.93 19.561.60	1.202.92	19,860.97	34,634.71	3,802.21	94,248.15		278.76	274.00	16.20	220.38	1 10.80
Split	TD Bank		TD Bank TD Bank		TD Bank TD Bank		TD Bank TD Bank		TD Bank TD Bank					TD Bank	TD Bank	TD Bank TD Bank	TD Bank	TD Bank	TD Bank	TD Bank			TD Bank	TD Bank	A D D S S S S S S S S S S S S S S S S S	TD Bank	ТО валк
Memo	COBRA reim															Travel Advan	halifax airfare	Travel Advan	Participant Ai	Participant Al				1. minimum	toaging in ac	Hotel in Ottawa	hotel in NYC
Name																											
Kum	1039		1043		1043		1043		1043			er		1023	1025	1023 WIDE	1031	WIRE	1029/	1029/	3		1017	1019	1031	1029/	1029/
Date	10/31/2011		10/14/2011	sing	10/14/2011 10/31/2011	FICA)	10/13/2011		10/14/2011		enses - Other	Expenses - Oth	penses	tings charges)	10/7/2011	10/11/2011	10/17/2011	10/20/2011	10/20/2011	10/20/2011	vice charges)	eting Space	10/3/2011	10/7/2011	10/17/2011	10/20/2011	10/20/2011
Туре	Check	Total Health Care	Payroll Processing Check Check	Total Payroll Processing	Payroll Taxes (FICA) Check Check	Total Payroll Taxes (FICA)	Staff Payroll Check Check	Total Staff Payroll	Workers Comp. Check Check	Total Workers Comp.	66000 · Payroll Expenses - Other	Total 66000 · Payroll Expenses - Other	Total 66000 · Payroll Expenses	68300 • Travel and Meetings Airfare (inc. service charges)	Check	Check	Check	Check	Check	Check	Total Aifare (inc. service charges)	Conf. Lodging & Meeting Space	Check	Check	Check	Check	Check

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General Ledger As of October 31, 2011

Accrual Basis

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160,176.88 Sept = 453.97 2.584.61 2.616.93 2.793.76 3.050.59 3.137.57 3.288.03 3.488.03 3.830.48 3.866.48 3.926.48 1,113.43-5cpt = 1064.09 1,200.92 1,223.06 1,220.04 1,271.73 1,430.46 1,722.01 2,280.81 3,926,48 0.00 0.00 0.00 0.00 0.00 2,280.81 273,077.86 0.00 0.00 0.00 Balance 32.32 85.00 217.83 130.83 86.98 130.83 120.00 157.33 255.12 36.00 60.00 87.49 11.98 15.16 11.98 31.69 31.69 94.23 557.80 98,099.64 Amount Split 10 Bark TD Bank
TD Bank Pol... Travel for Hal... taxi from DCA Parking in DC Travel in Otta... Taxis, rental ... taxis dc DCA Parking Lunch with D... Food in Ottawa Meetings Mcctings/mc... meetings/foo... - Pol... Memo Name 68310 · Conference, Convention, Meeting
Check 10/7/2011 10/3
Check 10/7/2011 10/3
Check 10/7/2011 10/3
Check 10/20/2011 10/29...
Check 10/20/2011 10/229...
Check 10/21/2011 10/229... Num 1016 1017 1023 1023 1034 1029/... 1029/... 1029/... Total 68310 · Conference, Convention, Meeting Total 68300 · Travel and Meetings · Other Total Conf. Lodging & Meeting Space Other Travel (Taxi, Train, etc.)
Check 10/3/2011
Check 10/3/2011
Check 10/7/2011
Check 10/1/2011
Check 10/1/2011
Check 10/20/2011
Check 10/20/2011 68300 · Travel and Meetings - Other Total Other Travel (Taxi, Train, etc) Date Total 77000 · Exchange Gain or Loss Total 68300 · Travel and Meetings 77000 · Exchange Gain or Loss Total 80000 · Ask My Accountant 80000 · Ask My Accountant Total 68320 · Travel 68320 · Travel Type Total no accnt Check Ch Check Che No accnt s.19(1) s.20(1)(d)

Page 9

0.00



#### CLAIM FOR AN ADVANCE PAYMENT

Applicant Name: Halfax Inding tronal Seawity forum	Project No : 199 652 Claim No :	
Address: 1717 Rhode Island AVENW, Swite 610	Contact Name: Peter Vag Prangh	
Washington DC 20036 46A No	Telephone No.: f/ Fax No:	s.19(1)

PLEASE REFER TO THE INSTRUCITONS IN APPENDIX 1.

Forecasted Cash Requirements

Period Covered From	la. 1,2011	_ To <u>Jan. 31</u> Nov X	<u>, 2012     </u> (Ma De	ximum 3 Months Tan	3)	
Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month3	Total Amount	
Professional Series	Vacious	\$ 180,000 538,000	10,000	10,000	267,000 558 000	
Production Publications - Outrach	_	425,000	6.000	Ø	425,000 26,000	s.20(1)(d)
Supplies + Generalistics Pecsons el		6,000	B, 000	Ø 35,000	140.000	
recson U		10,000	D, 000	33,000	170,000	
	TOTALS	1,229,000	148,000	45,000	1,422,000	

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

ACOA\_APECA (2008-04-07)

Agence de promotion économique du Canada atlantique

# **AGENCY COPY**

NOV 1 7 2011

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

Bureau de la Nouvelle-Écosse Cassier postal 2284 Halifax (N.-É.) **B3J3C8** 

Halifax International Security FORTH NOV 18 2011

Halifax International Security FORTH NOV 18 2011

Halifax International Security FORTH NOV 18 2011

Washington DC 2005 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

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.

Canadä

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.

<b>▶</b>		
Yours truly,		
Jese Mullen Director, Enterprise Development		
The foregoing offer is hereby accepted this	day of	, 20
Halifax International Security Forum (Project No: 199652)		
Per:		
(Signature)		
Fres, dent.		
		(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

# Annex 1

# Halifax International Security Forum

# Project # 199652

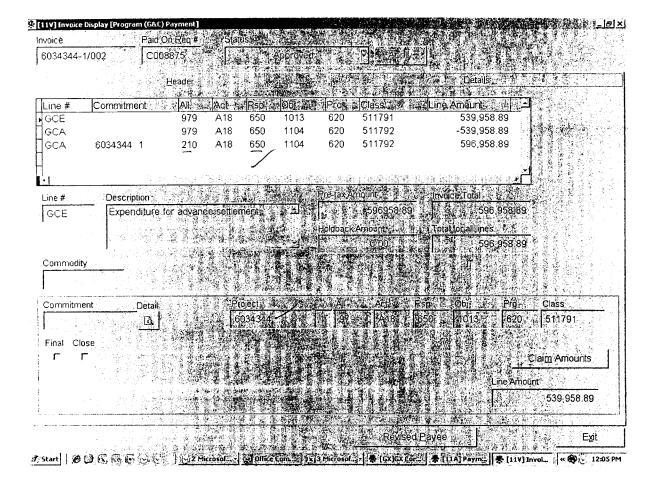
# **Detailed Calculation of Payment #02**

Costs Claimed	\$539,958.89	
Adjustment Amount	\$0.00	
Claim Approved Costs	\$539,958.89	-
Gross Approved Costs 100% of \$539,958 Les	s: Holdback Advance Settlement	\$539,958.89 \$0.00 \$539,958.89
Plu	s: Advance	\$596,958.89
Approved Payment		\$596,958.89
Ph	s: Prior Payments	\$1,188,000.00
Total Assistance Paid to Dat	e	<u>\$1,784,958.89</u>

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

11A]Payment Requisitions [2011/2012]	
equisition Control Number Status	Approval Operator
C008875 Ready for posting	
uisition Adjusting Entres	: Foreign Bank
Payee	
G19540 HALIFAX INTERNATIONAL SECURITY	FORL  ABIN BLOCK REVENE ME STORIER.
Payment Type Pricemit	Cheque Language , Cheque Numbers 🚁 Cheque Date
1 Cheque	English Payee Name
District Accounting Office	
0065 Nova Scotia - Halifax	HALIFAX INTERNATIONAL SECURITY FORUM -
Post Month Barch	
October - Period 07	Pavee Address
Cictober - Period 67	117.17;Rhode Island Avenue NW.
Data Entry Date Release Date: Due Date for Fift Indiana	
2011 10 27 2011 10 26 2011 10 26 2	Suite 610
Department Text	
700	City Province
	Washington & DC District of Columbia -
	County (2) Postal Code
Voucher Amount Cheque Amount Currency	
596.958.89 596958.8 <b>9 1</b>	HrusA: United states     20036 V
iscal Year 2011/2012 - 3	Fxit
	医precosoft Off 公告 (Exjex Corpora.   表 [11A] Payment (《会》、12:05 f

012/1/8



#### Recommendation Document - SCHEDULE A

#### **Business Development Program**

	Sub-	GX Contract	QA File	Cllent	Supplier	Fiscal
	Program	No.	ID	ID	Code	Year
٠	620	6034344-1	199652	35169	G19540	2012

					L	620	60343	44-1   19965	2   351	69   G19540	2012
Davies (and foint	payee, if applicat	via ) ·		IDENT	IFI	CATION					
Name(s):	<del> </del>		CURITY	( FORUM			-	T	Principa	al In Arrears:	0.00
Address:					n, D	C, 20036				nterest Due:	0.00
Attention:	ļ			614						Charges Due:	0.00
	1						N ACC	TETANCE			
Major Act: Busine	ss Support (2)	PRO.	JECT D	ESCRIPTION AN	-	Offer Accepted			Project	Start Date: Ju	14 29/2011
					+					d Date: 2014/03	7
Washington Distric	ct Municipality, P t of Columbia	rovince- i	erricory	,	-	Last Financial	Stater	nent Date:	<b></b>		
Type of Assistant	ce: B - Non-Repaya	ible				Authorized Rate	% X	Eligible Costs	=	Total Autho Assistar	
Payment Type: C	heque					100.000	% X	7,470,000.00	=	7,470,000	0.00
Email Notification	n (GX):									7,470,00	0.00
			· · · · · · · · · · · · · · · · · · ·	والمراجعة والمطاف والمنافعة المنافعة والتنظيف والمروانية	1						
	Tana (2002)		12012		_	ASH FORECAST 2013/2014	<u> </u>	2014/2015		Future Yea	
Fiscal Year	2011/2012		2012	2 400 000 0	+		000 0	<del></del>		.00	0.00
Committed		90,000.00	<del> </del>	2,490,000.00	+-	2,490	,000.00			2011/09/23 by Jo	
Expended	1,1	188,000.00	<u> </u>	0.00	ــــــــــــــــــــــــــــــــــــــ				- Journey	2011/09/23 UV 30	anne beaver
						PROVED		····		F0741 -0:	ect pense
Cost Su	immary	Prior Fi	scal	OTAL PRIOR CLA		S Future Fiscal	-	THIS CLAI	м	TOTAL TO LAT	):
		Year(	(s)	Year	.00	Year(s)		E7	9,958.89	2011/1	0/31 539,958.89
Costs Claimed Adjustments/Def	ferrals/Deferral+		0.00	0.	.00	0.0			0.0	0	0.00
Eligible Costs App	proved		0.00	0.	00	0.0	00	5:	39,958.89	9	539,958.89
	P	AYMENT (	CALCUL	ATION				_			
	Approved Assau Eligible         P           539,958.89         =         \$5	ayment		\$539,958.89						m: 2011/08/01	
\$5:	39,958.89 \$53	9,958.89						Period Cove	red To:	2011/10/31	
Less	Applicable Holdb	ack (0%):		\$0.00		ailable Holdback	::	0) Deferre	d:		0.00
	Accience	. Davable		\$539,958.89	30	.00		1) Deletion			0.00
	Assistance Outstanding		<del> </del>	\$1,188,000.00	-			2) Addition			0.00
	Advance Se		<del> </del>		Un	settled Outstand	ding	3) Deferre	a+:		0.00 0.00
	Auvance 30		l	\$539,958.89		lvances: \$648,0		l lotal.		<del></del>	
	Amou	nt Owing:		\$0.00	L			Claim No: 2 Claim Type:	Propress	: (P)	
	New	Advance:		\$596,958.89	Ad	settled Outstand Ivances: 1,245,000.00 = 1	-	GX Payment	#: 603	4344-1/002	1
	Reiease	Holdback:	1		1	ailable Holdback		T	Object		Amount
				\$0.00		0.00				Non-Profit - All Other	539,958.89
		E Payout:	<u> </u>		\$0	utstanding PAYE: 0.00	:	1104 - Adv	ances/S	ettlements-NRC- nployment	57,000.00
		Payment:	+	\$596,958.89	+						
	t) before current	<del></del>	+	\$1,188,000.00	+-			4			
Disbursed (1	Net) after current	payment:	1	\$1,784,958.89		1		J			·
				Additional Claim	Inf	formation Red	eted	14 to 1800 per entertaine entertaine			
	A 1	······································		M. Braganzai	n/.	J. Curry 12	Mulley	the Financial	Adminis	d pursuant to S tration Act and	
Prep	pared By:	scorge	,	Recommended	Ву:	: C.Mail	let	signing Autho	rities:	P. Hogun	
Signature:	Molu	n	<b>フ</b>	MB		a	\	T	et.	Ho	
1											
Title: F	Luynents O	Hirar						Vice	B	Leside	nt

Canadä

PROJECT CLAIM SUMMARY	٨
DEDAYMENT LIDDATE	

AND SOMMAIRE DES DEMANDES DE REMBOURSEMENT ET ETAT DU DOSSIER

REPAYMENT UPDATE
Applicant Name:

Project Number

Halifax International Security Forum

199652

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

Operating/ Capital Costs	Cos	sts Claimed	Additions-deletions- deferrals	Cost	s approved	Rate of Assistance		
						1	00.000%	
Year 1 - Other Operating Costs	s	539,958.89		S	539,958.89	\$	539,958.89	
Year 2 - Other Operating Costs				s		s	•	
Year 3 - Other Operating Costs				s		S	-	
				S		s		
				s		s	-	
				\$	-	s		
Total costs this claim	s	539,958.89	9 \$	- 5	539,958.89	s	539,958.8	

B. Cumulative Claim Summary	Sommaire des den	nandes de remboui	rsement cumulative	s	
Approved amounts per contract	Year 1 - Other Degrating Costs	Year 2 - Other Operating Costs	Year 3 - Other Operating Costs		Total
(including overrun)					
Montants approuves pour chaque marche				1	2 470 000 00
(y compris les depassements 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 - Couts approuves

• •									 		
Current Claim											
Demande de remboursement courante	S	539,958.89	\$		\$	<u> </u>	S	·	 	5	539,958.89
Previous Claim							١.				
Demandes de remboursement anterieures	\$	-	\$		\$		\$		 	3	
Subtotal Total											539,958.89
(b)	15	539,958.89	3	<u> </u>	3		-		 	-	335,330.03
Variance		1 050 041 11		2 490 000 00		2 490 000 00	١,	.		s	6.930.041.11

Ecart	(a-b)	\$	1,950,041.11 \$	2,490,000.00 \$	2,490,000.00 \$	•	- \$ 6,930,041.11
Reasons fo	r variance if negative - f	Raison de l'ecart	s'il est negatif:				
1							
1							

Claim #1 Jul - Sept 11 11-Oct	\$ 154,962.72	\$ 2,859 00 \$ 453.97	\$ 156,358.13 \$ 1,314.43 \$ 1,064.09	\$ 213,890.24		9056.31	\$ 539,958.89	539958.89
Total	\$ 675,000.00	\$ 600,000.00 \$ 150,000.00 \$ 150,000.00	\$ 525,000.00 \$ 405,000.00 \$ 675,000.00	\$2,205,000.00	\$ 420,000.00 \$1,275,000.00 \$ 120,000.00 \$ 75,000.00 \$ 75,000.00 \$ 30,000.00	\$ 90,000.00	\$2,490,000.00 \$7,470,000.00	
Year 3	\$ 225,000.00	\$ 200,000.00 \$ 50,000.00 \$ 50,000.00	\$ 175,000.00 \$ 135,000.00 \$ 225,000.00	\$ 735,000.00	\$ 140,000.00 \$ 425,000.00 \$ 40,000.00 \$ 25,000.00 \$ 25,000.00 \$ 10,000.00	\$ 30,000.00	\$2,490,000.00	
Year 2	\$ 225,000.00	200,000.00 50,000.00 50,000.00	\$ 175,000.00 \$ 135,000.00 \$ 225,000.00	735,000.00	140,000.00 425,000.00 40,000.00 25,000.00 25,000.00 10,000.00	30,000.00 \$ 30,000.00	\$2,490,000.00	
Year 1	\$ 225,000.00 \$	\$ 200,000.00 \$ \$ 50,000.00 \$ \$ 50,000.00 \$	\$ 175,000.00 \$ \$ 135,000.00 \$ \$ 225,000.00 \$	\$ 735,000.00 \$ 735,000.00 \$ 735,000.00 \$2,205,000.00	\$ 140,000.00 \$ 425,000.00 \$ 40,000.00 \$ 25,000.00 \$ 25,000.00 \$ 10,000.00	\$ 30,000.00 \$	\$2,490,000.00	50% = \$1,245,000.00
Annual Project Costs	Personnel	Airfare Staff Travel Ground Transportation	Hotels Catering Conference Space	Consulting	Technical Services Audio Visual Publications Branding Materials Translation Thotographer	Supplies & Communications	Total	= %09

>

# 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: Jay George

# Description of Problem

#### 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

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

- 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			
	The second of th	Ans	Ref
1. GENERAL			
Are the costs claimed consister	nt with those allowed as per the Statement of Work?	Yes	
Have prior claims been review	ed 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 Repa	yment (PAD) form on file?	Yes	
Were costs claimed at arms ler	ngth?	Yes	
Are costs claimed on the sched	lules 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 reb	pate status changed?	No	
Have financing conditions bee	n met?	N/A	
Are the current Financial State	ments on file? Has QAccess been updated with the latest info?	N/A	
Have equity requirements been	n met?	N/A	
Have you checked any oustand of adjustments been recorded of	ting items on previous claims (Schedule A-1)? Has a complete description 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 certifica schedules been adjusted?)	ate been submitted with the final claim? (Have cashflows and repayment	N/A	
Comments, Special Conditions	and Observations	2 (A) (B) .	13. 14. 15. 15. 15. 15. 15. 15. 15. 15. 15. 15
Account Manager :	Date	:	

Applicant:	Halifax International Security Forum	
OA File ID:	199652	
GX Contract No:	6034344 1	
Payment Evaluation Office	er: Jay George	
Payment Checklist B		
	A Company of the Comp	, Ans Ref
I. GENERAL		And Mark
Are you satisfied that all co application by the department	sts were incurred and contract commitments made after the receipt of the nt, and prior to the end of the control period/completion date?	Yes
Have all significant change	s from the original authorization received prior to approval?	N/A
Are you satisfied the project	t is progressing as per the statement of work?	Yes
Are you satisfied that asset	s are on-site (property titles transferred & adequate long term lease in place)	Yes
Have all identified ineligib		N/A
	in risk from the last assessment?	Yes
If there has been a fixed as adjustments reflected in this	set disposition, transfer, or if the assets are no longer in use, are the appropriate	No No
Based on the Applicant's n	ost recent financial statements, has equity been maintained?	Yes
	nt required and, if so, is one on file?	N/A
	nd client advised of all mitigations?	Yes
Have all special conditions	to the contract been met (financing, environment, other)?	Yes
	is this indicated on the schedule A?	N/A
Have any outstanding Aud		N/A
Comments, Special Condi	ions and Observations	
	Date	:
Account Manager :		

# 000100

# Disbursement Details

Froject Summary	mmary								
Applicant:			QA Fi	QA File ID:	GX Contract No:		Payment Evaluation Officer:	on Officer:	
Halifax Inter	Halifax International Security Forum		199652	2	6034344 1		Jay George		
Decision									
Rationale:									
Summary of Costs:	of Costs:								
Summary C	Summary Of Advance:								
Outstanding	Outstanding Claimed Items								
Claim No.	Claim No. Description: Supplier Invoice Number Invoice Date	Supplier Invoice.	umber Inv	oice Date Inv	Invoice Amount with HST/GST	3ST HST/GST	1000	Outstanding Invoice Amount with HST/GST - Outstanding HST/GST	ing HST/GST
2/1	Costs from August to September 2011	11 Various			8239,958.89		\$0.00	\$539,958.89	\$0.00
					\$539,958.89		\$0.00	\$539,958.89	80.00
Decision Items CRA Rebate Ra	Decision Items CRA Rebate Rate: 100 %		# 18.7						
Claim C. C	Claim Galegorys Paymen Ilem No	Caim Cost	Adjustment 1	Eligible Cost	Adjustment Eligible Cost HST/GST H	Eligible A. HST/GST	Assist Rate Payment Defe	Payment Deferred Object Code	
2/1 0	Other Costs from August to (operating) September 2011	\$539,958.89	\$0.00	\$0.00 \$539,958.89	\$0.00	\$0.00	100.000 \$539,958.89 No	1013 - NRC - Non-Profit Organizations - All Other	Organizations
•		\$539,958.89	80.00	\$539,958.89	\$0.00	20.00	\$539,958.89		
Advance Items	ems								
Claim Numb	Claim Number Description		Supplier		Month One		Month Two		Total
2/1	Other operating	gr			\$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 Ite	Advance Item Decisions								
Claim Numb	Claim Number Category Descriptii	Description Supplier	Requested	Adjustment	Eligible Assist Ro	te (%) 🥂	Adjustment : Eligible Assist Rate (%) - Payment. Object Code		
2/1	Other (operating) Other operating	\$	,422,000.00	-\$825,041.11	\$596,958.89	00:000	96,958.89 1104 - Advances/S	100.000 \$596,958.89 1104 - Advances/Settlements-NRC-Encourage Employment	loyment
		\$11.4	1,422,000.00	-\$825,041.11	\$596,958.89	82	\$596,958.89		

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of the								<b>M</b> 1		ilikiz		
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# Agence de promotion économique du Canada atlantique

APPENDIX 4

Page of 2

# APPLICANT'S REQUEST FOR PAYMENT

Applicant Name: Halifax Infama 19	nal Sourity Forum	Project No :	99652	Claim No :		
Address 1717 Rhode & land 1 Washington DC 200 USA	Period Covere	ber 30,301				
Is this a new address? (Yes) No		If yes, a Fina	il Payment Cert	ificate must be at	tuched.	
Do you have a HST/GST Registration Number Ves No	er?	Contact Name Telephone No Fax No :		n Praagh		s.19(
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	
		ļ <u>.</u>		\$	\$	
A ( - 0					<del> </del>	
See HHardy		-				
3 7777774					<del> </del>	
				<del> </del>	<del> </del>	
Total invoice amount of this page				S		
Total carried forward from other pages				\$		
Total invoice amount				S		
Less the Total HST/GST included in the in	voices.			5		
Total Costs Claimed \$ 539, 958.80						
h) (\$\sigma\$) No that the above no that did the reject is that any contribute that the project is that the project is that any contribute that \$\sigma\$.	lained above are on site: (if no toted costs have been incurred and sted information is accurate and of site compliance with all special a tition provided as a result of this c as been paid to soppliers in respe-	are eligible costs complete and general conditi laim will be applied of claimed eligi	ons of the contra ed directly and of ble project costs,	et. nly to eligible proje including this and	ect costs.	
Authorized Signing Authority	the frank	Date	Octob	19,201		

*	See	em aid	conficying	amount	paid	(100/.	)
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ACOA\_APECA (2008-04-07)

11:4 10/19/11 Accrual Basis

# Halifax International Secuirty Forum, Inc. Profit & Loss July through September 2011

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89.86
81.40
171.26
396.34 \
500.00
806.31 (
250.00 >
962.72
493.90
049.62
958.89
212.37
212.37

Page 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

SEP 2 6 2011

Attautic Canada Opportunties Agency Heva Scotia Agence de promotion economique du consela attentions no

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:

<u>For The Agency</u>: 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:

<u>For The Agency</u>: 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)

Date Sptember 14, 201

Aug si/ sail

For the Agency

Peter Hogan

Vice President Nova Scotia

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-apeca.gc.ca.

Yours truly,

Martin Braganza Account Manager Nova Scotia

Attachment

#### Annex 1

# Halifax International Security Forum

# Project # 199652

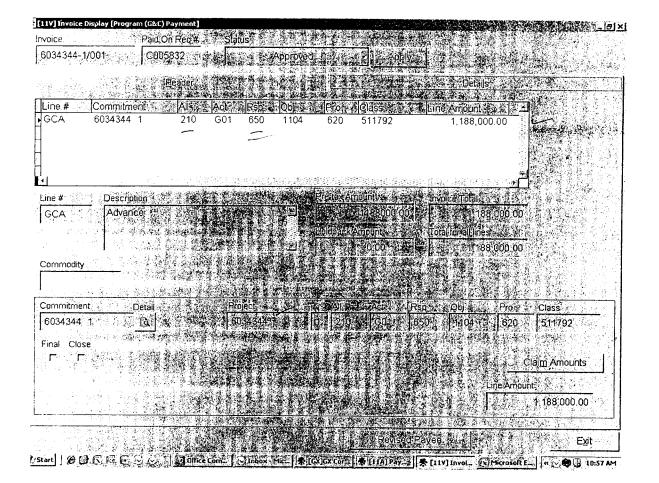
# **Detailed Calculation of Payment #01**

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

 $\underline{\textit{Note:}}$  If an advance has been issued, please refer to the Advance Payment clause outlined in our Letter of Offer.

[11A] Payment Requisitions [2011/2012]				A P P N
Requisition Control Number, sustains		Oprovaledbelate		
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0065 Nova Scotia - Halitax		1341 <del>, 277, 27</del> 7	1000	State of the care
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August - Period 05:		The second		
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22.0	STATE OF THE STATE OF	energialis. <b>No. 1</b> 755		P. B. W. Charles
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PAID - BY CHECK REQUISITION



#### Recommendation Document - SCHEDULE A

#### **Business Development Program**

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

	IDE:	NTIFI	CATI	ON
--	------	-------	------	----

yee (and joint	payee, if applicable):	<del></del>	**
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

DDATECT	DECCRIPTION AND	AUTHORIZATION ASSISTANCE
PROJECT	DESCRIPTION AND	AUTHORIZATION ASSISTANCE

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

DEPARTMENT CASH FORECAST

Flscai 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 2011/0	8/03 by Patricia Levenaar

COSTS APPROVED

		CUS IS A	PROVED		
	TC	TAL PRIOR CLAIM	S		TOTAL TO LATEST PERIOD
Cost Summary	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)	THIS CLAIM	END: 2011/10/31
Costs Claimed	0.00	0.00	0.00	0.00	
Adjustments/Deferrais/Deferral+	0.00	0.00	0.00		0.00
Eligible Costs Approved	0.00	0.00	0.00		0.00

PAYMENT CALCULATION

		ALCOLATION
Approved Assistance:	\$0.00	
Less Applicable Hoidback (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:	\$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 (I) 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. Snaganza, C Marcist Recommended By:	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department signing Authorities:
Signature:	Lixano	B	D P. Ha
Title:	Payment Officer		AND ALUD
Date:	aigust 5,2011		Au 5//

# 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 # 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

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

- 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 Ref 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 N/A Are the required reports on file? N/A Is there a Pre-Authorized Repayment (PAD) form on file? Were costs claimed at arms length? N/A N/A Are costs claimed on the schedules arithmetically correct? 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 N/A Have financing conditions been met? 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 oustanding items on previous claims (Schedule A-1)? Has a complete description N/A of adjustments been recorded on the B-4 for use in the payment letter? N/A Has cashflow been adjusted? 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 N/A schedules been adjusted?) Comments, Special Conditions and Observations

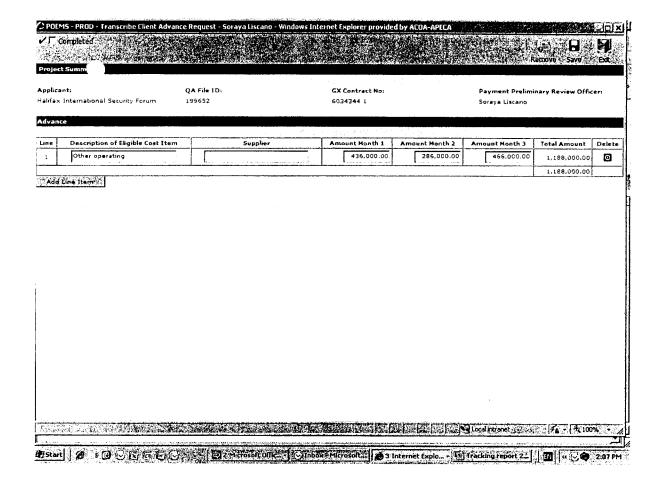
Account Manager	:	Date: Ony S/II

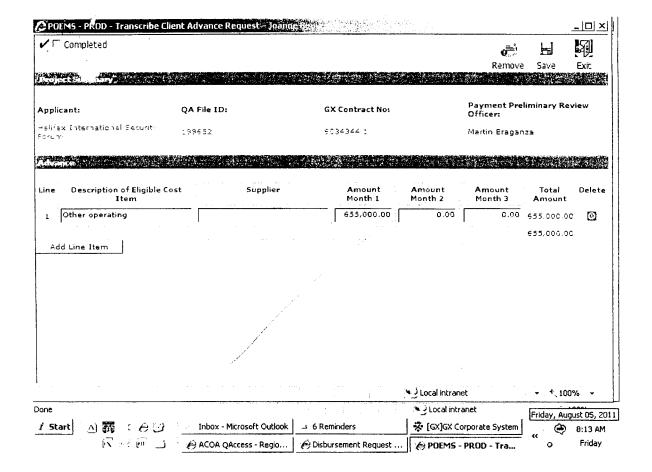
Project Summary Applicant: Halifax International Security Forum QA File ID: 199652 **GX** Contract No: 6034344 1 Payment Evaluation Officer: Soraya Liscano Payment Checklist B Ans Ref 1. GENERAL Are you satisfied that all costs were incurred and contract commitments made after the receipt of the N/A application by the department, and prior to the end of the control period/completion date? 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 N/A adjustments reflected in this payment? 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,

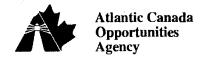
Account Manager	:	Date: Quy S 11

# Disbursement Details

Applicant: Halifax International Security Forum Decision Rationale: Summary of Costs: Summary Of Advance:	QA File ID:	GX Contract No: 6034344 1	Payment Evalu Sorava Liscano	Payment Evaluation Officer:	
Halifax International Security Forum  Decision  Rationale: Summary of Costs: Summary Of Advance:	637001	6034344 1	Sorava Lis		
Decision Rationale: Summary of Costs: Summary Of Advance:	70861			cano	
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Summary of Costs: Summary Of Advance:					
Summary Of Advance:					
7 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		!			
Outstanding Claimed Items					
Claim No & Description Supplier Involce Number Involce	Date	Amount with HST/GST HST/	3ST Outstanding Tryoi	Invoice Amount with HST/GST HST/GST Outstanding Invoice Amount with HST/GST Outstanding HST/GST	inding HST/GST
The state of the s		\$0.00	\$0.00	80.00	\$0.00
Decision Items CRA Rebate Rate: 0 %	(1771)	The state of the s	Elink Fernesch	Colors Comment Defeated # Chiese Colors	Oned Code
Campagagagagagagagagagagagagagagagagagaga	\$0.00	\$0.00	\$0.00	\$0.00	
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ım Number	Supplier	Multiplication of the control of the	324 - 44 ACC	6425 000 00	00 000 000 13
1/1 Other operating		\$436,000.00 \$436,000.00	\$286,000.00	\$466,000.00	\$1,188,000.00
Advance Item Decisions					
Claim Number Gategory Description Supplier		Requested Adjustment Eligible Assist Rate (%) Poyment Object Code	(%):Payment: Object Co		
1/1 Other (operating) Other operating	\$1,188,000.00 \$0.	\$0.00 \$1,188,000.00	.000 \$1,188,000.00 1104 - Ad	100.000 \$1,188,000.00 1104 - Advances/Settlements-NRC-Encourage Employment	Smployment
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# Agence de promotion économique du Canada atlantique

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655,000

Authorized Signing Authority Date

#### CLAIM FOR AN ADVANCE PAYMENT

Applicant Name : Halitax /	nternational.	Jecurity forum	Project No : 199		1-4011
1717 Khoo	Ne Island TV	e NW, Suite 63	Contact Name:	Peter Van i	raagh
ls this a new address? Yes ON			Telephone No.: Fax No:		s.19(1)
PLEASE REFER TO	THE INSTRUC	ITONS IN APPE	NDIX 1.		
			11-0 1	- n-+31	111 - 500 00
Forecasted Cash Requirements Period Covered From	Tune 17, 2011	Changed To <u>Anguist s</u>	71, 2011 (Max	imum 3 Months	with attached
Description of	Tune /7, 201/	Amount	Amount	Amount	Total
		<del></del>			
Description of	Supplier	Amount	Amount	Amount	Total
Description of Eligible Cost Item	Supplier	Amount Month 1	Amount	Amount	Total Amount
Description of Eligible Cost Item Communications Param	Supplier	Amount	Amount	Amount	Total Amount
Description of Eligible Cost Item Communications Parket Production Hotel - Wistin	Supplier	Amount Month 1	Amount	Amount	Total Amount 125, 000
Description of Eligible Cost Item Communications Partie Production	Supplier	Amount Month 1	Amount	Amount	Total Amount 125, 000 155, 000
Description of Eligible Cost Item Communications Parket Production Hotel - Wiskin	Supplier	Amount Month 1	Amount	Amount	Total Amount 125, 000 155, 000 150, 000 50, 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.

**TOTALS** 

# Linda LeBlanc

From:

Paul Owens

Sent:

Friday, August 05, 2011 12:08 PM

To: Cc:

Soraya Liscano Martin Braganza

Subject:

FW: Halifax International Security Forum - Payment Request #1

Attachments:

HISF Budget Projection by month-August 2-2011 final.xls; ATT00001.htm

s.19(1)

#### 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

From: Dakota Korth [mailto:dakotakorth@c Sent: Tuesday, August 02, 2011 4:28 PM

1

To: Paul Owens

Cc: Joe Hall

Subject: Re: Halifax International Security Forum - Payment Request #1

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

-Dakota

Estimated Monthly Expenditures (with large expenditures highlighted)

s.20(1)(d)

1,188,000 < 50% /year

@ 100% = 1,188,000

FILE #

Atlantic Canada Opportunties Aguncy
Bava Szotio
Agunce de promotion economique
du sonode etienides e-d

REC'D AUG 0 4 2811
CTS#

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 2 9 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.

# Canadä

"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.
- 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.
- 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.
- 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 Affair 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

#### o.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

- 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.
- 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,
br	Peter Hogan A/Vice-President ACOA Nova Scotia

	Peter Hogan A/Vice-President ACOA Nova Scotia	
The foregoi	ing Agreement is hereby accepted this day of	20
(Project No Halifax Int	o.: 199652) ternational Security Forum	
Per:	(Signature)  Project Manager  (Title)	
Per:	(Signature)	
	(Title)	

Project No.: 199652

#### 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.
- 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

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.
- 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

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.

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:

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

# **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; and
- 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.

Project No: 199652

#### 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

- 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 ease 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.

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

Program:	Project No:		
ACOA Business Development Program	199652		
Name and Address of Recipient:	Recipient Co	ontact:	-
Halifax International Security Forum	Name:	Peter Van Praagh	
1717 Rhode Island Avenue NW	Title:	Project Manager	
Washington, District of Columbia	Telephone:	(202) 316-6857	
20036	Fax:	` '	
Project Location:	Project Typ	2:	
Halifax, Nova Scotia	Business Sur	port	
Project Description and Anticipated Re	sults:		
This project will enable the Recipient to d	eliver the next th	ree annual Halifax Forums.	The first of the
Halifax Forums will be held November 18	3-20, 2010 with	subsequent forums held in 20	12 and 2013 Th
forums will bring together leaders, policy	makers, and exr	erts from both sides of the At	lantic to discuss
the challenges to transatlantic security.			
Total Project Costs: \$7,470,000	Eligible	Costs: \$7,470,000	
Authorized Assistance:	Total G	overnment Funding:	
\$7,470,000	\$7,470,0	900	
Estimated Project Commencement Dat	e: August 31, 2	011	
Estimated Project Completion Date: M	farch 31, 2014		

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

A	Atlantic Canada Opportunities 'gency	Agence de prometion économique du Cacada ministique	
A	Оррогивніска	DECEMBRICAN COUNCERNANCE	

	Atlantic Canada Opportunicies	Agence de promormina:	Atlantic Canada Uspertuntina Agancy Nors Scotte Agence do promotion occasione du canada ettartique +-0	Project no. / № du projet
	Senci.	du Cacada ministíque	REC'D AUG 0 4 2011	
AC		SS DEVELOPMENT PRO TION FOR ASSISTANCE		ME DE DÉVELOPPEMENT TREPRISE 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.
- 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.

**DIRECTIVES** 

Veuillez téléphoner au bureau de l'APECA le plus près si vous avez des questions.

Legal name of applicant and operating name, if different:     Dénomination sociale du requérant et nom commercial, s'il diffère du premier:     HALIFAX INTERNATIONAL SECURITY FORUM			2 - Name and title Nom et titre de Name: Nom :			
Mailing address: Adresse postale :			Telephone no.: N° de telephone : (b)	202.316.6857	_ (bus./bur.) _ (res./rés.)	
Business identification number: Numéro d'identification d'entreprise :			E-mail/Courriel : peter@halifaxtheforum.org  Fax no.  N° de télécopieur :		- -	
3 - Form of organiza	ition / Genre d'organi	sation :				
Corporation Partnership Société de personnes			Cooperative Not-for-profit organization Coopérative Organisme sans but lucratif			
To be incorporated Sole proprietorship A constituer en société Entreprise individuelle Autre (préciser)						
4 - Principal owners	s / Propriétaires princ	ipaux :				
Name / Nom		% Ownership / % de	propriété	Title / Titre		
Jonathan We	eisstub	N/A		Chairman of the Board o	f Directors	
Jonathan Tepperman N/A			Director			
David Krame	er	<u>N/A</u>	<del></del>	Director		
Un gouverneme	our business owned be ent est-il propriétaire o t company (if applical été mère (le cas éché	d'une partie de votre entreprise?	No • Non	Yes Oui		
	diary companies (if ag s (le cas échéant) :	oplicable): N/A	<u> </u>			
6 - Location of pro Lieu du projet :		Scotia				

ACOA 271 (11/08/04) (1 of 4)

Canada

7 - Brief description of project / Décrivez	brièvement votre pr	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.						
8 - Have you considered all environmental requirements?  Avez-vous examiné votre projet en fonction des exigences environnementales?  Yes No Non Non								
You should be in a position to discus: provides good information on issues Vous devriez être en mesure de disci préparer un plan d'affaires" publié pa	to be addressed. uter des répercussio	ons possibles que votre projet pourr	ait avoir sur l'environ	•				
Summary of estimated project costs:     Sommaire des coûts estimés du project	10 - Proposed financing of project: Financement proposé pour le projet :							
Project costs / Coûts du projet	Project financing / Financement du projet							
Description: (\$)		Description:		(\$)				
Personnel	675,000	ACOA		7,470,000				
Travel	900,000							
Meetings 1,605,000								
Professional Services	2,205,000							
Production and Outreach	1,995,000							
Supplies and Communication	90,000							
ooppiioo aira oommanaaanii	30,000							
Total	7,470,000		Total	7,470,000				
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: Non Oui Fournir des détails :								
12 - Estimated start date of project: Date approximative de début du projet : 6/17/2011  Estimated completion date of project: Date approximative de fin du projet : 03/31/2014								
13 - Employment / Emplois  Number of jobs / Nombre d'emplois								
	Average during the last year/ Moyenne durant la dernière année	e Approximatif	Estimated to be created by this project/ Approximatif créé par le projet					
Permanent full-time / Permanents à	temps plein :		3					
Permanent seasonal / Permanents			30 (Halifax based)					
Permanent part-time / Permanents			3 (Halifax based)					
	TOTAL		36					

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#### 14 - Business plan

Please e • that the following is included with your <u>signed</u> application

#### FOR ALL PROJECTS (EXCEPT STUDIES)

- A history and description of the business, including the products manufactured or services rendered.
- 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.
- Sufficient market data on project, e.g. who are competitors, where are they, what is the proposed market, how will product be promoted?
- Outline of management structure of business, résumés of key people, experience in type of proposed business, etc.
- 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.

- 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.
- Personal Net Worth Statement.

#### FOR MARKETING, TRAINING AND QUALITY PROJECTS

- Detailed implementation plan (3 years) outlining costs of various activities to be undertaken.
- If applying for a qualified person, include a detailed job description and résumé of proposed person to be hired.
- Latest financial statements.

#### FOR INNOVATION PROJECTS

- Complete description of the proposed project.
- Latest financial statements.

#### FOR STUDY PROJECTS

- Proposal from consultant.
- Latest financial statements.
   Personal net worth statement.
- 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.

14 - Plan d'entreprise

Veuillez inclure les données suivantes avec votre formule de demande dûment signée.

#### POUR TOUS LES PROJETS (À L'EXCEPTION DES ÉTUDES)

- L'historique et une description de l'entreprise; y compris les produits fabriqués ou les services offerts.
- 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.).
- 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?).
- Exposé de la structure de gestion de l'entreprise, curriculum vitae des principaux intervenants, expérience dans le genre d'entreprise proposée
- 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.

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.

- État de la valeur nette personnelle.

#### PROJETS DE MARKETING, FORMATION ET QUALITÉ

- Plan de marketing triennal énumérant le coût des diverses activités qui seront entreprises.
- qui seront entreprises.

  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.
- Derniers états financiers

#### PROJETS D'INNOVATION

- Description complète du projet proposé
- Derniers états financiers

#### ÉTUDES

- Proposition du consultant.
- Derniers états financiers
- État de la valeur nette personnelle.

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 détaillés. Communiquer avec un représentant de l'APECA pour obtenir des conseils.

15 - Applicant's professional references (if applicable) / Références professionnelles du requérant (le cas échéant) :					
	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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s.20(1)(b)

	anguage preferred for correspondence: langue pour la correspondance :	English Anglais		French Français		
17 - No. ai	nd consent	1	7 - Avis et cor	sentement		
	TO THE MINISTER FOR THE IC CANADA OPPORTUNITIES AGENCY (ACOA):			AU MIN	NISTRE DE L'AGENCE QUE DU CANADA AT	E DE LANTIQUE (APECA) :
and abili informati	hat the information given is, to the best of my knowler y, complete, true and correct and this will also apply on given in the future in connection with the ntation of the project and the program.		présentes de toute in	est complète formation qu	onnaissance, l'informat e, véridique et exacte, d ui sera fournie à l'aveni du programme.	et que cela sera le cas
	hat financial assistance from ACOA is a significant fa cision to proceed with this project.	ctor (b			ision de donner suite a 'aide financière consen	
firms, co agencies organiza ACOA de applicatie subject p	thorize ACOA to make any enquiries of such persons rporations, federal and provincial government /departments and non-profit economic development tions, to collect and share information with them, as eems necessary in order to reach a decision on this on, to administer and monitor the implementation of the roject, and to evaluate the results of the project and the after project completion.	he	personne, fédéral ou économiqu renseigner décision re la mise en	toute entrep provincial et le sans but l ments, selon lativement à oeuvre du p	rise, toute société, tout tout organisme de dév lucratif afin de demande ce qu'elle jugera néce à la présente demande,	
the Acce govern, personal governm	on provided to ACOA will be treated in accordance we so to Information Act and the Privacy Act. These law protect and limit the collection, use and disclosure of financial and technical information by federal ent departments and agencies. Information provided secured from unauthorized access.	rs `	sur l'accès renseigner l'utilisation techniques	à l'informati ments person et la diffusio par les min ormation tran	ion et à la <i>Loi sur la pro</i> nnels. Ces lois régissei	nt et limitent la collecte, personnels, financiers et du gouvernement.
	erstood the Notice and Consent. I voluntarily consent use and disclosure as described. (You should keep a accords).	signed au	ı rassemblem	ent, à l'utilisa		onsens volontairement de l'information décrite pour vos dossiers).
TON 474	I WHISSIMB . CHAPEAL OF TH of authorized official / Nom et titre de l'agent autorisé	4 601LD	)			
Name and title	of authorized official / Nom et titre de l'agent autorisé	S	ignature of au	thorized of	cial / Signature de l'age	nt autorisé
Signed at Signé à Wa	shington, D.C. TOLONTO . J.N this 2	6Th.	day of jour (d'/	de)	ory	2011
ACOA REGIONAL	OFFICES		BUREAUX F	RÉGIONAUX D	E L'APECA	
ACDA NEW BRUNS 570 Queen Street, P Fredericton, New Br	.O. Box 578 unswick E3B 5A6		570, rue Que		swick) E3B 5A6 1-800-561-4030	
Toll Free: Telephone:	1-800-561-4030 (506) 452-3184		Téléphone :		(506) 452-3164	
Fax:	(506) 452-3285		Télécopieur :		(506) 452-3285	
The John Cabot Buil 10 Barter's Hill, 11 <sup>th</sup> P.O. Box 1060, Stati St. John's, Newfoun- Toll Free:	Floor on "C" dland A1C 5M5 1-800-868-1010		L'immeuble 10 Barter's F C.P. 1060, S	lills, 11e étage uccursale "С" епте-Neuve) А		
Telephone: Fax:	(709) 772-2751 (709) 772-2712		Télécopieur :		(709) 772-2712	
ACOA NOVA SCOT Suite 600, 1801 Holl P.O. Box 2284, Stati Halifax, Nova Scotia Tolephone: Fax:	is Street on "M"		Pièce 600, 1: C.P. 2284, S	801, rue Hollis uccursale "M" velle-Écosse)	B3J 3C8 1-800-565-1228 (902) 426-6743 (902) 426-2054	
ENTERPRISE CAPS Silicon Island 70 Crescent Street P.O. Box 1750	E BRETON CORPORATION (ECBC)		CAP-BRETO Silicon Island 70, rue Cres C.P. 1750	i cent		
Sydney, Nova Scotia Telephone: Fax:	a B1P 6T7 (902) 564-3600 (902) 564-3825		Sydney (Nou Téléphone : Télécopieur		B1P 6T7 (902) 564-3600 (902) 564-3825	
ACOA PRINCE EDV 100 Sydney Street, 3 P.O. Box 40	NARO ISLAND of Floor, Royal Bank Building		Immeuble Ba 100, rue Syd	NCE-ÉDOUARI Inque Royale Iney, 3e étage, n (Île-du-Prince		
Charlottetown, Princ Toll Free: Telephone: Fax:	e Edward Island C1A 7K2 1-800-871-2596 (902) 566-7492 (902) 568-7098		Sans frais : Táléphone : Télécopieur		1-800-871-2596 (902) 566-7492 (902) 568-7098	
ACOA 271 (11/08/04						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 form 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	
s.20(1)(d)	Adjustment Amount  - 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)  - Duplicate cost, (\$6,080.86)	\$-251,292.99	
5.20(T)(G)	Claim Approved Costs	\$2,298,384.60	
	Gross Approved Costs 100% of \$2,298,384.60 Less:	Holdback Advance Settlement	\$2,298,384.60 \$0.00 \$1,206,900.00
	Plus:	Advance	\$0.00
	Approved Payment		\$1,091,484.60
	Plus:	Prior Payments	\$1,206,900.00
	Total Assistance Paid to Date		<u>\$2,298,384.60</u>

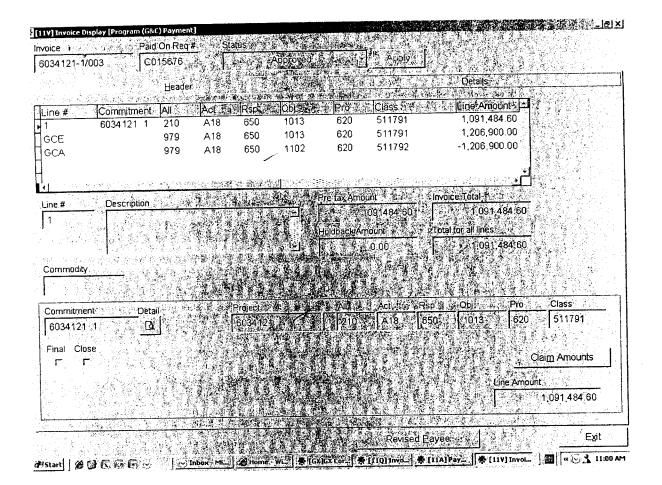
11A] Payment Requisitions [2010/2011]	_le
equisition Control Number Status 1	proval Operator
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	inyoices Foreign Bank
Payee	
G08316 THE GERMAN MARSHALL FUND OF THE	_U county in Apoly Serve in the Eaven of the Serve of the letter of the
Payment Type	Cheque Language Cheque Number Cheque Date
1 Cheque /	English et Payee Name
District Accounting Office	i i i i i i i i i i i i i i i i i i i
0065 Nova Scotia - Halifax	THE GERMAN MARSHALL FUND OF THE UNITED STATE
Post Month Batch	S 1.
	Payee Address. **
February - Period 11	17.44 R Street NW
Data Entry Date : Release Date : Due Date : 🔑 🦫 int. ind : 💆	
2011.02.23 2011.02.23 2011.02.23	
Department Text	
	City & Province
	Washington . DC District of Columbia -
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1,091,484,60 / 199,1484,60	ÜüSA Ünited States ⅓
Fiscal Year 2010/2011 - Back	Einish Exit
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AND BY CHECK REMUISITION

OF THE PERSONAL ADMINISTRATION ACT

OF THE PERSONAL ACT

OF THE PER



### Recommendation Document - SCHEDULE A

#### **Business Development Program**

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

ee (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:	0.0
Attention:	Mike Geiger	Charges Due:	0.0

Major Act: Business Support (2)	Offer Accepte	Offer Accepted: 2010/08/18 Project Start Date: Op //13			
Location of Project Municipality, Province-Territory Washington District of Columbia				·	d Date: 2014/03/31
	Last Financial	State	ment Date:		
Type of Assistance: B - Non-Repayable	Authorized Rate	% X	Eligible Costs	=	Total Authorized Assistance
Payment Type: Cheque	100.000	% X	9,960,000.00	=	9,960,000.00
Email Notification (GX):					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	0 Modified 2010/08/06 by Jacqueline De			

COSTS APPROVED						
	TOTAL PRIOR CLAIMS				TOTAL TO LATEST PERIOD	
Cost Summary	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)	THIS CLAIM	END: 2011/01/28	
Costs Claimed	0.00	0.00	0.00	2,549,677.59	2,549,677.59	
Adjustments/Deferrals/Deferral+	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	

	1001	0.00	2,250,504.00
PAYMENT CALC	ULATION		
Approved Assistance:  Asst. Rate	\$2,298,384.60		Period Covered From: 2010/03/01 Period Covered To: 2011/01/28
Less Applicable Holdback (0%):	\$0.00	Avallable Holdback: \$0.00	0) Deferred:
Assistance Payable:	\$2,298,384.60		1) Deletion:
Outstanding Advances:	\$1,206,900.00		2) Addition:
Advance Settlement:	\$1,206,900.00	Unsettled Outstanding Advances: \$0.00	3) Deferred+: Total:
Amount Owing:	\$1,091,484.60		Claim No: 3 Claim Type: Progress (P)
New Advance:	\$0.00	Unsettled Outstanding	GX Payment #: 6034121-1/003
		Advances: \$0.00	Object Code
Release Holdback:	\$0.00	Available Holdback: \$0.00	1013 - NRC - Non-Profit Organizations - All Other
PAYE Payout:	\$0.00	Outstanding PAYE: \$0.00	1102 - Advances/Settlements- NRC-Non Profit Org-Nat Org
Current Payment:	\$1,091,484.60		1
Disbursed (Net) before current payment:	\$1,206,900.00		1
Disbursed (Net) after current payment:	\$2,298,384.60		1

Total:	-251,292.99
laim No: 3 laim Type: Progress (P) X 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. Imress	M. Braganza / J. Mullen Recommended By: 12 Marie M	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department Signing Authorities:			
Signature:	Liscano	12 TAMSLING	Pet Story			
Title:	Payment Officer	1	Nice-President			
Date:	Jebruary 17,2011	Feel 17/1)	Tec. 22/2011			

0.00 -251,292.99 0.00 0.00

# Canadä

PROJECT CLAIM SUMMARY AND REPAYMENT UPDATE	SOMMAIRE DE REMBOURSEM	S DEMANDES DE ENT ET ETAT DU DOSSIER
Applicant Name:	Project Number	
German Marshall Fund	197160	
A. Current Claim Summary - Sommaire de la c	lemande de rembourse	ment courante

Operating/ Capital Costs	Costs Claimed	Additions- deletions-deferrals		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 exhange 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	0.0
			\$0.00	0.0
			\$0.00	0.0
Total costs this claim	\$2,549,677.5	9 (\$251,292.99	\$2,298,384.6	\$2,298,384.6

Sommaire des demandes de remboursement cumulatives **B. Cumulative Claim Summary** Approved amounts per contract 2012 2013 Total 2010 2011 (including overrun)

Montants approuves pour chaque marche \$2,490,000.00 \$2,490,000.00 \$9,960,000.00 (y compris les depassements de couts) (a) \$2,490,000.00 \$2,490,000.00

# **Approved Costs - Couts approuves**

Current Claim					
Demande de remboursement courante	\$2,298,384.60	\$0.00	\$0.00	\$0.00	\$2,298,384.60
Previous Claim					** **
Demandes de remboursement anterieures					\$0.00
Subtotal Total	\$2,298,384,60	\$0.00	\$0.00	\$0.00	\$2,298,384.60
(b) Variance	\$2,200,00 (not				
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'ecart s'il est negatif:

### 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

SCHEDULE A-2 ANNEXE A-2

#### 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.

#### 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. 18.

- 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)

\* Meeting w, GMF (PVP), ACOA, NSBI, TCL, CFN was held on Feb. 16/11 to discuss 2010 Forum, plans for 2011, partnership networks, 1-dustry, etc.

Project Summary The German Marshall Fund of the United States Applicant: 197160 QA File ID: 60341211 **GX Contract No:** Payment Preliminary Review Officer: Jo Ann Inness Payment Checklist A Ans Ref 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 Yes Are the required reports on file? N/A Is there a Pre-Authorized Repayment (PAD) form on file? Yes Were costs claimed at arms length? Are costs claimed on the schedules arithmetically correct? 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? Have you checked any oustanding items on previous claims (Schedule A-1)? Has a complete description Yes of adjustments been recorded on the B-4 for use in the payment letter? N/A Yes Have you prepared a schedule A-1 or indicated any items to be followed up? Has the final payment certificate been submitted with the final claim? (Have cashflows and repayment N/A schedules been adjusted?) Comments, Special Conditions and Observations

Account Manager	Date	: Jes 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 Che	eckiist	p
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	Ans	
1. GENERAL		ve gett
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	

Account Manager	:	Da	ate: Jeb 17)11	
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etails
rsement
Disbur

Decision Rationale:	Applicant: The German Marshall Fund of the United States	197160	6034121 1	121 1	Jo Ann Inness	less	
Summary of Costs:							
Summary Of Advance:							
Outstanding Claimed Items	- 1992年第二十二年 - 1992年		A WATTERL	STIGST * OF	ustanding Invoice Am	Outstanding Invoice Amount with HST/GST Outstanding Invoice Amount with HST/GST Outstanding HST/GST	g HST/GST
Claim No. Description Supplier Invoice Number Invoice	r Invoice Number Invoice L	Jare Involce a not	\$2 549 677 59	\$0.00	And the designation of the second sec	\$2,549,677.59	\$0.00
Other operating			\$2,549,677.59	\$0.00		\$2,549,677.59	\$0.00
Decision Items CRA Rebate Rale: 300 % Claim Claim Cost Adjustment	m. Claim Oss Adjustment	The High Person HSTI	Inoice Eligible	Eligible Assistentale Payme HSDGST: (96)	Mosce Eligible Asiste Rate Payment Deferred Object Gode HSIGGST HSIGGST	d'Object Code	
Other Other	\$2,549,677.59 \$0.00 \$	\$2,549,677.59	0.00	100.000 \$	2,549,677.59 No	1013 - NRC - Non-Profit Organizations - All Other	zations - All
(operating) operating	\$0.00 -\$70,382.25	-\$70,382.25	000	000 000	-\$70,382.25 No	1013 - NRC - Non-Profit Organizations - All Other	zations - All
Adjustment to reduce costs by contributions from Co-Funders  Other Other \$0.00 -\$24,829.81 (operating)	ons from Co-Funders	-\$24,829.88	00.08	100.000 30 100.000	-\$24,829.88 No	1013 - NRC - Non-Profit Organizations - All Other	zations - All
Z to	. USD to CDN) \$0.00 \$150,000.00 -\$150,000.00	\$156,000.00	00.03		100.000 -\$150,000.00 No	1013 - NRC - Non-Profit Organizations - All Other	zations - All
Adjustment for an estimate of HST Other Other (operating)	\$0.00 -\$6,080.86	\$6,080.86	\$0.00	100.000	-\$6,080.86 No	1013 - NRC - Non-Profit Organizations - All Other	izations - All
Duplicate cost (	\$2,549,677.59 \$251,292.99	\$ \$2,298,384.60	80.00		\$2,298,384.60		
Advance Items					A CONTRACT OF THE CONTRACT OF	Windows Hands Manager And Andrews Manager Ma	

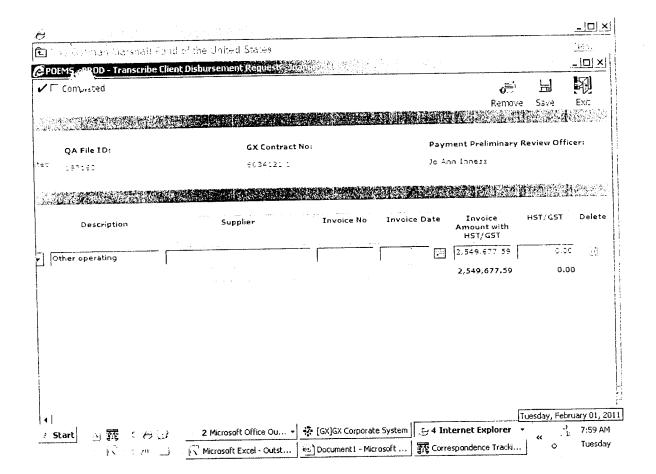
# SCHEDULE B-4

# 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-Fu	nders 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
	Total	\$0.00	-\$251,292.99	\$0.00	\$0.00

PREPARED BY	Date 17/11
	<u> </u>





# Agence de promotion économique du Canada atlantique

Action to Canada Opportunties Agency Neva Scotia Agence de promotion economique du coco la etiantique n-è REC'D APPRINGUE 4 2011

	APPLICANT'S REQUEST	FOR PAYME	NT	FILE #	
			•	AFT TO	J. Beaver
Applicant Name: German Ma	rshall Fund	Project No:	71601	Claim No.	HF2010 /
Address:		Period Covered	<u> </u>	,	
1744 R Street	NW			To: Jan	28,2011
Washington, DC	20009				
0		Final Request:	Yes •	No.	
Is this a New Address: Yes • (No	<u>・</u>	If yes, a Final	Payment Cer	tificate must be	attached.
Do You have a HST/GST Registration	Number ? Yes No No	Contact Name:	Ken Cr	rognale	
Number:		Telephone No: Fax No: 20	202-6 2-265-	83)-261 -1662	5
PLEASE REFER TO INSTRUCTIO	NS IN APPENDIX 3.				
Description of Costs	Name of Supplier	Invoice Number	Invoice Date	InvoiceAmt. HST/GST included	HST/GST included in invoice
				s	s
TDIA . a. H. J	A ladoural	<del>                                     </del>	<del>                                     </del>		
* Please see attacl	hed ledger*			<del> </del>	-
		ļ			<b> </b>
		<u> </u>			
			:	ļ	
		<del></del>			
		<del> </del>	<del></del>		
		<del></del>			
		ļ			1
Total invoice amount of this page.				s	
Total carried forward from other pages.				S	
Total invoice amount.				s	
Less the Total HST/GST included in t	he invoices.			s	
Total Costs Claimed				s 2,54°	1,677.59
CERTIFICATION (to be signed on full largeby certify to the following:	nal page)			·	
	ets claimed above are on site: (i	f no, please expla	in)		
	e noted costs have been incurred a			ect.	1
	equested information is accurate a	-	. ,		<b>/</b>
	ect is in compliance with all specia	-	ditions of the	contract.	
<u> </u>	tribution provided as a result of thi	_			ible project

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 Canadä ACOA 204 (01/31/2000)

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

			CAD 1,342,777.59		CAD 70,382.25	CAD 1,272,395.34	Ken Crognale, CPA Chief Financial Officer
CAD 2,549,677.59		CAD 1,206,900.00	ð	15,303.00 49,978.50 5,100.75	91	OI.	'
CAD		S		S S S			Reviewed by:
Ledger Report	CAD 1,131,900.00 CAD 75,000.00	Sub-Total Payments		ing (USD15,000 Nov 29,2010) ),000 Nov 8, 2010) ) Nov 30, 2010)	Total External Co-Funding	Net Payment owed from ACOA (less external co-funding)	
Cost Claimed per Detailed Ledger Report	Payments Rec'd from ACOA November 2010 December 2010			External Co-Funding (USD15,000 Nov (USD50,000 Nov 8, 2010) (USD5,000 Nov 30, 2010)	s.20(1)(d)	Net Payment owed from	

2	6
HALIFAX INTERNATIONAL SECURITY FORUM NOVEMBER 2010	TOTAL COSTS - ALL INCUSIVE LEDGER DETAIL (As of Jan 28, 2011)

CAD Aug f/x Rate = \$1.02

Date Description	Reference	Category	αsn	. 1	3	흥
28-lan Personnel	Personel	Personnel	\$401,263.33	USD 401,263.00 \$	409,788.26	CAD 409,288,26
31-Oct Aufare	// JEK YPLZ JET/ American Authora Inc.	Aufare	85.65+2	•	448.17	
31-Oct Airfare	1/JEX YEC DIX/American Authors Inc.	Autare	832.00	~	32.64	
31-Oct Ainfane	HALLFAX 2010/YYZ YYL YYZ/Air Camba	Ainfare	832.00	•	32.64	
31-Oct Aidan	HALLEAX 2010/YYZ YYZ YYZYAr Camas	Aufare	\$630.10	٠ <b>٠</b>	64270	
31-Oct Aufare	/HALJEAX 1010/72F YEG YYZ YYZ YYZ YYR YXY/A¥ CAMAA	Aufare	27.00	•	42.84	
31-Oct Auflare	/HALLIFAX 2010/72F YEG YYZ YHZ YYZ YYR YXY/ Air Camda	Aufare	\$1,000.00	<u>~</u>	32000	
31-Oct Airfare	/HALFAX/BOS 1912 BOS/Air Canda	Aúrlare	878	•	42.84	
31-Oct Aufare	HALLEAX 2010/TIANIC YLL YAZ BOS MIC TIA/Dewarte Laddons AG	Airfaire	S1,388.60	<b>~</b>	1,416.37	
31-Oct Airfare	HALLEAX 2010/TIAMIC YLL YFZ BOS MC TIA/Deusche Lachbers AG	Airfare	\$32.30	•	32.64	
31-Oct Aufan	MALIFAX 2010/151 YYZ 1577 Without	Aufar	832.00	•	32.64	
31-Oct Aufair	/HALTEAX 2010/15T YYZ 15T/Turkish Ainfars	Aufare	\$925.70	<b>~</b>	944.21	
31-Ost Airfair	25T JFT IST/Tubish Addition	Airfare	\$1,123.70	<b>~</b>	1.146.17	
31-Oct Aufur	1ST JFK IST/Torksh Aufera	Airfare	\$32.00	S	32.64	
31-Oct Airfare	/ Fadin 2010 Bud Fra Yu	Airfare	\$1,246.20	•	1,271.12	
N-Nov Arfar	BOS 17-Z BOS/Air Cradis/HALIFAX	Airfare	\$878.28	~	895.85	
31-Ost Aufare	//YWG YYZ YFC YOW YWC/Ak Canada	Airfare	\$32.30	~	32.64	
31-Ost Airfare	// Lac JYZ 1912 YOW YWG/Ae Canda	Ainfaire	\$825.90	~	842.42	
33-Oct Airfare	IALIFAX 2010/LFR YFCZ YOW LFR/Ak Canda	Aúrlare	\$32.00	~	32.64	
32-Nov Airlan	TRYS734 ts/ Airfur for: - Haffan 2010	Airlare	55,803.13	•	5,879,19	
Xo Nov Aufare	/LFR YFC YOW LFB/Air Good/HALIFAX 2010	Airfare	51,020,10	•	3,040,5	-
XO Nov Aurian	LHR YHZ LHWAN CANAB/HALIFAX 2010	Airfare	\$32.30	σ.	32.64	
X Now Airfare	LHR YHZ LHRVAi Cando/HALIFAX 2010	Aufare	\$961.40	•	180.63	
No Nov Arfare	YHZ YUL LHWA Air Condo/HALFAX 2010	Airlare	\$228	~	42.84	
No Nov Anture	YEQ YILL LHEV AN CANAS/HALLEAX 2010	Auriane	25.35	~	\$6.19	
31-Oct Airfare	'HALIFAX' ALG EWR YI-Z EWR ALG/Consisenal Assistant Inc.	Aufare	89.8945	•	478.05	
XX Now Airfare	CAD79.75- HALLFAX FORUM 2516 TRIP	Airfare	\$132.76	S	135.42	
8-Oct Airlan	McCord Travel Manage CAD16/91229 -	Airfare	S16,685.5C	•	17,019.21	
15-Oct Aufare	McCord Travel Manage-CADS 400 56 - I.	Airfare	\$4,936.98	S	5,035,72	
22-Oct Airfare	McCord Travel Manage-CAD1631229 - FE 3 AIR TK TS	Ainfare	01.162,913	•	16,861,72	
Zi-Ost Ardare	McCord Travel Munge-CAD2821829 - HF 11 AJR TK IS	Airfare	SZ8,5271.50	•	28,632.93	
26 Oct Aurlan	McCord Travel Manage-CAD21,00.99 - HF AJR ITOKE TS	Airfare	220,660,80	•	21,074.02	
26-Oct Airfare	Hushin Tavet Inter-Halfar Trawl	Airfare	\$5,000,00	•	5.1000	
31-Oct Airfare	MILPAY/ACM DCA NEW/DELTA AV Line line.	Airfare	\$486.90	•	1984	
31-Ost Aufair	MUFAX/AEM DCA AEM/DELTA A¢ Lina fac.	Airfave	84200	•	42.84	
31-Oct Airfare	/HALIFAX/BOS 7HZ BOS/Air Canada	Airfare	¥200	•	42.84	
31-Oct Aufare	/HALIFAX/BOS YHZ BOS/Air Canada	Airfare	\$675.77	•	689.29	
31-Oct Airfare	/tigLIFAX/YVR YYZ Y1/Zi/Ai Candda	Airfare	\$2.00	5	42.84	
31-Oct Airfan	/HALIFAX/YVR YYZ YHZ/Ar Canda	Airfare	\$563.10	•	574.36	
31-Oct Airfare	//Y2 Y12 Y72/N Crade	Airfare	872%	4	42.84	
31-Oct Aufur	//YYZ YYZ YYZ/Ni Cinda	Airfare	\$630.03	•	642.63	
31-Oct Airlan	CHRY DE YL DRA's Grads	Airfare	8758	S	42.84	
31-Oct Airfare	ALIN YPEZ YOL LHBV As Ganda	Aufare	\$1,33,23	<b>~</b>	1,155.89	
31-Oct Aufort	HALLEAX 2010/YOW YELL AN CANADA	Autare	\$32.00	•	32.64	
31-Oct Airfare	TALLY XI 2019 TOWN THE CHARLE	Aufare	2269.20	•	275.09	
31-Ort Aufare	THE TAY OF CAMES	Aufare	232.00	-	32.64	
31-Ort Aufare	LER THE THE CHAIN	Autur	81,941.8	••	1,062.74	
31-Oct Airfare	HALLEAN COS, 172 TAZ CAZ CASALA	Auriane	\$2.8	•	42.84	
31-Oct Airfare	HALLFAX COS WZ TIEZ YLL CXX AN COMMA	Airtire	51,181,70	~	1,205,33	
31-Oct Airfare	THALLEAX 2010/TAC LIVEN YIPZ EWIR TACLAIN Condo	Aufare	\$32.00	S	32.64	
31-Oct Airfare	PAALJFAX 2010/TXL LI-RY YHZ E WR TXL/Air Comdo	Aufare	\$1,108.50	•	1,130.67	
31-Oct Auriture	HALFAX BEG FLA TYZ THE TAL MCC BEG AN CANAS	Aufare	8758	5	45.84	
31.Oct Auduse	THALLFAX/BEG FRA YYZ YHZ YUL MAC BEG/Av Canada	Aufare	51,515,83	S	13,46,12	

\$575.80 \$ \$87.32 \$42.00 \$ 42.84	5 3264	٠.		(3911 3	. •	\$1,280.39 \$1.50.30	801791 8	. •		5 135742	. •	#77E 3			. •	. •		5 481.22	•	•	~	•	20'000'1 \$ 00'000'1S	•	•	\$1,600.00	<b>.</b>	54073	<b>.</b>	50.776	\$577 \$ \$258		, ,	•		•	<b>~</b>	•	54,726.33 \$ 4,820.36	<b>и</b> .	20,540 6 62.622	• •	95311,11 8 (3,9%)18	•	•	\$2,470.00 \$ 2,478.60	<b>м</b> (	'n.	11.590,00 \$ 00,0071,000	<b>.</b>	30000	, ,			45.07.1 \$ 02.78.8	
Airfair	Autare	Aufare	Aufare	Aufare	Aufare	Aufare	Autare	Autan	Autin	Aufar	Aufare	Autan	Autan	Autare	Autare	Authore	Autare	Author	Autar	Aidin	Airfare	20114	Aidar	Airfare	Aidae	Airfare	Airfare	Airfare	Airfare	Airfare	Airfaire	Aufare	Author	And a	Aidem	Airfase	Airfare	Airfare	Airfare	Airfare	Aufare	Author	Airfair	Airfag	Airfare	Airfare	Airfare	Author	Aufare	Author	Autare	Antigue Antigue	Aids	Airfait	Airlan	
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31 Aug Consulang	30-Sep Consulting	31-Oct Convoking	1-Sep Consulting	LOst Consulting	2 Now Constitute	To Non Contains	At De Constine	- Dec Grauding	3- Jan Consulting	1-Apr Tekphone	21-Dec Telephone	21-Dec Office	30 Apr Travel Expenses	Jun Travel Expenses	I- Jun Frotei Cranges	Tank	11.Or Food	11.Or Tax	30-Nov Food	30 Nov Food	XO:Nov Food	30-Nov Food	30 Nov Food	30 Nov Hotel Charges	X Nev Tax	27. Aug Hotel Charges	21-Dec Prote Charges	Z2-Seo Travel Expenses	S.Or. Tawl Expenses	Nov Ground Transportation REV.AD	\$ Dec Travel Expenses	21-Dec Trawl Expenses	14-Sep Airfair	22:Sep Aufair	SOr Ardan	Nov Artist	tribut more course	Common miss.	22-See Hotel Charges	8-Dec Hotel Charges	21-Dec Hotel Charges	1- Jun Travel Expenses	8-Dec Trawi Expenses	21.Dec Travel Expenses	13-Ort Food	13-Oct Travel Expenses	13-Oct Travel Expenses	30-Nov Computer/Cable	3CNov Computer/Cable	32-Nov Food	31-Oct Food	31-Jul Food	31-Jul Food

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Solver Meal	CADSONALY Salf agenciation Half tay Dury Selbs Insh Pub	GMF staff travel and accomodations	55,000,59	s	5,108,76
D Nov Mes	(CAD) 3009 37/5 all Approximates Halisa/Dury Nether Irah Pub	GMF staff travel and accomodations	72,799,98	<b>~</b>	27.612
31-Oct Ainfare	UR19291/ Anf are Politica/Lus/Charge 2200 +4463921	GMF staff travel and accomplations	\$1,242.81	۰,	1,267.67
31-Oct Ainfare	TRY AND AUTOMACARE FOR HALLFAX FORCAS, AMERICAN AIRLINES LEGI	GMF staff travel and accomodations	\$485.13	s	494.83
31-Oct Ainfare	TAYLULUS 19/ AIREANE FOR (HALLFAX FORUM, TUXXISH AIRENES LEGA"	GMF staff travel and accomodations	120068	<b>ب</b>	949.32
30-Nov Airfare	/USD925528/ Aid ard / Air Canada 01+795036811	GMF staff travel and accomodations	59,205.78	S	8.887
O Nov Airfare	LSDA2/CWT Travel Fee/Carbon Way 005730336929	GMF staff travel and accomodations	242,00	<b>.</b>	47.84
10-Nov Airfare	LSD411.12/14sifus fights/Consisemal 0057930334929	GMF staff travel and accompedations	21112		¥761+
JONOV Airlane	USD32/CWT to religent fee for Quirge fight. / Curbon Wag 016793483-170	GMF stalf travel and accomodations	832.00	<b>ب</b>	32.64
31-Oct Airfare	CAD 17 hullion fight / Air Canda 01-21 8730491	GMF staff travel and accomodations	\$16.71	<u>~</u>	2.0
30-Sep Food	O.S.Dis/Hulfax working conner - brainstoming titles/Coppia Restaurant	GMF staff travel and accomodations	<b>58</b> 5.00	~	5 %
31-Oct Food	/USD204/callee/Sambucks Liss 00007120	GMF staff travel and accomplations	\$2.04 \$4.00	'n	2.08
31-Oct Food	/LSD4211/Luxch/Thai Olef And Sash Ba	GMF staff travel and accomodations	£2.1±	S	45.98
31-Ort Food	/LSD33.14/Lunch/Monys Delicacosen	GMF staff travel and accomodations	\$33.16	S	33.82
31-Oct Food	/LSD39-37/Lunch/Month Delicanasca	GMF staff travel and accomodations	539.73	<b>~</b>	40.52
XC Nov Food	USDA SYStack en rouse to Hald as / Good ? Go li	GMF staff travel and accompedations	85.	s	4.59
30-Nov Tax	(CADAC/Taxi to sirport Halitas/Cavino Taxi Licrisco	GMF staff travel and accomodations	\$59.92	~	61.12
30 Nov Travel Fee	/LSD42/CWT Travel Fee/Carbon Wig 0147930336811	GMF staff travel and accomodations	<b>#</b> 2.8	~	12.81
30 Nov Hord Charges	CAD285.2L/hotel for HSF/Wenin Nors.Scotion Hotel	GMF staff travel and accomodations	5284.87	s	290.57
10 Nov Hotel Charges	CADI+36/horel HBSF/Werlin Nova Scenario Honel	GMF staff travel and accomodations	\$14.24	s	14.52
3C.Nov Meak	LSDH 43/Breud/at and coffee at National support on rouse to Philipss/Einstein Bros Bayek	GMF staff travel and accomodations	\$4.5	S	4.52
19 Nov Meak	/CADIOC/Direct with Geometry Halian Forum agenda/Ou Retourn	GMF staff trave) and accomodations	22%	s	305.63
32 Nov Menk	/CADY/harth on Night/ Air Ganada On Board Ca	GMF staff travel and accomodations	39.00	'n	9.18
C Nov Menk	USDA.11/ Lunch on way to Habitat Forum/Philly Air Authoropain 2	GMF staff travel and accomplations	56.12	~	6.24
30 Nev Hord Charges	/CADX/81/HOTEL - INCIDENTALS, CCCCUR, HALIFAX 2010/Four Point Shrawn	GMF staff travel and accompdations	536.92	S	37.66
30-Nov Meak	(1500) 35/Lunch/Sone Ohens	GMF staff travel and accomodations	\$31.85	S	32.49
JONOV Ments	er/ Bar Utpom	GMF stall travel and accompdations	5118.45	n ·	120.77
30-Nov Meats	ביני אלי איני נים ביני איני ביני איני איני איני איני איני	GAMP staff travel and accompliations	\$5/.63	n .	38.78
SUCCON MENS	NOV. TO PHYLIPAX FORUM COLD	Chart state travel and accompations	22.53	۰.	9
S. Now Travel Expenses	A TANKE BOUND LIVE OF THE SECOND LIVE OF THE SECOND CONTRACT OF THE	GMF staff on well and accompanies	5,855	٠.	2,00
18-Nov Taxi	SDCAT (1/1/10 - 1/1/10 )	GMF staff travel and accompanions	5.800		59.16
Johnson Tam	TRYTO Andrea Office / Airon ususfer for - on the way back from Phill as Forum	GMF staff travel and accompations	\$48.65		69.65
ScNov Taxi		GMF staff travel and accomplations	RIS	۰ -	42.53
Mo Nov Tau	2	GMF staff travel and accompedations	230,00	s	30,00
32:Nov Gas/Parking	USD 100/long usm partons during Halifard Ind Dulks Economy 89	GMF staff travel and accomodations	2100,000	s	102.00
X: Nov Travel Fee	/LSD25/hygage charge flight to Halifax for Halifax Forum/Uhain-way 03/7:408216559	GMF staff travel and accomodations	\$25.00	<b>~</b>	25.50
K-Nov Tau	CADSA ARRORT TRANSFER FOR CZCGLA IN HALFAXY AF RAIR Two & Limo	GMF staff travel and accompdations	557.82	s	58.98
D Nov Inc	/ LSD34.11/12x3 from Ampoint Alexandra Union H9	GMF staff travel and accompdations	1381	<b>~</b> ·	38.87
Arrivov Janu	CONTRACT AND THE CONTRA	CASE made and accompanions	2003	n .	21.42
Mar Tai	A ROYANG Cale from Daller to CAPE for Halifar From Carrie Dallers income	Chill and and accounting	27.53	٠.	200
Selve Version	/LSD4.1/Dulks airpon for Habitas punciopana/Guera & Jana - 1ad	GMF staff tawal and accompanions	3 3	٠.	} •
No Nov Tex	/USD/15/Tay back from Dulles support/Washington Fiyer Taxi	GMF staff travel and accomodations	8 13		74.97
1. Jun Airfare	Haller Forum / PVP Careets usp (light	GMF staff travel and accompositions	69'698'73		2,927.58
30-Sep Airfare	. (EUROSEA)/Flight to Ottown/Halfyte for CPAC viris and Halfine prop/Luftbares 22007923	GMF staff travel and accomodations	1,088.71	u	1,090,08
30-Sep Airfare	ŭ	GMF staff travel and accomodations	\$42.00	~	+2.84
SSep Aufare	(USDNSZ.S) early trives to Factor/Livined Air 0167920564418	GMF staff travel and accomodations	\$852.50	s	869.55
35-Sep Autur	V USD LISTORIA Pringed. United Aur OI 64/05/94/2063	GMF staff travel and accomodations	\$130°CI	S	132.61
X-Sep Auture	V.C.C.D.MacOV Pugges Canada Air Canada US XXVIII SAS	GMF staff travel and accomparions	5763.95	s	779.23
to contract	COLUMN TO THE PARTY OF THE PART	Control Marie Lawel and accomplations	200	۰.	439.25
To Company	CONTRACT OF THE CONTRACT OF TH	GAME Stall travel and accompositions	278.26	'n	33.83
No San Airfar	VCAD7129/Ehrls Ones/Air Creds 019379990573	CAR Real travel and accompositions	25,00,12	n i	1,024.61
N. Ort Airford	Polymet Office / Caff Non-115 Ordination Airlan Only	CME and transferred and administration	2,637.16	۰.	7,5
31-Oct Airfare	//DCA JFK YAZ EWR DCV/ American Airlines Inc.	GMF staff travel and accomplations	27,752	^ ~	89156,
31-Oct Airfur	//DCA JFX YHZ EWRDCN/American Addinss Inc.	GMF Raff travel and accompanions	842.00	٠,	42.54
31-Oct Airfare	"HALTEAX/DCA JFK YEL EWR DCA/ American Arthres Inc.	GMF staff travel and accomodations	8743.60		758 47
31-Oct Airfare	HALLEAX/DCA JFK YHZ EWR DCA/American Addines Inc.	GMF staff travel and accomodations	\$42.30		42.84
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	of profits immediately CV CVV Contractions and account and account of the contraction of	GMF staff traw! and accompdations	S840,40	×	12.23
1.Or Airlan	134 Austral Control Fig. 147 YYZ DCA/Cardanad Aufrica	GMF staff travel and accompositions	\$42.00	'n	45.8x
I-Oct Aufant	HAVE TRAY THE YAY OF LIAST LAC.	GMF staff travel and accompeditions	\$262.29	S	\$67.34
1)-On Audus	HANTERY/DCA BE YHZ/DELTA & Lieu lie.	GMF staff travel and accompletions	¥2.00	so :	\$ .
SI-Ou Author	HALTBAY MINDON YOL YAZ EN DOV Air Grada	GMF staff travel and accomplations	<b>\$</b>	vo -	55
I-Ca Autan	HALIFAX SOLDCA YLL YFZ FY DCV Av Grada	GMF staff travel and accomodations	\$657.40	, .	600
Con Airford	TAD YTSZ YUL DCA/Utwind Airfines Inc.	GMF staff travel and accomodations	85.7.38	Α,	73.7
Il-On April	IAD YHZ YIL DCA/Usind Airfus Inc.	GMF staff travel and accompedations	875	, ,	27.00
3) On Airfur	HALLFAXOLAD YPPZ YYZ IADAUsiacd Airlines Inc.	GMF staff travel and accompositions	26873		180
I-On Airlan	HALLEAX/IAD YP-2 Y72 IAD/United Airlines Inc.	GMF staff travel and accompositions	374.75		107.67
1-Oct Airfare	/LAD YPEZ YOL DCA/United Airlines Inc.	GMI staff travel and accompositions	8,73		17.84
11-Oct Aufure	/LAD YHZ YLL DCA/Usized Airlines Inc.	CMI stall travel and accomodations	37.76		31 51
1-Oa Airlan	HALLFAX 2016/IAD YPZ YZ IAD/Utreed Airling Inc.	CMP stall travel and accompodations	200073		28.0
33-Oct Ainfare	HALIPAX 2010/IAD YHZ YYZ IADVUbinel Avlines Inc.	CALL SERI GARI AND SCOOMOURIDIS	20500	, ,	73.57
11-Oca Abritane	PHALIFAXVIAD YHZ YYZ IADV Critical Arthress Inc.	Company and area and and and and and and and and and an	247.00	'n	+5.8+
31-Oct Ainfar	71.17	GMS and trawland accomplants	096125	8	733.99
33-Oct Airfare		CMF staff traw(and accomplaints	542.00	s	42.84
33-Oct Audur	FALLEAX 2013 : FLZ TUL FINA Utable Authors Inc.	CAMP and travel and ecomodations	2699.33	8	713.32
31-Oct Aurlan	COLUMN DESCRIPTION OF THE COLUMN DESCRIPTION	GMF staff traveland accomposations	8465.18	<b>S</b>	78.48
I-On Aufait	STALL FAX STALL CONTINUE STALL BOOK OF STALL	GMF staff travel and accomodations	\$2.8	s	42.84
31-Oct Audam	1 July 1990 (A) 1 July 1990 (A) 1990 (A	GMF staff travel and accompdations	9959.30	8	78.49
SLOG Arthr	ě	GMF staff travel and accomodations	\$959.30	s	61.876
Oct Author		GMF staff travel and accomodations	\$320.05		26.45
St. Co. April		GMF staff travel and accomodations	\$320.05	S	26.45
11-On Airfair	ue to Phillaw/L	GMF staff travel and accompodations	\$613.85	<b>.</b>	26.13
31.Oct Auritan	L5Dx2/Ticker to HMXxv/Cxibon Wig 0377934572132	CMF saff wave land accomplaints	87.8	•	42.84
3) Oct Auritor	ŗ	GMF staff travel and accompdations	57.75		9 6
SI-Oct Airfare	TE CRUCY 128/1   Fight to Feed and Ludward 2002/38156072	CAMP SIZE URWELTED SECONDOZIONS	21,987.02	. •	763.15
31-Oct Audare	(/CSD/4/LSD/5/Gill series to Palata for HSP: / As Canada 014772327775	CMF staff travel and accompdations	828	'n	+2.84
SI-Oct Audust	COLMAN CIVIL FOR CARBONI Fragional From Filiple County File With FIRST / Conjugated (CCOPIN)	GMF staff travel and accomodations	5818.13		834.49
St. Oct. Aufare	F12841 778av échet for the Helita Security Foods No. 57, 2016/Luftboars 2027+4654	GME staff travel and accompanions	\$1,198.51	\$ 1,2	222.48
St. Ca. Astrain	15 DAV CWT fee for Halfax tokey/Carbon Was 13/7934572230	GMF staff travel and accomodations	\$42.00	s	<del>1</del> 2.84
I Ou Airfain	1.S.D.6.1 & Vicides to U.S. on rouge to Halifus Focusts/ Aviation Air 1.947934572220	GMF staff travel and accompdations	5643.60	\$	656.47
TO Airlan	TADDIT/ice for other charge for Hallins Forum/Carbon Wag 13/7028177725	GMF staff travel and accompdations	33200	s	32.64
N.On Airles	ELELEMENTATION OF Jot Werkgrown to Halfar/Luddana 220778157148	GMF staff travel and accomodations	\$1,476.14	¥.	93.66
II.On Airford	'EURODOM/Aidur for 10/from Hallas/ Air Canada 01/20/8156850	GMF staff travel and accomodations	1975:41	s	¥.92
N-On Airfare	EUROCK 14/756Kiss forum 2010 - Pights EdT/ Air France	GMF staff travel and accomplations	\$1,260.78	\$	786.30
N-On Aufur	'ELBV89.43/FL.A's cales Fbillow As France	GMF staff travel and accompdations	1,070,84	s	92.26
31-Oct Airfare	ELRESCAS/IX Chine But Hiden But/Laddonna 2002/38156642	GMF staff travel and accompdations	\$1,231,33	\$	35.36
11-Oct Ainfan	ELANA ware layers for IN flights to Halifas/Carbon Wagonin Tra	GMF staff travel and accompdations	25/25	,	79
31-Oct Aufare	(LSD&SQD)I/Aufare for Halifax Forum/Air Conada 014782452181	GAMP staff travel and accompdations	86258	, .	£ 5
31-Oct Airfare	r (o Tak	CAMIT START (TRIVEL AND ACCOMPOSATIONS	2000	^ .	47.70
11-On Airhire	ž.	CANAL STATE WAYER AND SECONDOCIOUS	2700.83		96.6
31-Oct Acresic	Called Control of the	CMF and I row and accomplaints	\$1046.10		2029
SI-Oct Audure	FOLD ONLY AND CONTRACTOR OF THE SECOND CONTRAC	Minister bar (word 1) to 100	213800		67.63
11-Oct Aurland	FIRST Care to Hally Codes Wassing To	GMF staff travel and accomposations	\$7.43	'n	3,5
S. Oct American	7.57557.(AGA Phillian Tichel/Continued 0057934573061	GMF staff travel and accomodations	5537.10		* CX
St. Cat Airfair	VLSD IO VIJA FBAIx TK hev Curbon Way 0557924572581	GMF staff travel and accompdations	\$10.00	s	1020
N.Or Aiden	/EURSA/Travel agent for for up to HISF/Carbon Wagonist Tra	GMF staff travel and accomodations	25/25	, ,	48.49
3.Oa Airfar	/EUROTO 77/Flight to Halffax to astend HUSF/Air Canada 0142/38157179	GMF staff travel and accomodations	1975.41	×	994.92
11-Oct Airfare	a/LSDA2/Aifare booking fee on HDSF/Carbon Way 014772457182	GMF staff traveland accompdations	\$4200	,	45.84
1-Oct Aidar	e/USD852.4/Poundtrip Airfart DC/Hidiss/Air Counds 0147924572182	GMF staff travel and accomplations	SSSC.46	S.	867.47
3)-Oct Airfart	VLSD42/75 Physhus Italian, CWT for/Culton Way COSTISITION	GMF staff travel and accomplations	£2.8	s	45.84
1).Oct Airfare	y LSD43R.S/TS Flight no Fabilia/Delia Au 006/9281/71489	GMF staff travel and accomplishing	3538.30		855.27
M-Oct Airfare	SDB0L94/Fight to FEST/Dels As CONTRILITAEL	GMI: stall travel and accomodations	2801.95	en i	37.39
1-Oct Airfare	SDAZ/CWT Fee for regat to Albri Curbon was table / Albri Child	CANT SELL ITAKE AND ACCOMPOSITIONS	2778	•	47.82
1.Ou Travel Fee	/CAD99 .9/ Capadian Processing Fre/ Isas Caranta 95/0020338	Giver stall travel and accomparations	17168	^	92.40

/CAD904.26/Piliphu.Halfan: DC/United Air C16377709992		*****	•	1
/CAD99.n/ Canadian Processing Fee/ Tass Canada 9540020375	GMF staff travel and accomodations	538.55	· ·	27.72
/CAD70276/Figh/United Air 0163797131035	GMF staff travel and accomodations	5692.77		3
SD75) 48/GAS tul! Table to Flating Canada for Security Forum/ Cammoye 0377928177	GMF rail travel and accomodations	\$753.48		768.55
LSD42/CWT fee for flight sicket purchase/Curison Wag 0377938177472	GMF staff travel and accompdations	£23	n	45.84
USD751.58/Therum flight to Habilitae, Norra Scocia/Usainnays CO779.28177677	GMF stall travel and accompedations	85.5575	^ .	766.65
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ATHE YTE DCA/Continental Airlins Inc./HALIFAX	GMF stall travel and accompdations	37.5	•	33.50
T-IZ BCS SEO JFK/Divised Asimbos Inc./HALIFAX	GMF staff travel and accomodations	27.00	۸.	5
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(1.5.07.5/Barrara allowance for fishing to Hilliam/American Ai CO1027453749)	GMF staff travel and accomodations	\$25.00	٠,	25.50
CADS1 1/Acat charge/Writin Pers Soutin	GMF staff travel and accompidations	\$53.73	s	S. X.
CAD215/Barrac charge on Controval Authors/Contactual 00386570297	GMF staff travel and accomodations	\$28.71	s	29.28
/CADDS/Flight rebooking for during zourn usned from HESF. / Air Canach 0147928177739	GMF staff travel and accomodations	\$7.4.88	v	76.38
SDSV/Darrae Fee/Continental 0050/055000	GMF staff travel and accomodations	855.30	s	8.10
SD8//Larray Fee/Commercial (00)24x37/00450	GMF reall travel and accomodations	00.695	s	70.38
2/LSD152/ichet change for PELITY Aviance Air 1347938177725	GMF staff travel and accomodations	\$150.00	S	153.00
XD25/Barrace (ce / HISF 2010/Dela Air 006020194294	GMF ttaff travel and accomodations	225.00		25.50
SD3373/Darrace for, HISF 2010/Continuental 00SNOS693020	GMF staff travel and accomodations	\$28.75	S	29.33
/ELEGA/Tavel agent for for Ticke to Halfus/Curbon Wagonin Tra	GMF staff travel and accomodations	\$47.28	s	48.23
/EUR125/Change he for mile triber to Hald at / Au Canada 0142778158269	GMF staff travel and accomputations	\$178.25	s	181.82
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/LSD-66.59/? Fight to Publical Air Condus 01-7233336819	GMF staff travel and accomplations	5468.59	s	+77.96
/LSD289 A/Schoolde change in Fhilliam flight/ Air Canada 0147930336929	GMF rail travel and accomodations	5289.80	•	295.60
VIGD25/PS flight to Falifize baggage fee/Delta Air COS82285S88C7	GMF staff travel and accompdations	\$25.00	s	25.50
SD25/Delia Buggage Fee for flight to PESP/Delia Air coss228158132	GMF staff travel and accomodations	\$25.00	<b>.</b>	33.5
SD25/ Aufore Baggag free upon roum Inom HISF/ Likimways CD 24/8 (3846)	CANIF Stall travel and accompositions	25.50 T. 50.70	^ •	2 4
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CAD914S/inh Orans to DC/Air Caract 014218050930	GMF call travel and accomplaints	05.65		95.17
JOADBY Placks: Halfas to Oturno/ Air Carada 0463797155035	GNF staff travel and accomplations	288.26	S	\$9.00
JOAD951 JUPIGH Cands DCV Ar Grads 0143797347349	GMF staff travel and accompdations	\$934.56	•	953.25
VCADS9.9/Precessing Free canada/ Jua Carada 95-40020392	GVE staff travel and accomodations	558.85	•	60.09
D3V/3 of fee on may to Hildian/United No Old S15395059	GMF staff travel and accompdations	\$25.00	•	25.50
JOADIJI WINCOM Travel management Led. PVP wavel to Halifus. / United Air 0169777878402	GMF staff unvel and accomodations	\$714.83	s	229.13
JCAD167 38 mored refused to Phillian/Porner Air 7760001983680	GMF staff travel and accompdations	\$163.35	•	166.62
JCAD16.95/ cravel retained to Pfalling/Porter Air 776,0001987647	GMF staff travel and accompdations	S16.54	s	16.87
cCord Travel Management Ltd unveil	GMF staff travel and accomplations	5431.71	s	440.34
VCAD450.01/ safetive scales, Oscawa to DC/ / orecond Transl Man	GMF staff travel and accompdations	£37,28	'n	445.82
JCAD-333,00/ Credit/ Aur Canada 01 4977777478439	GMF stall travel and accompdations	.5315.51	٠ ب	32122
אין	CAMP stall travel and accomputions	300	'n	40,85
VCADACS 91/Fight Canada/Porer Ar 7760001/1819	CaMP stall travel and accomodations	2469.59	и .	26.26
JCAD974.96/Fight: DC to Hallias/Livied Air 016,076,855.274	GMF reall travel and accomplations	28.2265	n	£6.5
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CAD23 W/Hard and dispertin Ottors for CPAC meeting/Sheezon Ottors Hotel	GMF staff travel and accomplations	77 672	, .	74.65
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CAD20/Dinner Canada/Pipak	GMF staff travel and accomplations	\$19.45		1881
CAD7A.37/1.urch Canada/Mappo Grill	GMF staff travel and accompdations	S74.60		892
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No November 1970	VCODI; IJ Clarol for Goff raid at bidder abport Pleas Hade Authoric VCODI; IJ Clarol for Goff raid at bidder abport Pleas Hade Hade State This Conference of Codification and Hade Western Pleas State Theory of Codification and Authoric Edo Checkers  CLODI; ID Roces service the Liddle Vice Hade State Theory of Codification and Authoric Hade State State Theory of Codification and Pleas Authoric Hade State Theory of Theory of Theory of Codification and Western Authoric Means of Codification and Authoric Au	GMF staff travel and accomodations	\$30.85	•	31.47
Chron Mean States Fand Canges States Fand Canges States Fand Canges States Fand Canges States Mean States Mean Mean Mean Mean Mean Mean Mean Mean	VCO.16.07/10.06.ma/Weals. Yes Scalar bed VCO.15.07/17.fetchemark Weals. Yes Scalar bed VCO.19.77.fetchemark of Coff tail if hallow Weals. Yes Scalar VCO.27.67.fetcher of hallow Yes School School NCO.27.67.fetcher of parties of hallow Yes School School NCO.27.67.fetcher of parties or water for NATO Ass dever UC Lower NCO.27.fetcher of parties or water for NATO Ass dever UC Lower NCO.27.fetcher and parties or hallow Arthur New Scools Head SCO.27.fetcher as the signer on the hallow Went New Scools Head SCO.27.fetcher as the signer on row or hells of Previous Na. 1627/330		381.18	v	\$2.73
Callon Facel Canges Styles Facel Canges Styles West	VOLUST Medical and an extension of the first	GMF staff travel and accomplations	2140,77	S	143.59
Schlow Read Canges Schlow Medi Schlow Medi Schlow Medi Schlow Medi Schlow Medi Schlow Medi Schlow Medi Schlow Medi	VOLUS FRANCISCO CONTROL OF A SERVICE OF A SE	GMF as if rawel and accompanions	\$13.68	v	13.95
Schow Meak 30-Now Meak No Now Weds 30-Now Meak 30-Now Meak 30-Now Meak 30-Now Weds 30-Now Meak 30-Now	ELOY CASE IN a ARMADO AND A ELO ACTUAL COUNTY OF A CONTROL COUNTY OF A CONTROL CASE IN A CONTROL CASE	CMF end from secondarions	\$10.62	s	0.00
92-Now House So Now Media So Now Media So Now House So Now Media So Now Media So Now Media	OUT DIS FOOR MENT OF THE TABLE AND THE TABLE AS THE TABLE	CMF staff rowland scomodulous	\$27.05	v	27.59
School Measis School Measis School Measis School Measis School Measis School Measis School Measis	N. N. M.	CAMP staff rawe and accomplanors	89.79	s	6.6
30-Now Meas 30-Now Heat Charges 30-Now Meas 30-Now Meas 30-Now Meas	JUNE ALCO PATERS WERE IN THE THE PASSAGE FOR JUNE 25 STATES AND THE PASSAGE FOR TH	CMF staff travel and accompdations	£ 15	v	\$
X-Nov Hotel Charges DO Nov Meth 30 Nov Meth	ADD 31/Leach as the suport on the vay to Half so Thresheas Rai (GP3)20 SD9.31/Leach as the suport on the vay to Half so Thresheas Rai (GP3)20 SD9.31/Leach as the suport on roads to HGS/Daners Cale	CME staff travel and accompdations	\$59.40	s	65.03
SONOV Mesis SONOV Mesis SONOV Mesis	5D9 71/Leach as the suport as roads to HISF/Basteria Cafe	GMF staff travel and accompdations	5543	••	<i>X</i> ,
SONOW MENE SONOW Mene		GMF staff travel and accompdations	17.65	s	8.
School Meas 20 Mars Mend Change	Concession of the Concession o	GMF staff travel and accompdations	£.8	s	45.86
	"a De Commission November of Section Hose!	GMF staff travel and accomposations	55.49	v	S 04
The second second	A Trail Le Chemistre of the Westin Nove Scoting	GMF staff travel and accomplations	16.223	v	27,6
SCHOOL TOOL CANGE	AD9 72/Food/Supersione Halfox Sub		23.77	v	9.46
Color Met	SD20,7V/Lunch on rouse home from Phillus for 1		\$20.79	s	21.21
Series Mark	CADIZ4.29/BLCC: Diener medien		\$170.56	•	173.97
W. Mark	CADS44.08/BL CC - Dianer meeting		\$533.17	v	3
To No. Mak	CADS 72/81 CC - dinner /Supernore Halliam Sub		X.	<b>.</b>	2
Xo.Nov. Hotel Ourses	CAD)294 99/BL CC: General change of the hone! /Westin Nova Scottun Hour!		53,291.01	ю .	3.5
30 Nov Menk	CAD16,37/BLCC. breskins on the way back from HISF to Brusce's Ora Cora Dejeurers	GMF staff travel and accomodations	516.37	۰.	2 5
30 Nov Meak	USD7.91/BL CC. snack on the way back from HISF to Brustels/Wendys # 47	GMF staff travel and accomplaints	16.76	, ·	9 9
XX Nov Mesh	CAD1271/BL CC: lands on the way back from HDF to Bresck/Hindrast Mond Aupon.	CAME staff travel and accommodations	1771	, .	9 9
30:Nov Meals	(LSD7.94/Food as apport/CY Work & Roll Inc	CAMP stall travel and accomputations	t 5	, ,	3
30-Nov Mesk	ALSDA 31/Snack and water at ampoint Paradies # 391 QUZ	Conf. table and a conference of the conference o	4 5	, ,	21.35
No.Nov Hotel Ourges	CALLESSY Pood code. Recept majorical weather word scouler	College and a second se	\$21.15	, "	21.57
No. No. Mends	OACH IN LEAGUR TOWNS AND TWO TIME TOWN TO THE CANADA TO THE CANADA TO THE TOWN TO THE TOWN TO THE TOWN TOWN TO THE TOWN TOWN TOWN TOWN TOWN TOWN TOWN TOWN		20028	s	20.47
SOUTH THE PARTY OF	VCADIS/Ment on unwel to Halifas for HESF. / Hinshoss Mond Airport		\$14.95	•	15.25
TO Now Head	JCADS1/Staff meak at Hailbut during HISF / Wenin Nova Scotian Hozel	GMF staff travel and accompdations	\$30.94	۰	51.96
V. Nov. Hood Changes	/CADS.69/Collect a hould during HSP. /Water Nova Scoton Head	GMF staff travel and accomodations	89'55	•	5.73
No. Hord Chance	"/CADSED/Caffee as Halfest during HISF/Waten Nova Scoton	GMF staff travel and accomodations	28.02	S	8.1.0
30-Nov Hotel Charges	JCAD3C/Staff food at PESE /Westin Nova Scotian	GMF staff travel and accomplations	\$29.%	S	2
30-Nov Hord Charges	UCADSAS/Colfee at HISF/Westin Non-Scotian	GMF stall travel and accomplants	55.54	, ·	
No Nov Meals	LSD10.1/Halifux - food as airport/The Grain Station	GMF stall travel and accomplations	510.10	۰.	2 5
30 Now Hord Charges	CADS.69/Fability - food a hour! Weein Nova Scoton Hotel	CMF staff travel and accomposations	33.56	^ •	5 5
No.Now Meth	Store-Newark		8 8	, ·	\$ 5
JCNov Mesk	CADSC ##/ Fall ac. Food at suport for		237.80	۰.	2 5
30-Nov Mesh	CADSO led sught lood / Freeman Labe New York	CMP 9431 travel and accompositions	255.50	• •	27.70
No Nov Meals	CALCES ALL MAIN BOOK (5) MEACHING MOSILIAN	Section of the sectio	517.84		13 10
30 Nov Meas	CATE 21/201/ (and 1418/How then this Aimon	GMF seel rewel and secondarions	\$7.23		7.37
10 Nov Media	CADAG 22/HESS have Last/Concer Monthly Scoon Hose	GMF staff travel and accompdations	\$442.28		451.13
Serve Hoer Charges	CAD11 WATER book/Weein Nova Kooin Hand	GME staff travel and accomplations	511.39		11.62
NO. No. 1944	EUR L'Bend at in Brasels Aimon, on the way to Philas Security Forum, Bullencia	GMF staff travel and accompositions	\$10.16	'n	10.36
Market Head Changes	CADS 49/ Bezaldan at the Wester Hand, Hahlan, during the Hablan Security Forum / Wester		\$5.68	•	573
Power Host Orace	CADES 43/Laundry change at the hosel while 6 days in Halflast for the 2010 Halflast Securit		\$85.33	•	23.78
To Now Mark	CADS 96/Snack in the Monutest Airport, on the way to Bucharest, from 2010 Fibiliax Securi		\$5.56	s	3

			:	•	4.
X Nov Mesh	/CAD12.15/Suredwich and water in the Philian Airport, on the way to Buchanes from the Phili	GMF staff travel and accompdations	\$12.15	vn •	7.7
30 Nov Hotel Charges	/CAD17,38/Bresides, while in Halidex for the 2010 Halides Security Forum/Foru Points Sher	GMF staff travel and accomodations	517.58	٠.	50.75
30 Nov Menh	/ELR1455/Lucch in Musich Airport, on the way back from Philiax Security Forum/Albreto	GMF staff travel and accompdations	\$202¢	٠.	#.C7
30 Nov Hord Change	SD235.12/1 right at Dulbs acroan Marion on rouse to Field as / Expedia 194569417095	GMF staff travel and accompositions	27.52.12	۰.	79.677
No Nov Hotel Charges	SD26.85 diener w Marrien en ere of Hillian/Marrien 17715 File	GMF staff travel and accompdations	97975	۰.	? ?
X. Nov Hotel Charges	SDISON breiden a Marion on rouse in Hillian/Marrion 317 to Dulka Arp	GMF staff travel and accompdations	97518	•	8 5
30 Nov Meals	3302.47 coller in Hullan/Cabin Coller	GMF staff travel and accomputations	); X	^ '	707
30 Nov Hotel Charges	CAD11.9/Lurch with Philita/Westin Nove Scotin	GMP staff travel and accomodations	97778		ħ.
30 Nov Hotel Charges	5D225.12/1 neght w Dulka simport Mariott on tetrum from Philifest en rouse homs/Expedia*13	GMF staff travel and accompositions	21.62.5	n u	20.00
30 Nov Meals	SD19.9/Linch at Dulles on rouse home from Halifour/Absunctive Sushi	GMF staff travel and accompositions	27.52	3 U	27.72
36:Nov Hood Charges	SD31.35/meals and interment at Dulles Marriors (where stayed for 1 might en toute home from	GMF staff travel and accomodations	3/175	٠.	89.7/
30 Nov Menk	38P4.39/Breakfan in London on way to 143F/Est Lad	GMF staff travel and accompodations	7 7	•	67.7
35-Nov Meak	CADINIZE/Lunch with 4 other GMF scaff at FREF/Shawe Landing	GMF staff travel and accomplations	5144.25	۰.	147.14
30 Nov Menk	CADSED/Direct with	GMF staff travel and accompositions	6363	n u	57.66
35 Nov Hotel Charges	CAD19.47/Meak/Wesin Nova Scorian Hote?	GMF staff travel and accomodations	77.616	, ,	976
30 Nov Hotel Charges	CAD11.94/ Westin Nova Scotin Hotel	GMF staff travel and accompositions	\$11.95	v,	12.19
30-Nov Hord Charges	CADLID; If / Meals/Versin Novs Scotion Hosel	GMF staff travel and accompidations	869818	vo •	239.73
30 Nov Food	CADAS 23/Dinner in simport with Facher and Weiolgenan/Hinshast Otama Airport	GMF staff travel and accompdations	\$65.23	<b>~</b> •	6.5
30:Nov Hotel Changes	CAD 273 AS Vike alst Westin Nova Scorian Horel	GMF staff travel and accomodations	59.675	^ •	***
30:Nov Food	USD11.95/A6-1, Airport, HISF 2010/T2 Bulkucos 10134476	GMF staff travel and accompdations	511.95	n 1	17.19
30 Nov Food	CADA.OA/Meel, HISF 2010/Starbucks Can 000x0157	GMF staff travel and accompdations	Z	,	6.14
30-Nov Food	CADA_3/Califees, HISF 301c/Tridem Booksulkm & Cal	GMF staff travel and accomodations	27.	· ·	÷.
30 Nov Hotel Charges	CADACAmadelau HOSF 2013/Wesin None Scotion Hotel	GMF staff travel and accomodations	539.95	<b>.</b>	55.75
30-Nev Food	CADALD/Coffees, HISF 2010/The Wired Monk Ops	GMF staff travel and accomodations	<b>3</b>	•	7
Sc Nev Food	LSD277/Food, sirport HISF 2010/AJ Staducks ALOX22269	GMF staff travel and accomodations	72.77	s	2.83
32 Nov Food	USD11.12/Food, urpon, MISF 2012/A2 Starbocks AJCA22269	GMF staff travel and accomodations	\$11.12	s	1.34
JC.Nov Food	/CAD24/FL-breakfus with journalist/Mchr Loungs Superrish	GMF staff travel and accompdations	\$23.97	s	24.45
30 Nov Food	ELRS. L'Refreshmen as the Frankfurt suport on route to Halfax/Mondo	GMF staff travel and accomodations	\$11.26	<b>~</b>	11.49
X-Nov Food	EUMA 39/ Refreshmen se Franklun sippon on roce to thisk out McDonsids	GMF staff travel and accomplations	\$6.38	S	6.51
30-Nov Food	CAD7.9/Refreshment at Toronto sérpon on rouce to Hald su/Hognown Bar & Grill ?	GMF staff travel and accomodations	\$7.75	s	7.91
30-Nov Food	EURAJS/Refreshmen/Kulfler & Bucher	GMF staff travel and accomodations	19:93	u	6.74
3C.Nov Food	"CAD2683/Refereshment with other GAG" staff at the potential size for the staff after party in	GMF staff travel and accomodations	276.32	5	26.85
35-Nov Hotel Charges	'CADDISCH'S Scellaneous houel expenses as Westin, including meak for compoursulf and som	GMF staff travel and accomodations	52,575	v	281.27
30 Nov Ments	CADA II / Refreshmen as Halifan aimpon oo departure / Hans Hans Halifan Aimpon	GMF staff travel and accompodations	78.57	s.	ま
36 Nov Hord Charges	"CADHASS/ Macalantons hour capenses during stay in Halifax / Westen Nova Scotan Hazel	GMF staff traveland accompositions	£4.85	٠,	45.75
39-Nov Hotel Charges	"CADISCASA Macellancous book expenses at Westing, including meals for transport staff, and d	GMF staff travel and accompdations	\$130.35	<b>.</b> ,	153.36
30-Nov Food	EURA/Relieshared at the Marich arport between connectung lights / Restaurant Aran	CANE staff travel and accomodations	78.0	۰.	5
30 Nov Hotel Charges	CADM 34 House Experied Wester Nove Scotter Hotel	CAN'E stall travel and accompositions	9776	۰.	6.44
No.Nov Food	(CADS.70) durant sandwith when anning in Pallace Coperations Pallace Sch	U.M.P. stall travel and accompositions	\$3.63	• •	* 6
McNov Food	COLORS SHOW THE COLORS TO THE COLORS SHOW THE	CAME stall travel and accomposations	17 713	n •	16.55
M-New Food	V	CMF rest must not excented that	545.5	, ,	3 3
STATE OF THE PERSON OF THE PER	CADS 40/West Not Stein Head	GMF staff travel and accomputions	\$5.97		2
Verbon Head Change	CAD 21.69/Wester Version News Scotters Hotel	GMF staff travel and accompositions	\$28.66	. "	29.23
No.Nov Hord Ourses	(CAD)2.39/Westin/Westin Nors Scration Hard	GMF staff travel and accomodations	\$32.85	v	33.51
30: Nov Hotel Charges	(CADH 74/Weilin/Walin Nors Scotim Hayd	GMF staff travel and accomodations	54.69	s	45.58
30 Nov Hotel Charges	VCAD152.39/Hillists - Hotel hanch for Manister of Deferee of Serbia and delegation/Westin No	GMF staff travel and accomodations	\$151.91	<b>∽</b>	14.3
30-Nov Food	VCAD2487.18/Hisians - Balton denner during the conference at PRESS GANG restauran/The Press	GMF staff traveland accomodations	52,484.27	s	2,533.96
30:Nov Food	VCADAS DAVAES IN GME scall The Heavy House Lad	GMF staff travel and accomodations	£34	v	45.87
30:Nov Hord Charges	VCADIUJ/Meal caparae/Watin Nora Scotin	GMF staff traveland accompelations	29025	<b>5</b>	21.08
30:Nov Hotel Charges	VCAD19.1/Meral expenses/Watin Nova Scoulan Hotel	GMF staff travel and accompditions	\$19.08	'n	19.46
30 Nov Food	/CADRS77/Lunch in Publish with Aline Piles and Dakota Konth/Gassbys But & Exery	GMF staff travel and accompodations	91.16	<b>.</b>	85.84
Schow Food	CADY 69/ Derver at apport, Paldar / Pales Floor Hall at August	GMF stall travel and accomodations	897		7.83
No Nov Hotel Charges	CADAL Winderstate, collect Weten / Water Nova Scotan Hotel	GMF staff travel and accompositions	25.5	<b>.</b>	171
No Now Hotel Charges	(CAUSE AND INCREMENT (Naturally instance), Instance, Wellin model / Wellin North County to	CAMP staff travel and accompodations	25.12		31.95
30 Nev Hore Ourges	CALMASA V Mash and Literary Western Nova Kotan Protein	GMF staff travel and accomplations	26.56.2	<b>,</b>	465.04
30 Nov Hotel Okuna	CALACO Water Worth Young Young That	GMP staff travel and accompositions	3 3	<b>,</b>	23
So Nov Hotel Charges	COULTS ANY MADE TO THE FORCE OF THE WAR OF THE WAY SO THEM BY, WITCH MAY PLAN WAS CREAKED.	Civil' staff travel and accompositions	9713.49	<b>.</b>	217.76
No. Nov. Hotel Charges	CADILLY Modelstry in Halling Wedin Nows Scotin Hoad	Chief stall travel and accomputations	515.13	<b>.</b> .	117.43
SO Nov moter confic	(ALL) 6	CIMIC NELL HAVE AND SCIONIANAMENTS	7010	•	10.5

		2	87173		167.91
May Hosel Change	CADS 175/ hour I say in Haldise, 1857/Westin Nova Scotion	CMF full travel and accomposations	\$2.03	. •	51.98
The Part of the Pa	CADS) 06/hour) say in Halfare, HISF/Four Points Shermon	CAR start travel and accompositions	37 823		80.22
The same of the sa	CADY & A. And San (Wellin Nova Scoun Fine)	GMF staff travel and accompdations	24.63	٠.	1,7
Salan Paris	CATA COMMAND AND AND AND CONTINUES BEING BEING CHAIN CHAIN FISHER FISHER FORTH	GMF staff travel and accomodations	76.700	٠.	1 5
X Nov Hotel Charges	Contract of the Contract of the Form White North Park	GMF staff travel and accomodations	2.55	۰,	1
XoNov Hotel Ourget	CALLES BEAMER AND	GMF staff travel and accomodations	\$161.80	^	163.04
30 Nov Hotel Charges	CALIFE FOOD WITH CAST WITH THE CONTINUE OF THE CAST OF	GMF staff travel and accomputations	516.42	<b>.</b>	16.75
30-Nov Food	CADIA 24 danier/ Boston Picas #919	GMF staff traveland accomodations	595.87	•	8.26
30 Nov Food	-	CMF eraff reveland armmodations	\$6.74	•	28.9
35 Nov Horel Charges	CADA.75/kmzh/Wesin Nons Scotlan	Security of the last of the Security of the Se	\$39,33	s	40.12
No New Hord Charges	CADIN-31/beradras for Thour Pound Sherason	Section of the sectio	\$12.74	~	12.99
30 Nov Ments	/USD 1274/scall mest/Dulks list/Ampon20	Store bottom but been the BACO	11.113	s	1971
M. Now Menh	/LBD11.41/staff meat/Dullet Gourner Market	Court state days are excellent	616.37		3991
17, 10, 10	J. CAD14.58 / 121 (1 med / Reby # 334)	GMI staff travel and accomposations	701		200
SON THE STATE OF	/USDs IA/sself mest/California Totalia	GMF staff travel and accompdations	<b>1</b>		5 2
STATE AND THE	Control Chinal Control of Discharts No.	GMF staff travel and accompdations	\$7.05	•	
X Nov Mens	Victorial and Control of the State of the St	GMF staff travel and accomplations	\$59.15	'n	3
X-Nov Meats	and Okendill Blace	GMF staff travel and accomputations	250.76	s	21.18
XC-Nov Meals	Control of the contro	GMF staff travel and accompdations	\$70.03	s	71.43
30-Nov Mesk	A. C. L. C.	GMF staff travel and accompdations	\$37.38	s	25 13
X0-Nov Menh	TO THE RESIDENCE OF THE PROPERTY OF THE PROPER	GMF staff travel and accompetitions	511.39	v	11,31
X Nov Mesk	CADALLE SALE & Volumerer from at Table 1 was reported.	GMF staff travel and accompositions	\$15.82	v	16.14
30 Nov Meals		GMF staff travel and accomodations	852.69	u	53.74
30 Nov Ments	JCADS12/KSall and Volumeer Mell at Charles Ampton / Carle a Edit of Ampton	CASE staff travel and accompdations	534.60	w	35.29
XCNov Mark	CODMAN STATE WORKER WORKER SO	GMF unif rawel and accompdations	\$38.93	s	39.71
30 Nov Menh	VCADXSVVal meal backe and backed com	CMF craft raws and accompanions	20,618	s	19.45
X:Nov Mak	VCAD19, Vstul men / Phaton News	CVE military and accomplaints	\$21.24	s	21.66
30 Nov Mezis	VCAD21.27/stuli meal /AcDomble # MA COM	and the part of th	8 70 17		107.09
35 Nov Hotel Charges	VCADLON.99/Halden forum cons ne breakdes, durner/Four Shrinzon	Contraction of the same designs	6.019		7
Sex von Co	g/CADI 8.21/sulf med / Hirshou Mont Airport	thoracomorphisms and thoracomorphisms	£33.61		20 60
30 Nov Medi	VISD2: 47/soff meal / Gunna & Jona - End	Civil stall travel and accompositions	7 15		5
Po-Nov Menis	v/USD23.14/suif Gener / McDonalds P10863	GMF stall travel and accompositions	* 55.14 * 55.14		3 :
M. Von Hoof Changes	(CAD) 137 miscellaneous unvel cours during habiter forum/Westen Nova Scottan Hotel	GMF staff travel and accomodations	26:65	• •	7.12
No. Head Change	/CAD3.03/marchineous uswel expenses during half as forum/Westin Nova Scotian Hotel	GMF staff travel and accompdations	\$3.05	, ·	11.0
No. New York	CADEM 9.9 demendating Halifas Forum/Dish	GMF galf travel and accomodations	27.75	n	98'/5
20 Marie 1964	CADICES/larch in supers on wer back from Halffard 4191: Ti Moken Rub	GMF staff travel and accomodations	530.81	۰.	57.63
Service Mean	CADISTO/beautistic scanners after Halliss Forum/Hera Hore- Halliss Autom	GMF staff travel and accomodations	\$13.02	u	13.28
AND	(CADI) 4(Perulan dane Halfox Forum/Four Dains Sharaon	GMF staff travel and accomodations	\$13.4	и	13.71
Part April	CADISAS Media Halifas/Ween Nova Scotion	GMF staff travel and accomodations	\$15.63	'n	15.94
San		GMF staff travel and accomodations	\$28.12	v	28.68
Solve Hood Charges	•	GMF staff travel and accomodations	20.03	v	7.17
ALL VOLVE	7.5 DICOCOS Long Manager as associated by Passing One Management 78, Lie	GMF staff travel and accomodations	\$35.95	'n	26.67
The same of the sa	CAPA TATAN-LAWATION Section	GMF staff travel and accompedations	2.78	'n	6.87
Solvey Total Congres	CAPACIFICATION News Continue Heart	GMF staff travel and accomodations	250.62	ű	21.03
No New Course	Cathe affect (Water Seeing Hae)	GMF staff travel and accomodations	265.32	s	69:99
SCAN TOR CHARGO	TXD4 1V75 Lock on flick box from Halfze/Good 2 Go li	GMF staff travel and accompositions	\$14.35	s	14,54
No.	CATM/DS Sectification Statemen	GMF staff travel and accomodations	8.8	•	8.16
20 No. Mark	LEDILAS/Waren on make to HSSF/Warh Null Akipont 2002	GMF staff travel and accomodations	\$1.85	v	1.89
See Mark	LSD3LW/Lunch and Dinner in FR on some to FBSF/Org Management 73, Lk	GMF staff travel and accomodations	\$38.94	w	267
Solve Mark	CAD2.29/Incidental for HQSF / Pscadday Place Gift	GMF staff travel and accomodations	\$2.76	'n	2,31
S Now Mark	CADAGA/Refreshments on return from HISF/Hudson News	GMF staff travel and accomodations	5 5	so.	Ţ
No. Mark	/CADIADS/Med-Hallac NS/ Annue Cafe & Grill	GMF staff travel and accompdations	\$10.28	'n	10:49
Sc. New Meads	/CADXQ74/Dinner-Ottows/Harshart Ottows Airport	GMF staff travel and accompdations	\$3074	v.	31.35
X Nov Mak	/CADIO 46/Divizer Crauda/Harakau Otawa Airport	GMF staff travel and accompdations	\$365°	v.	•1.14
32-Nov Hotel Charges	/CAD14.3/1 Lurch on day of arrival in Philits/Wester Nove Scottan	GMF stall travel and accomodations	\$16.19	v i	17 1
35 Nov Ments	(CAD22/simport manapartation shift; kinch as simport for volunteers. / Him How Ha	GMF stall travel and accomodations	75157	<b>,</b>	17.7
30 Nov Mesk	Flots with soul / Pacifico B	GMF stall travel and accomputations	27.875	v e	20.20
35-Nov Hord Charges	\$	GMF staff travel and accompations	216.02	^ <	16. J
X-Nov Hotel Charges		GMF stall travel and accomplantons	87.cls	v v	01.91
3c. Nov. Hotel Charges	(CAD15.1/meeting with	CAN'T SOUT USING SECONDATIONS	31378		19.10
30-Nov Meals	(CADIO25/Flad / Chees Bar & Grid	CMP stall travel and accompanions	\$107s	٠.	1035
Xt-Nov Menis	(CAD22A/Med a Halifax apport, Other Horr-Philips Auport	CAME STATE USING AND ACCORDINGS	K.3	•	***

			9,000		70 0
M.N.ov Menk	CAD18.49/Breadcast at Halifast airport on date of departure. / Farts Host: Flabilizar Aurooft	CANIF SUIT SAVE 2ND ACCOMMODING	210.47		000
Now Mark	1.5D11.59/debwe flets brower, tarch at Newack simpon / Newack flet Airpon	GMF staff travel and accomodations	\$11.59	_	1.82
C	CANA (Table 14 fee, Albaira North	GMF staff travel and accompdations	57.89	<b>.</b>	803
New Hotel Charges	The state of the s	GMF craff ravel and accomplanate	\$5.00	•	5.10
Men Men		GME could raved and accomplations	\$87.45	•	22.68
30-Nav Hotel Charges	CALLE SE LEAVER WITH THE PROPERTY WAS A SECOND TO SECOND THE PROPERTY OF THE P		1,013	_	10.65
30 Now Fixed Charges	Bread at in Haldas/Westin Nova Scotan Pa	Company of the control of the contro	8		1 2
30 Nov Hotel Charges	CAD819/	GMIT Stall travel and accompanions	26.164	• •	
35 Nov Hotel Charges	CAD19.1/Food for: Nicain Nova Scoun Hotel	GMF staff travel and accompanions	81,418		9 1
Sc Nov Mesk	2AD96.31/Med Gusing, FMMax Forum/Tig/Mabal Resources	GMF staff tawel and accompositions	25.52	^	<b>₹</b>
W. Nov Hotel Charges	2AD67.2/Meta and refreshmens as harel during I bidian Forum/Westin Noves Scotton House	GMF staff traveland accomodations	\$67.11	۰ و	68.45
To New Mark	//CADAX 2/Communications Team divers as Hiller Focun/The Press Cong.	GMF staff travel and accomputations	5421.49	\$ \$	76.62
10 No.	Cata 12 Februaries from a Hallas Forum Abania Wholes J. 89	GMF staff travel and accomodations	\$41.49	٠ د	42.32
X-100 Media	Carlotte and the second	GMF staff travel and accomplants	\$17.98	- د	18.7
No. Nov. Menb		Contraction of the last section of the contraction	77.5		48.43
No. Now Meads	/CADA745/Lunch in Montreal appear (	Cycle stall travel and occompositions	50.00		
Xp.Nov Hotel Charges	/CADA2246/Nac. hard charges (president, dry charing) a Habi'as Forun/Westin Nors Scotts	GMF staff travel and accompedations	262.86		77.5
C.Lin Mesh	/CAD9126/Lanxh/Farmshi Sreakhouse	GMF staff travel and accompodations	\$89.81	·	91.61
Tar Mark	/CAD) acc/Bendra/Bhense il Returne &	GMF staff travel and accomodations	\$18.2\$	~	18.62
to I am a series	CADIN Villam Kan Man Ones	GMF riall travel and accomplations	\$100.14	×	102.14
Schut Meas	The second secon	and an internal part of the control	25.27		2
30 Jun Hotel Otarges	CALLACT I HERE I SAV WEIGH FOOTS	Court state travel and accompanies	07913	•	0. 01 00 ot
30 Jun Menk	/CADZOS/Lanch/Kenteman Baye! Co.	CAME stall travel and accompositions	217.50		
30 Jun Hotel Charges	/CADISID/NeweV Marries Harek Orano Fi	GMF stall travel and accompdations	52/4.34	•	27.83
31-Jul Meak	/CADICA9/Lanch/Dissec/417> TI Wolfpreg Purks	GMF staff travel and accompositions	\$10.15	-	10.35
33- bd Meals	/CADIC+9/Direct/417-Ti Wodpup Packs	GMF staff travel and accomodations	\$10.15	۰	0.35
11-11-16-16	/CADEs.th/Mesh Canada/Sou Wester Gill for Ren.	GMF staff travel and accomputations	\$81.21	<u>.</u>	2.83
4-17 V-12	/CAD151-64/Dinner-Canada/Hanschi Strakhouse	GMF staff travel and accompdations	\$145.23	~	148.13
11 L. Mark	/CADIOD 7/Dinner His (se/Ons Researth)	GMF staff travel and accomplations	\$103.68	\$	5.75
27-10 TAN	A P. S. S. Control of the state	GMF malf and amountains	8		2.86
31- Jul Meris	The state of the s	The state of the s	20.03	, .	3 5
31-Aug Mens	/ CAUSALIVILIER IN CHEMINAL THE EXTENSION OF RESENT	GML stall travel and accomposations	t of the	•	9.10
31-Aug. Meab	/ CAD41.42/Lunch Canada/Kratemas Bagel Co.	GMP stall travel and accompliants	257.42	•	173
31-Aug. Menh	/CAD24/mesh earnada/Keethmare Bayel Co.	GMF stall travel and accompdisons	\$2,50	^	2.55
31-Aug Menh	/CAD/324/Dinger One we/Manura Grazzio Xichen	GMF staff travel and accomodations	870.00	S	Q.
33-Aug Menk	/CADI \$1/ Breaksie: Ottows/Kenkmuss Bagel Co.	GMF staff traveland accompdations	28.36	s	8.53
M. A. w. Meak	/CAD22.13/Lunch-Quarw/Kerderuw Bagel Co.	GMF staff travel and accomodations	221.00	2	21.42
M. A. w. Menk	/OAD9.35/Coffee/Mercano - Mas	GMF staff travel and accomodations	58.87	~	305
11. Aug Mark	/CADS4.3/Lunch-Toronta/Bitro 90	GMF staff travel and accomodations	555.32	S	3.5
31 A. Mark	(CAD27) (Disco. Orace/Fairment Oneral Laurer	GMF craff travel and accomplations	2515		219.85
21. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	Can Diver 19 Theorem Pales Cain Heard In-	CMS raif in what amondation	167.75		26.05
SI-Aug FORE CHARGE	CANAL AND	CMG and format has been applying	£304.13	Ì.	10.10
SO-SEP FORE CHARGE	of the state of th	Sign that the state of the stat	18063		-
X-Xp Meals	The state of the s	Con stail travel and accompanions	320.61	•	67.17
30-Sep Posel Charges	(CADIN-1) Hatel Jaconia/ Park Pipa I aconia Fa	CMIT staff travel and accompanions	\$125.45	•	132.02
30-Sep Meak	/CADJ44J/dimer: Toronco/The Rebei House	GMF staff travel and accompdations	\$33.19	'n	33.85
X-Sep Meak	/CND171/med-hallux/Hm Han-Hallan Airpon	GMF staff travel and accomplations	29.15	S	170
1. Jun Taxis	/ PAP Catada trip tanis	GMF staff travel and accompdations	\$519.89	S	530.29
30 Sep Travel Fee	EUR2171/CVT for for booking hold in Oraws/Traws Agene00000000116	GMF staff travel and accomodations	\$28.63	2	2920
X-Sep Airfare	EUR34/Airlure to Oranna/Halilux for CPAC and HISF meritings/Travel Agen-000000000316	GMF staff travel and accomodations	54.69 54.69	Š	5.58
30-Sep Taui	CADALA/Two in Outwa from signor to hose/Vourse Tsai	GMF staff travel and accomposations	22.24	~	6.45
30 Sep Taui	CADIS/Taxi in Otawa from how! to sirpory Taxitab Inc	GMF staff travel and accompdations	534.15	•	34.83
30-Sep Tau	ELROCATING to and from support Amobas (Taxis)	GMF staff travel and accomodations	594.92	8	6.82
30-Sep Travel Fee	/CAD+06.54/Travel Canada/Ve Yeo/mecond Travel Mass	GMF staff travel and accomodations	5390.76	5	858
30.Sep Taxi	/CAD6s/Taxi to Aisport/Ambassador Taxi	GMF staff travel and accompdations	\$62.47	2	3.72
M. See Travel Fee	/CAD59.9/Gutome, Canda/Ina Canda 940000311	GMF staff travel and accomplations	558.22		97.6
XX See Taxel Fee	/CAD3935/curioms-canady/lap Canada 9540220331	GMF staff travel and accompdations	11.63		3869
Y. Sn Travel Fee	/CAD47.69/cutoms -enabl/1as Cavais 94c020345	GMF staff traveland accompanions	565.89		7.31
Vo.Co Truel Fre	/CAD39.95/customs -careta/1sts Canada 93-0030345	GMF staff travel and accompdations	22 523		: 8
Vo.Con Transl Fee	/CAD993/customs-camedylasa Carada 934020350	GMF staff traveland accompanions	7, 853		3
7 C Tax	(COCCA)/Tay Other Texas Inc	GMF cast travel and accomposations	22.77	, ,	636
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	(CAD2245/Tan Onavo Tanish lik	Charter of productions	637.03	•	970
7 C 7	(CAD) VV Tani Canda	CME staff remail and accomplained	W./34	•	ħ A
VI On County Transportation	1. Co. 2007 1. Co.	Configuration and accompanies	57.76	^ *	53
NO. Test	"ELRI77BL CC - trail from home to Brutesh Airson/Arts	GMF malf to unland accountations	62.63	7 "	5.55
			inch an	,	į

		GMF seeff revelland accomplations	\$1,276.94	5 1,302.48
11-Oct Bus/Shuttle	GD117694/Owner Bus for itswell of from Dulles for Aur Calenda (naver to reads)	Commodations	156.61	57.74
M-Os Tan	'CADS&Tssi-Carde/Cairo Tasi Linked	Contraction of the Contraction o	2000	\$ 10.20
11. On Total For	'(SD10/Bappe / Uhized Air 016019000005	CALL STATE LEAVED AND ECCONOMICS OF THE PARTY OF THE PART	77 813	18.93
To Man Contraction	Jacobs Control of Subsection Submed Office/Saff (New U.S. Declineation Other Travel (Trains, Auto, Two etc.)	GMF staff travel and accompanions	9000	17.3
Not deduce transporters	account to the common of the law to amount for Half as conference	GMF staff travel and accompositions	113.77	
Mary ind	Annual of the Table of the Desire of the Control of	GMF staff travel and accomposations	: : :	
So Nov Bus/Shutte	DATE OF THE STATE OF THE PERSON OF THE PERSO	GMF gaif travel and accompdations	\$50.69	21.5
30-Nov Ground Transportation	ELECTRICATED STATE AND DESCRIPTION OF THE PROPERTY OF THE PROP	GMF staff travel and accomposations	596.42	\$ 38.35
No Nov Tau		GMF galf travel and accomodations	246.20	S +7.12
No. Co.	Control of the Contro	GMF staff travel and accompdations	£38	\$ .
McNov Tan	ALX CONTROL OF COURT	GMF staff travel and accompelations	\$67.25	C9789 S
30 Nov Taxi	A CONTRACTOR OF THE PROPERTY O	GMF staff travel and accompliants	8.3	S 9.17
No.Nov Hotel Charges	CALMILLOOK WITH INVESTIGATION THE	GMF staff travel and accomodations	524.63	\$ 25.12
30-Nov Taxo	(LALLY ALL CODE OF FRUITA FROM THE STATE OF THE CODE OF THE STATE OF T	GMF staff travel and accomplations	\$16.30	\$ 16.32
X-Nov Taxi	(CSD) (Commit transportations to Color independent upon return that are the Color	CMF walf towel and accomposations	826.00	\$ 26.52
Xo.Nov Taxe	(LSDSA/Ground transportation to horse from appear upon training transportation of that it is	Child and formula and accomplished	\$52.59	\$ 53.64
Xo Nov Tau	/CADSI/Ground transportation to airport for departure from Halista. /Casno Tao Lumino	Company of the compan	85	\$ 74.46
30-Nov Bus/Shurde	USDDYHAILU. Ce to Newstat simport/Camed Car Service	CAME State days and accommodate	3	6.99
No Nov Taxa	/CAD46/usiseff/Tasi De La Savane	Civil real usive and accompositions	2000	3 84
JO Nov Tau	/LSD92/usi FBSF solf/Tyone Executive Sedan	CAMP STATI TOWER AND ACCOMPOSITIONS	2010	=
No. Men	/CAD109/unch at Dalles on rouse to Philips/Hodoon News	GMF stait travel and accompdations	210.67	
To New Car/Podeine	ASDS.V puriong at Dulles during Halfschafted Dulles Duity 1 Gar 65	GMF staff travel and accomodations	W.Ist	7 7
Mark Mark	/1502.3.9/food at Dulto en route home from Hall av/Frodoreken	GMF staff travel and accompdations	\$2.93	67
Mary Mark	JOND 253-29/Stands for ensire stuff for one week for FBSF/Autoric Wholesald 349	GMF staff travel and accompdations	52.48.52	
20 March 100 Mar	JCAD12085/Remai Car for HESF/ Exerneise (PCC)+23-C227	GMF galf travel and accompeditions	\$129.54	\$ 102.13
Selver Consu	JF BYTA Track Test to and from amount Aucobar (Tust)	GMF staff travel and accomodations	599.11	60101 5
No. No.	1 S.D. 12/Bernel at during travel/	GMF staff travel and accompidations	27.23	2.2
No two Medis	Canara 227 and all Arthur View Month On	GMF staff travel and accomodations	\$35.13	\$ 35.83
No. No.	Mw/Chi G	GMF staff travel and accomodations	\$5.89	£ 6.01
No. Nov. Ments	1 STANA Andrew Co. 145 Career	GMF staff travel and accompdations	\$6.00	\$ 61.20
30-Nov Cras/Parting	/Hudson New	GMF staff travel and accompdations	\$7.56	177
XI. Nov Meas	CATA CATALA Disciperated Within North Scotian Hosel	GMF staff travel and accompdations	\$2.68	5.79
So Nov Hotel Charles	CATO AND AND AND THE PART HOLD THE VALUE OF	GMF staff travel and accomplished	52.94	S 300
XO-Nov Meak	To a fact of the control of the cont	GMF staff travel and accompliants	\$45.97	\$ 46.89
30 Nov Hotel Charges	TENDER OF THE PROPERTY OF THE	GMF staff travel and accompdations	\$20.00	97:02 S
No Nov Meals	Colored Light in the Colored C	GMF staff travel and accomposations	\$52.83	\$ 53.89
No.Now Taxa		GMF scaff travel and accomplations	550.50	5 51.51
M. Nov. Tau	3	GMF raff ravel and accomplations	\$59.93	\$ 61.13
No Nov Tau	THE RESERVE OF THE PROPERTY OF	GMF staff travel and accordances	\$12.60	\$ 12.85
3C Nov Meak	(LED) I.V. Warrand Smith contrade to the state of the sta	CME usef rawel and accompanions	514.98	\$ 1528
30-Nov Tan	CALLY List into the County returned for the County with the County for the County	GMF mel have secondarions	\$ \$	\$ 10.19
Xo Nov Menk	CADOL CHARTE CONTRICTOR CONTRICTO	CMF traff raws and accommodations	878	2 401
Xo Nov Meak	CAD), W. Park za. Iouran urand experies / New y 1497.	Child state transferred and accompanions	21.50	\$ 72.93
JO-Nov Tax	CODO : Store from suite.	Over the result and extended these	8 8	1958
30 Nov Tau	(NACH CAR to the impost has to construct a first of the construction of the constructi	GMF asf travel and accompanions	558.41	<b>85</b> .85
30 Nov Tan	TO CAME AND	CMF staff reweland accompodations	8008	\$ 61.20
McNov Iravel Fee	CLEADING SECTION TO THE THIRD SECTION OF THE SECTIO	GMF staff travel and accormodations	\$29.95	\$ 30.55
No. Nov. Travel Fee	COLON Page for more as to Colon for the contract of the Colon for the Colon for Colon for Colon for Colon for the	GMF staff travel and accompedations	\$1%24	\$ 220.16
30 Nov Irawel rec	Calculation from Helf as some to Westing Y. Blow (2) Ltd	GMF staff travel and accomodations	362.80	83
32 Nov Jan	Compared to the state of the st	GMF staff travel and accompositions	8.8	8,5%
No. Nov. Taus	(CADO) (approximate to 1808) (Calino Toris (Proximate to 1808)	GMF staff travel and accompositions	300	\$ 10.75
No Now Taxo	CALLY CONTROL OF THE	CMF staff travel and accompdations	8558	\$ 66.30
No Nov Tax	(Colono 12) Librations appear to the residence of the colonial colorial col	GMF gaff tawel and accompanions	27.2	\$ 47.98
No.Nov Taxo	Called a Control of the Found The Wind Mark Obs	GMF reaff travel and accomodations	8.8	\$ 4.62
No. Neas	rest and a fine of the first the formal part of the first the firs	GMF staff travel and accomodations	8	\$ 67.32
No Nov Jan	CADCO See Hell with limited	GMF realf travel and accommodations	×	\$05
X-Nov Tax	Control and the second second second second second second (Netter 14 Second	GMF staff travel and accomplations	798	29'29
School Cast Parking	A STOAL & Task to Dular, Half as / Barroad Tub	GMF staff travel and accomodations	574.40	\$ 75.89
Nov 120	// S.D.77 4/T. za (rem Dulba: Hall zv Barwood Tax	GMF staff travel and accompositions	04:778	5 78.95
The Part of	15077-5/Taxi from Alexandria, VA, to Dube suport for Halista Forum/Carao Dubetaspore	GMF staff travel and accompdations	\$72.50	\$ 73.93
Solvoy Jane Fee	(Larrace for Conjunction)	GMF staff travel and accomodutions	225.00	\$ 25.55
NEWS TRACTOR				

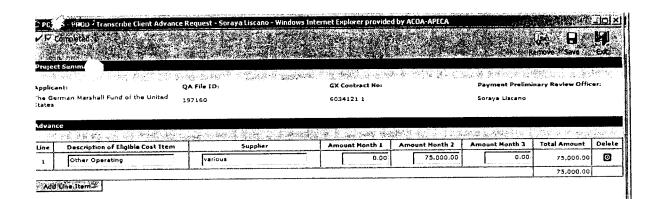
			*******		1357 17
1-Jun Ploted Charges	April & May 2010 Canada trips looping & meals (12 cross) card inareactions)	Civil and travel and accommons	01.00	٠.	100
30 Jun Travel Fee	CADALIV Customs-Canada/last Canada 9540006774	CAMP State and accompositions	61.5	^ •	7970
30-Jun Travel Fee	CADS1.45/automs-cradu/issa Carada/issa (Sarada)?	GMF stall travel and accompositions	530.69	v ·	0,15
Jojun Airfan	CADAII, ILVEREN A Canada OI 19777101428	GMF staff travel and accomodations	2401.88	۰.	409.92
30 Jun Travel For	CADDI-45/Customs-Canda/fua Canda 954006724	GMF staff travel and accompositions	87078	'n	9
Xy Jun Taxi	CAD72/Tux/Cords Tux	GMF staff travel and accompidations	57639	v, ·	28.7
X-Jun Taxi	USDHSIA/Txxx/Barwood Txx	GMF staff travel and accompanions	08 (35 c	., ·	99
XJun Taxa	CADIUTase Caradal Yellow Cab Led	CARP statt travel and accomparations	510.85	•	69-
Xo Jun Medi	CADLAN NEWSTAND CARRASS SENESTED 100	CMF staff travel and accompositions	2695	• •	1085
Who Tayles	CAD3.45/Custome Canada/las Canada 9940036738	GMF staff travel and accompositions	\$30.55	· w	31.16
To the Car/Patrice	CADIS/Publice / Cuisant Dis. 2	GMF staff travel and accompositions	\$14.57	· w	14.86
No line Car Remail	CAD111184/Cur Remail Canada/Placional Car Remail	GMF staff travel and accomplations	5109.60	v	111,79
No lim Mesk	(CAD371/Locidental/Relay Vegin # 340)	GMF staff travel and accomposations	53.60	S	3.67
30 Jun Cas/Parking	CAD11.1/Furl/Shell 238 Coding America	GMF staff travel and accompdations	17018	s	10.92
31-Ed Taxi	CADS/Taxi/Caino Taxi Limited	GMF staff travel and accomputions	\$ 25	S	76.7
31-ful Travel Fee	(CADSS \$2/Parchase corono aipon/4172 - T1 Expedia/yorknil	GMF staff travel and accompdations	554.02	s	55.10
71 [4] Tax	(CADS#/Taxi/Caxino Taxi Limited	GMF staff travel and accomodations	\$55.96	s	57.08
31-Jul Taxi	'CAD7.5/Tax/Casino Taxi Limited	GMF staff travel and accomodations	\$2.24	'n	7.38
31- Jul Car Rental	(CAD) 12.21/Renal Car/Enterprise Remode Car	GMF staff travel and accomodations	\$673,12	s,	686.58
31-Jul Taxo	/CAD6.5/Taxi - Canada/Casino Taxi Limited	GMF staff travel and accompdations	56.13	s	6.25
31-Aug Travel Fee	(CAD99.7/Canada customa/lan Canada 9340006774	GMF staff travel and accomodations	\$57.57	S	58.72
31-Aug Gau/Parking	(CAD7.5/Parkeys, Caractal Carparts Inc. 8.2)	GMF staff travel and accompodutions	\$7.21	S	735
31-Aug Travel Fee	(CAD29.95) customs Canada/Lua Canada 954000474	GMF staff travel and accomodations	19'825	<b>~</b>	29.18
31-Aug Travel Fee	/CADS/: // Customs candd/ las Casula 9540004774	GMF staff travel and accomodrations	557.22	S	36.36
31-Aug Gas/Parhang	/CADI7/Pulseg/Obsess Laurier	GMF staff travel and accomodations	\$16.13	S	16.45
31-Aug Taxi	(CADIM/Trad/Beck Trad	GMF staff travel and accomodations	\$17.08	S	17.42
31. Aug Taxi	/CADI2 89/Tuck/Ourna Tau	GMF staff travel and accompdations	27115	S	31.84
51-Aug Taxi	(AAD)/35/1xd/Other/Tax	GMF staff travel and accompdations	531.65	<b>.</b>	32.28
Mr. Aug Meak	(AUStray Representation Renald Tew	GMF gail travel and accompanions	21.612	۰.	3.63
Stop law Fee	COLOSSO, Calebras Calebras Systems (Section 1)	CMI staff travel and accompations	SS/OI	и.	28.75
Sexp travelice	COLD 1997 CARONS CAROLL LAND CAROLL SOCIAL S	GMI Stall travel and accompanies	228.79	ы.	29.37
10 Complete	// a Darly A install Their Charles   American   Jacobs and	Conf. Kini travel and accompositions	27879	^ •	19.37
de d	/CADIO/Tasi Tenence/Beck Tasi	CME and travel and accompanies	87./X	^ "	3.5
C. Niv. Hore Charges	AD18.29/Pullar farum/Waten Noos Soutes Howl	CASE and come and accompanions	1979	n v	2 3
18 Nov Taxi	HALPAX XXX TAP	C.MF staff rawland accompanies	7915	n •	15.97
30 Nov Mals	CADAD 2/ Refreshmens for stall and participans in Haliday/Wenin Nova Scoran	GMF staff towel and accompanions	Stock	• •	90
JONO WELL	CAD21.24/Refreshmens for punicipants in Halfas/Westin Nors Scoton Hours	GMF staff travel and accomplations	\$21.28		21.71
35 Nov Tau	a/CADSA/Travel from import at Halffax for participants. / Euro Cab	GMF staff travel and accompositions	\$5.93		57.05
3C-Nov Gas/Parking	21.10/Gu for Renal car at HISF/Refu	GMF staff travel and accomputations	\$20.87	S	21.29
3c.Nov. Taus	(CADSIV	GMF staff travel and accomposations	\$52.59	s	53.64
30 Nov Tax	CADSA and for reduneers to go to the support. Phermonds Phers Task	GMF staff travel and accomputations	\$57.93	S	89:09
31-Oct Aurtain	Cobing A Page to Carata Fabra Posten / Ar Carata O 42 (42,4814) Cobing A Page to Carata Fabra Modern Pagin Car	GMF staff traveland accomplants	51,196,72	S)	1,220.65
No. Nov. Text	CRPM 91/74 Fix rise. Taxi from signed back become Northwest Ratio Care.	Conf. Kali Unwi and accompositions	¥166	,	52.57
21-De Mesk	NOV. 10 HALIFAX FORUM ZOIC THIP	CMF and frame and accompanies	74.000	n 4	C. 7.
No.	"(LSDG)/Tasi home from support sfeet Halifax Forum 2010/Dulles Actpoin Tasi Lix	CAF staff travel and acromodations	6,50 CA 7,00	٠,	7. 67
30 Nov Tan	15DS UTaxi home from Phillian, November 2010/Cutan Dullcamporera	GMF 11sf travel and accompanions	\$150	, ,	\$ E
30 Nov Meak	(CADER RA/Food with (Westin Nova Scotlan Place)	GMF staff travel and accompdations	822.80	·	9
21-Dec Travel Expenses	NOW, 10 HALLFAX FORLM 2010 TRIP	GMF staff travel and accomodations	\$51.30	v	20.05
30 Nov Meals	CADSS 42/ Menk in bank during Hulfun Forum 2010/Four Points Sharaon	GMF staff travel and accomodations	556.35	•	87.75
30 Nov Meak	USDIJ Men, Philips DF 17 +9/2010/New Dynasty Chinese	GMF staff travel and accomodations	\$12.00	<b>~</b>	12.24
JONOV Meals	COLUMN MAN THE TAY TO DESCRIPTION OF THE COLUMN TO THE COL	GMF staff travel and accomodations	\$3.98	s	ğ
No. No. Meas	CADS LAVAEL TOWNS IN ANY OF 11/4 WORKERS NATION OF 12/14 WORKERS	GMF saif travel and accomodations	\$33.48	'n	21.2
2: D.: Harris	NOV 10 HAT 18 A POPULA POPULATION OF THE PROPERTY POPULATION OF THE PROPERT	GMF staff travel and accomodations	35.	Ŋ	673
Comparation of the Control of the Co	CT/NOV 19 TRAVEL	CMF staff travel and accompactions	\$130.97	vs •	133.59
No.Nov. Taxi	USD72/Cab Dulaing Half 11/49/2012/Dulkes Acroport Task line	CMF and and accompanies	35.00	۸.	33.5
31-Oct Aufart	ELROA/Fight to Fall to for Amy Snoder, agancy fee part I/Curbon Wagarde Ira	GMF staff (rave) and accompositions	3/38	, ·	Q 9
		STATE AND ADDRESS OF THE PARTY	Ş Ş	^	40.07

					88,524,163	477.439
48.49 48.49 48.49	22.54 25.30 25.84	20.05 20.05 50.88 50.88	42.48 43.30 15070.87 18.44 46.40 137.54	5.24 5.24 2.13 2.28 5.22 5.23 5.25	8.17 1.1.2 1.1.2 1.1.3 1.3	10,006.24 19,736.90 1,670.16 15,921.38 CAD 5,100.00 5,100.00
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* * * *	2528 2528 2528 2538 2538 2538 2538 2538	514.69 519.66 58.851 54.69	\$352.82 \$352.82 \$1,049.87 \$1,049.87 \$45.49 \$134.84	544.35 544.35 522.5 542.97 541.87 541.98 520.17	• 1	59,829,65 519,249,90 51,677,41 515,6920 55,000,00
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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

# Annex 1

# The German Marshall Fund of the United States

# Project # 197160

# **Detailed Calculation of Payment #02**

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

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

Atlantic Cauada
Opportunities
Agency

Agence de
promotion économique
du Canada atlantique

APPENDIX 2

# CLAIM FOR AN ADVANCE PAYMENT

Applicant Name Gerryan Marshall Fund	Project No.: 197160
Address 1744 R, Street NW; Washington, DC 20009	Claim No. 1- HF 2010
Contact Name Mike Geiger	Telephone No. 202-683-2651 FAX No. 202-265-1662

PLEASE REFER TO THE INSTRUCTIONS IN APPENDIX 1.

Forecasted Cash Requirements

Period Covered From Nov 1, 2010 To Dec 31, 2010 Maismum 3 Months)

	' /			•	
Description of Eligible Cost Item	Supplier	Aniouni Month I	Amount Month 2	Amonat Month 3	Tetal Amount
Personnel	GMF	100,000	25,000		125,000
Airfare	Air Canada	51,900	<u> </u>		51,900
-	CWT	105.000	,		65,000
Hotel	Westin	150,000			150,000
Conference space	Westin	175,000			175,000
Caterina	Westin	75,000			75,000
AV Set Design		405,000			405,000
Consulting		50,000	50,000		100.000
Grandbransport	- - 2	40,000			40,000
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1.31,900 75,000

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I hereby certify that the above noted costs are eligible costs of the project, and that the forceasted 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.

TOTALS

MIGG 11/1/10
Applicant's Signature Date

nov: 1,131,900 /

Dec: 75,000

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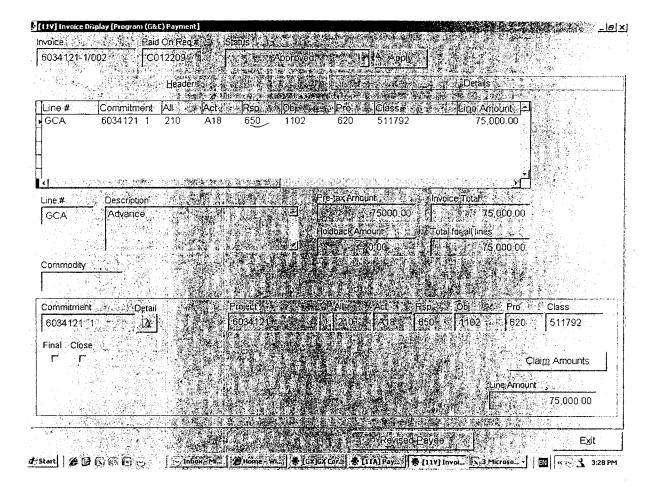
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# Recommendation Document - SCHEDULE A

#### **Business Development Program**

Sub-	GX Contract	QA File	Client	Supplier	Fiscal
Program	No.	ID	ID	Code	Year
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Current Paymen	t:	\$75,000.00	)				7	Object (	Code	Amoun
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Prepare	d By:			Recommended E	3v:M. brago	unza		l Administ	tration Act and	
Signature:	Locas	no		1	399		M			
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# 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

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Project Summary The German Marshall Fund of the United States Applicant: 197160 QA File ID: 60341211 **GX Contract No:** Payment Preliminary Review Officer: Soraya Liscano Payment Checklist A 2nd disbursement N/A Are the costs claimed consistent with those allowed as per the Statement of Work? of advance request N/A 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? Is there a Pre-Authorized Repayment (PAD) form on file? N/A N/A Were costs claimed at arms length? N/A Are costs claimed on the schedules arithmetically correct? 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 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? Have you checked any oustanding items on previous claims (Schedule A-1)? Has a complete description Yes of adjustments been recorded on the B-4 for use in the payment letter? N/A Has cashflow been adjusted? 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 N/A schedules been adjusted?) Comments, Special Conditions and Observations Date : 10 Account Manager:

Project Summary

Applicant:

The German Marshall Fund of the United States

QA File ID: GX Contract No: 197160 6034121 1

Payment Evaluation Officer: Soraya Liscano

Payment Checklist B	
	Ans Ref
I. GENERAL	
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
ls 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

Account Manager	·	Date : Dec	ilto
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Project Summary				
Applicant: The German Marshall Fund of the United States	<b>QA File ID:</b> 197160	GX Contract No: 6034121 1	Payment Evaluation Officer: Soraya Liscano	
Decision				
Rationale:				
Summary of Costs:				
Summary Of Advance:				
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DND Identification Number: 2009110004

# 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;

1/4

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

- 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.

15 No V 10 Date

Jill E. Sinclair

Assistant Deputy Minister (Policy)

For the Agency
Peter Hogan

A/Vice President Nova Scotia

4/4

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**

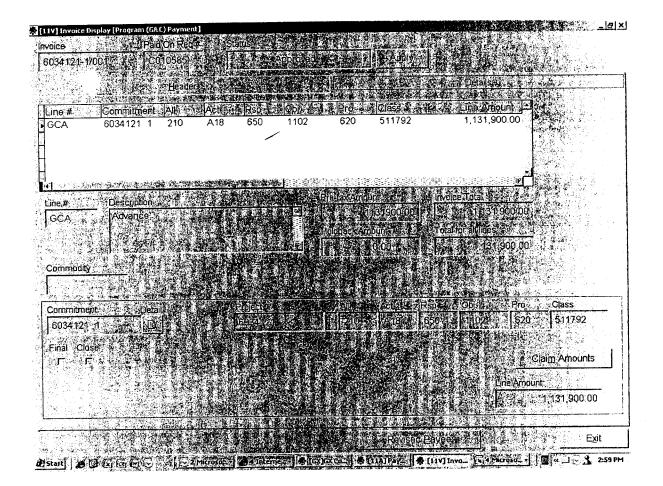
Costs Claimed	\$0.00	
Adjustment Amount	\$0.00	
Claim Approved Costs	\$0.00	
Gross Approved Costs .000% of \$0.00 Less:	Holdback Advance Settlement	\$0.00 \$0.00 \$0.00
Plus:	Advance	\$1,131,900.00
Approved Payment		\$1,131,900.00
Plus:	Prior Payments	\$0.00
Total Assistance Paid to Date		<u>\$1,131,900.00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

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

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CERTIFIED PURSUANT TO SECTION 33

THE FINANCIAL ADMINISTRATION ACT



Recommendation Document - SCHEDULE A

Sub-	GX Contract	QA File	Client	Supplier	Fiscal
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# 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 who 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 The German Marshall Fund of the United States Applicant: 197160 QA File ID: 60341211 GX Contract No: Payment Preliminary Review Officer: Soraya Liscano Payment Checklist A 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 N/A Are the required reports on file? Client is in the US, form has been sent and will be No Is there a Pre-Authorized Repayment (PAD) form on file? 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 N/A Has the Applicant submitted a detailed list of costs with signed claim (invoice #'s, dates and amounts)? 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 N/A Have financing conditions been met? 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 oustanding items on previous claims (Schedule A-1)? Has a complete description N/A of adjustments been recorded on the B-4 for use in the payment letter? N/A Has cashflow been adjusted?

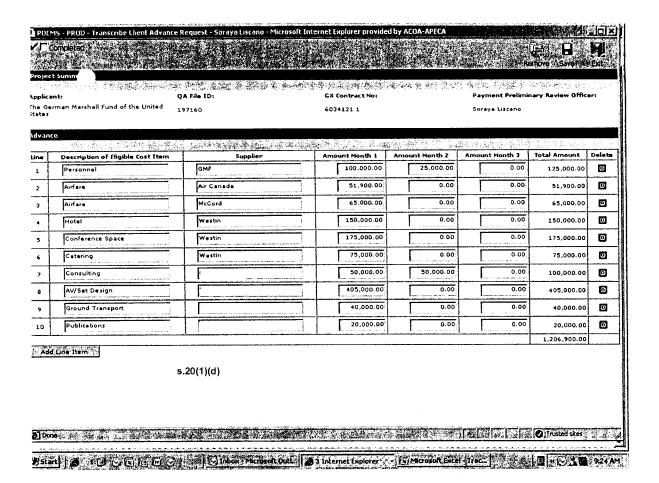
Have you prepared a schedule A-1 or indicated any ite	ems to be followed up?	Yes
Has the final payment certificate been submitted with schedules been adjusted?)	the final claim? (Have cashflows and	repayment N/A
Comments, Special Conditions and Observations		
Account Manager :		Date: 2003/10
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Project Summary The German Marshall Fund of the United States Applicant: 197160 QA File ID: 6034121 1 **GX Contract No:** Payment Evaluation Officer: Soraya Liscano Payment Checklist B Ans . 4 Ref. Are you satisfied that all costs were incurred and contract commitments made after the receipt of the N/A 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? 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? No Has there been any change in risk from the last assessment? If there has been a fixed asset disposition, transfer, or if the assets are no longer in use, are the appropriate N/A 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? Have all special conditions to the contract been met (financing, environment, other)? Yes on file N/A If a joint payee is required, is this indicated on the schedule A? N/A Have any outstanding Audit issues been addressed? Comments, Special Conditions and Observations: Date: now 3 10

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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	80.00	\$0.00	\$405,000.00
6/1	Ground Transport			\$40,000.00	80.00	\$0.00	\$40,000.00
1/10	Publications			\$20,000.00	80.00	\$0.00	\$20,000.00
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5	ing) Personnel	GMF \$125,000.00	\$125,000.00 -\$25,000.00 \$100,000.00	00.00 100.000	\$100,000.00 1102 -	\$100,000.00 1102 - Advances/Settlements-NRC-Non Profit Org-Nat Org	Profit Org-Nat Or



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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

AUG 0 6 2010

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

Attention: Mr. Craig Kennedy, President

Dear Mr. Kennedy:

Atlantic Usuada Opportunties Agency
Nova Scotia
Agence de promotion economique
du canada atlantique n.4

BECTO AUG 1 8 2010

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FRE/
BEFTO DECAYIN.

# 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.

# Canadä

"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.
- 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.
- 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

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.

Yours truly,

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

Laurie Cameron A/Vice-President ACOA Nova Scotia

Per:

(Signature)

(Title)

Per:

(Signature)

(Signature)

(Signature)

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 ineur 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

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
Total Costs	\$12,016,000	Total Financing	\$12,016,000
Eligible Costs			
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:

- 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;
- 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

- 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.

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

Program: ACOA Business Development Program	Project No: 197160	
Name and Address of Recipient:	Recipient Co	
The German Marshall Fund of the United States	Name: Title:	Mike Geiger Vice-President
1744 R Street, NW	Telephone:	(202) 683-2664
Washington, District of Columbia 20009	Fax:	(202) 265-1662
Project Location:	Project Typ	
Halifax, Nova Scotia	Business Sup	pport
Project Description and Anticipated Re-	sults:	

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.

Authorized Assistance:	Total Government Funding
\$9,960,000	\$9,960,000
<b>Estimated Project Commencement Dat</b>	e: August 31, 2010

4	Arlantic Carocia Opportunidos Agency	Agence de promotion économique dn Canada et lastique
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# ACOA BUSINESS DEVELOPMENT PROGRAM APPLICATION FOR ASSISTANCE

#### PROGRAMME DE DÉVELOPPEMENT DES ENTREPRISE DE L'APECA DEMANDE D'AIDE

Project no. / Nº du projet

#### DIRECTIVES

# 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.
- 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.

	pplicant and operating ociale du requérant et	g name, if different: nom commercial, s'il diffère du		of person to whom enquirie e la personne pouvant répon	
premier.	German Marsha States (GMF)	ll Fund of the United	Name: Nom :	Peter Van Praagh, Se	enior Dir
Mailing address: Adresse postale :	1744 R Street, N	W, Washington, DC 20009	Telephone no.: Nº de telephone :	202 683 2604	(bus./bur.) (res./rés.)
Business identificati Numéro d'identificat	on number: 52 ion d'entreprise :	-0954751	E-mail/Courriel : Fax no. N° de télécopieur	202 265 1662	s.19(1)
3 - Form of organiza	ation / Genre d'organi	sation :			
C	Corporation Société	Partnership Société de personnes	Cooperat Coopérat	tive Not-for-pro Organisme	ofil organization 🗸
To be in À constituer	corporated en société	Sole proprietorship Entreprise individuella	Other (spec Autre (précis	cify)  ser)	
4 - Principal owner	s / Propriétaires princ	ipaux :			****
Name / Nom		% Ownership / % de	propriété	Title / Titre	
				President	
		-11		Co-Chair, Board	
			<del></del>	Co-Chair, Board o	of Trustees
Un gouverneme	. ,	l'une partie de votre entreprise?	No • Non	Yas Oui	
	l company (if applicat été mère (le cas éché				
	fiary companies (if ap s (le cas échéant) :	plicable):			
6 - Location of proj Lieu du projet :		Scotia			

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Canada

Brief description of project / Décrivez	brièvement votre pro	ojet :		•	
			International Security nent 1 for project over		ovember 5-7, 2010 (See
8 - Have you considered all environment Avez-vous examiné votre projet en for You should be in a position to discuss provides good information on issues I Yous devriez être en mesure de disci- préparer un plan d'affairas" publié pa	nction des exigence s potential environmi to be addressed, uter des répercussio	ental impacts ns possibles	of your project. ACOA's broque votre projet pourrait avo	olr sur l'enviro	
9 - Summary of estimated project costs: Sommaire des coûts estimés du project	et :	A	10 - Proposed financing Financement propos		jat :
Project costs / Coûts du projet			Project financing / Fi	inancement o	lu projet
Description: Personnel	(\$) 425,000 US		Description: 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
11 - Have you made any financial or leg Avez-vous pris des arrangements f No Yes Non Oui	ial commitments for inanciers ou juridiqu Provide detaits: Fournir des déteils	es pour votre	GMF will contrib		013 to the Halifax Forum, oard of Trustees In May 2010
12 - Estimated start date of project: Date approximative de début du pro	ojet : February 1,	2010	Estimated completion Data approximative of	n dale of proj de fin du proj	et:
13 - Employment / Emplois			Number of jobs	/ Nombre d'e	emplois
Permanent full-time / Permanents a	salsonniers :	Average du Moyenne du 133	ing the last year/ rant la dernière année		l lo be created by this project/ atif créés par le projet
Permanent part-time / Permanents	à lemps partiel : TOTAL	133			

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#### 4 - Business plan

Please ensure that the following is included with your signed application

#### FOR ALL PROJECTS (EXCEPT STUDIES)

- A history and description of the business, including the products manufactured or services rendered
- 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.
- Sufficient market data on project, e.g. who are competitors, where are they, what is the proposed market, how will product be promoted?
- Outline of management structure of business, résumés of key people, experience in type of proposed business, etc.
- 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.

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.

Personal Net Worth Statement.

#### FOR MARKETING, TRAINING AND QUALITY PROJECTS

- Detailed implementation plan (3 years) outlining costs of various activities to be undertaken.
- If applying for a qualified person, include a detelled job description and résume of proposed person to be hired.

  Latest financial statements.

#### FOR INNOVATION PROJECTS

- Complete description of the proposed project.
- Latest financial statements.

#### FOR STUDY PROJECTS

- Proposal from consultant. Latest financial statements.
- Personal net worth statement.

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 Merketing Study will be required. Contact your ACOA representative for guidance.

#### 14 - Plan d'entreprise

Veuillez inclure les données suivantes avec votre formule de demande dûment signée.

#### POUR TOUS LES PROJETS (À L'EXCEPTION DES ÉTUDES)

- L'historique et une description de l'entreprise; y compris les produits fabriques ou les services offerts.
- 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.).
- 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?).
- Exposé et de la structure de gestion de l'entreprise, curriculum vitae des principaux intervenants, expárience dans le genre d'entreprise proposée.
- Entreprise existante

États financiers du dernier exercice et état des revenus et des dépenses prévus pour la prochaîne année. Si le projet est évalué à plus de 200 000 \$, les prévisions doivent s'échelonner sur trois ans (mouvements de trésperie, provenance et utilisation des fonds, bilan). Mentionner les principaux éléments des prévisions.

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.

État de la valeur nette personnelle.

#### PROJETS DE MARKETING, FORMATION ET QUALITÉ

- Plan de marketing triennal énumérant le coût des diverses activités qui seront entreprises.
- Si la demande est pour un spécialiste en marketing, inclure une description de poste détaillée et le curriculum vitae de la personne qui sera embeuchée.
- Derniers états financiers.

#### PROJETS D'INNOVATION

- Description complète du projet proposé.
- Oemiers états financiers.

- Proposition du consultant.
- Demiers états financiers - État de la valeur nette personnelle

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 détaillés. Communiquer avec un représentant de l'APECA pour potterir des conseils.

TAR LOA pour obtenir des conseils.					<b>⊣</b>	
15 - Applicant's professional references (if appli	cable) / Références professionnelles du	requérant (le cas échéant) :				
	Name of firm or agency	Contact person	Telephone		s.19(1)	
	Nom de la firme ou de l'organisme	Personne-ressource	Téléphone		s.20(1)(b	
Financial institution / Établissement financier :	1				· ` ` `	
Accountant / Comptable :	1				s.20(1)(d	
Lawyer / Avocat :					0.20(1)(4)	
Insurence company / Compagnie d'assurance :	i				İ	

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16 -		inglish Inglais	French Français
17 -	Notice and consent TO THE MINISTER FOR THE ATLANTIC CANADA OPPORTUNITIES AGENCY (ACOA):		Avis et consentement AU MINISTRE DE L'AGENCE DE ROMOTION ÉCONOMIQUE DU CANADA ATLANTIQUE (APECA) :
(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.		Je confirme qu'à ma connaissance, l'information foumie 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)	I certify that financial assistance from ACOA is a significant factor in the decision to proceed with this project.	(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)	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 coilect 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.	(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 ain 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)	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.	(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 profection 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.
the co	d and understood the Notice and Consent. I voluntarily consent to ollection, use and disclosure as described. I further acknowledge have read and understood the above clauses.  e and title of authorized official / Nom et titre de l'agent autorisé	au ci-d	léclare avoir lu et compris le présent avis. Je consens volontairement assemblement, à l'utilisation et à la divulgation de l'information décrite essus. Je reconnais avoir lu et compris les clauses ci-dessus.  President nature of authorized official / Signature de l'agent autorisé
Sign Sign	ed at Washington, DC, this 2	6	day of jour (d'/de) February 20 10
ACOA	REGIONAL OFFICES		BUREAUX RÉGIONAUX DE L'APECA
570 Que			NOUVEAU-BRUNSWICK 570, rue Queen, C.P. 578 Fredericton (Nouveau-Brunswick) E3B 5A6 Sans frais : 1-800-561-4030 Téléphone : (508) 492-3184 Télécopieur : (508) 492-3285
ACOA I The Joh 10 Barte P.O. Bo	NEWFOUNDLAND  n Cabot Building  r's Hill, 11* Floor  x 1060, Station 'C'  's, Newfoundland A1C 5M5  e. 1.800-688-1010		TERRE-NEUVE L'immeuble John Cabot 10 Barter's Hills, 11e étage C.P. 1060, Succursale 'C' St. John's (Tere-Neuve) A1C 5M5 Sans frais: 1800-668-1010 Téléphone: (709) 772-2751 Télécopieur: (709) 772-2712
ACOA N Suite 60 P.O. Bo	NDVA SCDTIA 0, 1801 Holis Street x 2284, Station "M" Nove Scolis B3J 3C8 e: 1-800-565-1228		NOUVELLE-ÉCOSSE Pièce 600, 1801, rue Hollis C-P. 2284. Succursale "M" Halifax (Nouvelle-Écosse) Sans frais: 1.800:585-1228 Téléphone: (902) 426-6743 Télécopieur: (902) 426-2054
4" Floor 15 Dord	PRISE CAPE BRETON CORPORATION (ECBC) Commerce Tower Dester Street, P.O. Box 1750 Nova Scotla B1P 617		CAP-BRETON (SECB) 4e étage, Commerce Tower 15, rue Dorchseter (C.P. 1750 Sydney (Nouvelle-Écosse) 7éléphone : 992) 564-3800 Télécopieur : (902) 564-3825
ACOA F 100 Syd P.O. Bos Charlotte Toll Fre Telepho	PRINCE EDWARD ISLAND ney Street, 3" Floor, Royal Bank Building 4 40 et oldown, Prince Edward Island C1A 7K2 et 1-800-871-2596 ne: (902) 566-7492		LE-DU-PRINCE-ÉDOUARD
Fax:	(902) 566-7096		Print Form

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# ATTACHMENT 1 PROJECT NARRATIVE

# 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 Matshall Fund of the United States (GMP) 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 diseuss 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 flagslip 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 pricipants 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 panclists 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:

- I. 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.