

Relating to the Organisation of Olave Baden-Powell Society's Event

THIS AGREEMENT is made on the xx.08 day of 20 18

BETWEEN

- (1) **World Association of Girl Guides and Girl Scouts**, an unincorporated association (registered charity number 306125) whose address is at the World Bureau, Olave Centre, 12c Lyndhurst Road London, NW3 5PQ, United Kingdom (hereinafter referred to as "**WAGGGS**"); and
- (2) **The Guides and Scouts of Norway** a *Norwegian* association (registration number xxxx) whose address is **Grubbegata 4, 0130 Oslo** (hereinafter referred to as the "**MO**")

IT IS HEREBY AGREED AS FOLLOWS

1 THE EVENT

- 1.1 OB-PS is a fundraising society for WAGGGS. In 2020 the OB-PS annual event (the "**Event**") will be taking place in **tbd**_____.
- 1.2 The OB-PS/WAGGGS staff member responsible for this Event is **Inga Pikse**.
- 1.3 The OB-PS board has appointed **Lena Mitts** as its designated board member for this Event
- 1.4 In order to make the event organisation most efficient it has been agreed that WAGGGS will subcontract MO to organise the Event.
- 1.5 The programme of the Event is developed and delivered by OB-PS Staff in collaboration with an Event volunteer committee (the "**Committee**"). The MO appoints the members of the Committee.
- 1.6 The MO is represented by **___ ??**_____.
- 1.7 The Committee is represented by **Eldrid Kvamen Midttun**.
- 1.8 All dealings between OB-PS/WAGGGS, the MO and the Committee are handled by the designated representatives name in this Section 2. Any changes with respect to designated representatives must immediately be announced to the other parties involved.

2 MAIN RESPONSIBILITIES OF THE PARTIES

- 2.1 OB-PS/WAGGGS main responsibilities are:

- 2.1.1 OB-PS in collaboration with the Committee will provide the Event programme and

- set requirements for the event (draft event program in Appendix 1);
- 2.1.2 OB-PS in collaboration with the MO will prepare the Events budget (draft Events budget in Appendix 2) and a target of attendance.
- 2.1.3 The Events budget is set up to be covered by received participant fees and a target attendance is set at **250-300** people attending and paying full event fee.
- 2.1.4 OB-PS in collaboration with the Committee will develop the Event booking pack;
- 2.1.5 OB-PS is responsible for circulating the Event booking pack to all its supporters and actively promoting the Event to meet set targets of attendance;
- 2.1.6 OB-PS is responsible for purchasing airfare travel for OB-PS's staff (2 persons) and for the patron HRH Princess Benedikte of Denmark (2 persons) (Appendix 2, item **5c**), but the cost for this travel shall be covered by the events budget;
- 2.1.7 OB-PS is responsible for arranging the event on-line registration.
- 2.2 The MO's/Committee's main responsibilities are in addition to those mentioned above in sub-section 2.1:
- 2.2.1 To provide required quotes for the Events budget;
- 2.2.2 To contract with the following Event vendors and pay them in accordance with their contracted terms;
- **Dates and City** (Appendix 2, item **6.1**);
 - [conference service] (Appendix 2, item **6.7**);
 - Accommodation for HRH Princess Benedikte (2 persons) and OB-PS staff (2 persons) (Appendix 2, item **6.6**)
 - Transportation for HRH Princess Benedikte (Appendix 2, item **6.5**);
 - Transportation for Event participants (Appendix 2, item **6.5**);
 - All other agreed expenses within the Events budget (Appendix 2, item **5.c,d**)
- 2.2.3 To request authorisation from OB-PS/WAGGGS before making any significant (more than EUR 1 000) changes to expenditure in the Events budget.

3 SURPLUS/DEFICIT

- 3.1 In the case of event income generating a surplus following payment of all event costs, the surplus is to be returned as a donation to OB-PS/WAGGGS.
- 3.2 In the case of event income from the event fees not meeting the event expenses, the shortfall will be covered by OB-PS/WAGGGS provided that all agreed communication and authorisation regarding changes to the budget has been followed.
- 3.3 Final settlement of accounts and any payments due must be made no later than on **Sept 25, 2020**.

EXECUTED BY THE PARTIES HERETO

For and on behalf of
OB-PS/WAGGGS

Signature:

Name:

Title:

For and on behalf of
[the MO]

Signature: ...**(CEO or Chief Guide?)**.....

Name:

Title: