



Biosecurity & Biosafety Program – Supplementary Budget (BS & BS – SB)

Purpose and Eligibility of the Program

The purpose of the Biosecurity & Biosafety Supplementary Budget is to provide additional resources to support activities of interest to the Canadian Party with respect to various Biosecurity & Biosafety initiatives, executed through the STCU. The activities will be conducted in STCU Member States, including Canada, in close cooperation with or under the guidance of the STCU.

Types of activities

Such activities may include but are not limited to:

- organizational and financial support for workshops, seminars, conferences, etc. and travel support for participants related to these activities;
- all aspects related to developing and providing various training programs;
- support for new initiatives developed by the Canadian Party, related to Biosecurity & Biosafety (i.e. translation/development of documents, development and production of training tools, support for creation of associations, marketing or assessment studies, communication tools, etc.);
- equipment and material purchases necessary to implement Biosecurity & Biosafety activities / programs that are of interest to the Canadian party;
- contracting for services.

BS&BS activities are typically organized in one of the following ways:

- partially organized by the STCU;
- fully organized and implemented by the STCU;
- fully or partially organized by the Canadian Party;
- fully organized by a beneficiary CIS institute and/or related organizations.

Examples of eligible costs:

- grant payments (for beneficiary staff compensation in the preparatory work and/or in the execution of workshops, seminars or conferences);
- equipment;
- materials/supplies;
- bank fees;
- other direct costs (such as meals, local transportation, leasing of equipment, interpretation/translation, communications etc.);
- travel for CIS and other participants (including Western collaborators/advisors) as identified by the funding Parties or the STCU.

Party contributions to the BS&BS SB

The Biosecurity & Biosafety Supplementary Budget was proposed in 2008 by the Canadian Party as a voluntary contribution in order to increasingly make use of the Center for biological non-proliferation activities



that are not suitable for funding as science projects or travel grants. Funds may be added by the Canadian Party during the course of the year.

Management of the BS&BS -SB

STCU's Technology Advancement (TA) Department is assigned the management of BS&BS SB and the Deputy Executive Director (DED – Canada) is the Allotment Manager appointed by the Executive Director.

The DED – Canada shall designate appropriate staff as Program Managers for individual initiatives. Initiatives submitted by the Canadian Party will be scoped by the STCU to confirm they fit within the BS&BS Program description.

Applicability of general STCU regulations

All disbursements for travel and any other allowable expenses (as described above) must comply with the relevant STCU regulations.

Procurement requests to be covered from the BS&BS SB will be prepared by the STCU staff identified as responsible for implementation of respective initiatives. The request is then submitted for approval to the BS&BS Allotment Manager.

Contractual instruments

If an STCU member institute and/or related organization is the event organizer, the STCU develops and signs a "Workshop/Seminar Agreement", according to the "Model Science Workshop (MSW) Agreement". This Agreement includes a breakdown of costs supported by the BS&BS Program.

If no Grant Payments or equipment are requested in the BS&BS activity, a simplified procedure can be performed by using a Funds Remittance Form rather than the "Model SWS Agreement".

Individual participants from STCU member institutes and/or related organizations or from the STCU, the Canadian Party or other participants (including Western collaborators/advisors) as identified by the funding Parties or the STCU may travel and participate at the events under the terms and conditions defined by the STCU "Travel Regulations". Service-providers must be contracted in accordance to STCU "Finance and Procurement Rules and Procedures".

Expenditures

All expenditures are charged against SB _XXXX_____.

Grant Payments will be made after the approval by the DED in charge of the technical/financial reports provided by the beneficiary institute. Grant Payments for interpretation services, performed by individuals of the beneficiary institute (staff of the receiving institute), can be released immediately following the BS&BS activity.

Reports to the Parties

The STCU Secretariat shall provide the Canadian Party with a technical and financial update on the status of the BS&BS Program through a quarterly report and through a separate section in the annual "Secretariat



Activity Report". The BS&BS Allotment Manager (DED –Canada) is responsible for processing "ad hoc" reporting requests from the Parties on the Program's technical and financial aspects.

Secretariat record keeping

All reporting information (including technical and financial reports) on STCU BS&BS Program activities will be maintained on file with the SSP Allotment Manager.

Standard financial reports through the STCU NAVISION capabilities should be available to the Executive Committee members in the on-line mode