

APPENDIX 1: DEFINITIONS

For the purpose of this Agreement, the following definitions, listed in alphabetical order, shall apply:

Agreement means the Partnership Agreement jointly agreed by the Parties together with its annexes and appendices.

Agreement Amendment means a documented change or revision to any part of this Agreement, including annexes, which have been jointly agreed by the Parties as demonstrated by their signatures.

Agreement File means a holder, be it paper-based or electronic, that partner maintains for the records of this Agreement (together with its annexes and appendices) and all other essential records and documentation related to this Agreement in an organized and accessible manner for seven years from the date of signature of the Agreement. The records on the Personal Data of Person of Concern is dealt separately under articles related to Personal Data Protection.

Agreement Symbol means the unique identifier of the Agreement specified by UNHCR in Art. 4.2.

Eligible Costs means expenditures for implementing activities as described in Project Description (Annex A) and in accordance with the Project Budget (Annex B) and within the Project Implementation Period. Eligible costs must be for actual costs incurred for authorized activities that are adequately evidenced with original documentation and can be confirmed through verification and audit.

First Instalment means the amount specified in Art. 6.5 that is based upon the cash requirement of the first period's planned activities plus an additional month's planned activities as a lead-time to ensure Project cash flow.

Goods and Property means any tangible or intangible item under the custody of the Partner in order to support the implementation of the Project and consists of:

- 1) UNHCR Goods and Property means items provided in-kind by UNHCR to the Partner; and
- 2) Project Goods and Property means items acquired by the Partner with UNHCR funds provided pursuant to this Agreement.

Such items may consist of any or all of the following:

- a. "Property, Plant and Equipment" which is defined as tangible items with an original purchase price of USD 10,000 (or equivalent in other currency) or more per unit and with a useful life of at least one year;
- b. "Serially-Tracked Items" which is defined as tangible items with an acquisition value less than USD 10,000 (or equivalent in other currency) that are used for day-to-day official business and which do not fall within the definition of either Property, Plant and Equipment or Inventories;
- c. "Inventories" which is defined as all items that are intended to be distributed to populations of concern, regardless of their value;
- d. "Intangible Asset" which is defined as identifiable non-monetary asset without physical substance.

Information means any and all information, whether in oral or written (including electronic) form, created by or in any way originating with UNHCR, and all information that is the output of the performance of activities pursuant to this Agreement.

Instalment means the cash requirement of the Project that has been transferred to the Partner in accordance with the Project Budget (Annex B), the Project Work Plan/Instalment Plan (Annex C) and the actual performance of activities under this Agreement.

Interest Revenue means revenue credited to the bank account to which Project funds are deposited as a result of the interest rate paid by the financial institution for the respective deposit account.

International Partner means a Partner implementing projects both within and outside of the country where it is incorporated and its headquarters is established. International Partners are International NGOs and other not-for-profit organizations, including those who undertake projects under the Global Programme from their headquarters location.

Miscellaneous Revenue means any revenue (other than Interest Revenue) generated by Project funds or Goods and Property, including but not limited to, foreign exchange gain proceeds or receivables from the sale of, or insurance claims related to, any item provided by the Project, where the purchase of the item and/or insurance of the item have been provided by UNHCR.

National Partner means a Partner implementing projects solely in the country where it is incorporated and its headquarters is established and which is not affiliated to an International Partner. This includes government entities, NGOs and other not-for-profit organizations

No-cost Extension means extension of Project Implementation Period without change to the overall Project Budget (Annex B).

Parties mean the Partner and UNHCR whose authorized officials have signed this Partnership Agreement.

Partner means the not-for-profit entity named in this Agreement as the implementer of the Project in collaboration with UNHCR. Partners will identify themselves as National or International Partners via registration on the Partner Portal

Partner Integrity Capacity and Support Costs (PICSC) means a financial contribution provided to an **International or National Partner**, in order to assist with covering costs related to enhancing integrity, accountability, and oversight, as well as administrative and other support costs (such as headquarters and shared costs) which cannot be definitively attributed to a specific activity implemented by the Partner in connection with the Project. The applicable PICSC rate is seven percent (7%) for International Partners or four percent (4%) for NGO National Partners, of the overall expenditure for direct costs under the Project Budget (Annex B) as described in Policy on PICSC.

Partner Personnel means human resources hired and/or engaged by the Partner to perform activities under this Agreement: permanent employees; fixed term hired; consultants; advisors; temporarily assigned staff; labor on wages; seconded personnel; volunteers; interns; and similar agents.

Personal Data means any information relating to an identified or identifiable natural person ('data subject') information such as the name, identification or passport number, mobile telephone number, email address, cash transaction details, of whatever nature, format or media that by whatever means in the course of the performance of this Agreement.

Pooled Bank Account means the account used by the Partner to receive and transact funds from UNHCR where UNHCR contribution is comingled with funds from other sources.

Population of Concern means the population(s) or sub-population(s) of refugees and other persons of concerns indicated in the Project Description (Annex A) whose needs the Project strives to address.

Project means the endeavor designed to provide service or achieve expected result(s) within a defined timeframe and the allocated resources undertaken to meet unique goals and objectives under this Agreement.

Project Headquarters mean anywhere Partner is located other than the Project's operational location.

Project Implementation Period means the period specified in Art. 3.2 during which Project activities, expenditure and financial commitment can be undertaken to achieve the expected results of the Project in accordance with Annex A and B, i.e. the period beginning with effective date of start and ending with the date of completion.

Project Liquidation Period means the period during which financial commitments entered into during the Project Implementation Period for which implementation of activities have been completed, may continue to be paid out by the Partner pursuant to this Agreement. No new expenditure, financial commitment or implementation of activities is undertaken during this period.

Separate Bank Account means account used by the Partner to receive funds solely from UNHCR. The Partner may use the same account for multiple UNHCR agreements without comingling with funds from other sources.

UNHCR's Global Strategic Priorities means the areas of critical concern to UNHCR within its overall efforts to provide protection and assistance and to seek solutions for refugees and other persons of concern.

UNHCR's Operations Plan means the plan providing the full overview of a UNHCR operation, detailing the context and situation of persons of concern and specifying the comprehensive needs and strategies the office intends to implement, including steps to be taken to reduce the gaps and achieve desired results. The UNHCR's Operations Plan also integrates the prioritization of needs with results-based management, in line with available resources allocated by pillar.