

Business Mission Agreement:

Financial Agreement

The Mission Organizer must complete and forward sections one and two to the post eight weeks prior to the mission arriving at the post. The Trade Commissioner will then develop a budget based on consultations with local service suppliers and return a draft Financial Agreement to the Mission Organizer six weeks before the arrival of the mission. The agreement must be signed by the Mission Organizer and faxed to post no later than four weeks before the arrival of the mission. A copy of the signed agreement along with the payment must be received by the Financial Service Division in DFAIT no later than four weeks prior to the mission's arrival at post.

Accounts Receivable unit (SMFR)
Financial Services Division
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125 Sussex Drive
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Tel: 944-2438
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BETWEEN THE CANADIAN DIPLOMATIC OR TRADE OFFICE AT

_____ ("Post") AND _____ ("Organizer").

This document is for the purpose of defining the financial responsibility of the Organizer and the post in relation to the mission to (location)_____
to take place on (date)_____.

1. Responsibilities of the Mission Organizer

- (a) The Organizer agrees to pay the costs itemized in the attached budget in the amount of _____.
- (b) Payment of the agreed costs will be made to the following address no later than four weeks before the arrival of the mission:
- (c) The Organizer agrees to pay for any additional costs but only after authorizing such expenditures in writing.
- (d) The Organizer understands that the post is hiring local service providers to provide the identified services covered by this agreement.
- (e) The Organizer is uniquely responsible for any financial arrangements between the Mission Organizer and mission participants.

2. Responsibilities of the Post

- (a) The post will provide a draft budget detailing the nature and cost of services to the Organizer. When agreed by the Organizer, this budget shall become **Schedule "A"** of this Agreement.

(b) The post will use the payment detailed in **Schedule "A"** in order to contract local suppliers to provide the services agreed upon and described in **Schedule "A"** of this Agreement.

(c) The post will inform the Organizer as soon as is reasonably possible of any changes to the services and costs outlined in **Schedule "A"**.

(d) The post will keep proper accounts and records of expenditures and make these available to the Organizer on request.

(e) The post, through the Department of Foreign Affairs and International Trade, will refund any surplus amount received from the Organizer after payment of local services.

3. Cancellation

(a) The Organizer will inform the post immediately in the event the mission is cancelled. The Organizer will compensate the post for any expenses incurred if payment has not yet been made.

(b) If the mission is cancelled after payment for services, the post shall return the balance of funds to the Organizer after deducting any expenses already incurred.

4. Dispute Resolution

(a) Should a dispute arise in relation to this Agreement, representatives of both the Organizer and the post shall meet in an attempt to resolve the matter.

(b) In the event that they do not reach agreement, they will refer the matter to a mutually agreed third party who will make a final and binding decision.

5. Notification of Changes

(a) Where required, notice will normally be in writing, either by mail or by signed facsimile.

6. Signatures

ORGANIZER

Signature: _____ Date: _____

Name and title _____

Organization _____

Phone _____

Fax _____

E-mail _____

POST

Signature: _____ Date: _____

Name & title _____

Organization _____

Phone _____

Fax _____

E-mail _____