



**Agreement for
IALA Expert
on IALA World-Wide Academy short term mission
*Option 3b***

(Title of the Mission)

(Name of the Expert)

The IALA World-Wide Academy (IALA WWA) is very pleased to benefit from your expertise for the mission described in the Terms of Reference, attached as Annex 1. Those Terms of Reference have been agreed between the beneficiary country and the IALA WWA.

It is understood that you have received all the necessary authorizations from your parent Administration/Organization to deliver the services as described, and also that your Administration/Organization has generously agreed to pay your salary, and to fund all your travel expenses according to its own rules for travelling. IALA is most grateful for this generous support which means that your participation in this mission will be at no cost to IALA.

I take this opportunity to confirm that you are responsible for your own travel bookings and hotel accommodation where these are not arranged by the beneficiary country, your own medical and travel insurance (including loss of personal effects) and for payment of taxes, charges, dues and other liabilities which may arise from undertaking the mission.

IALA WWA and the IALA Secretariat staff are at your disposal to assist in preparing your mission. I would be grateful if you would sign this agreement to confirm the details of your participation, which are further detailed below.

Duration of Mission and Period of Services

1. This mission will be conducted between ... and
2. The services will be performed according to the following schedule:

Day 1 through day ...: Home-based preparation;

Day ...: depart from ... to ...;

Day ... through day ... on assignment in ...;

Day ...: Depart from... to...;

Day... through day ...: Home-based report writing.

3. The mission may be terminated by IALA or by the expert or by his/her Administration/Organisation before the expiry date, preferably with at least two weeks' notice.

Signed on behalf of IALA

For the Secretary General

The Dean of the IALA WWA

Signature of Expert

I agree to the terms and conditions of the mission and certify that my Administration/Organization agrees that I deliver the services set out in the Terms of Reference and as described above.

Date:

Two originals are signed and are sent to the Expert

Date:

The Expert signs and returns one original to IALA before the start of the mission.

Annex 1

IALA World-Wide Academy**TERMS OF REFERENCE****(Title of the technical assistance mission)****Background**

...

Tasks

Acting upon the instructions of the Dean of the IALA World-Wide Academy, the IALA Expert will carry out ... (detailed description of the mission)

The Expert will also, at the request of the Dean, carry out any other relevant duties falling within the scope of his/her professional competence, which may arise during the course of the assignment.

If requested by the Terms of Reference for the mission, on completion of his/her assignment, the Expert will submit a report to the Dean of the IALA World-Wide Academy. The report should be received no later than ..., and should include a summary of all activities undertaken as well as the Expert' conclusions and recommendations. The report should be typed in (English) and a copy should be made available on Word format.

Annex 2

GENERAL CONDITIONS APPLICABLE TO IAA EXPERTS

By accepting a mission, Experts undertake to carry out the work committed to them and to regulate their conduct with the interests of IALA in mind.

3. In carrying out their work, Experts shall neither seek nor accept instructions from any government or from any authority except as may be relevant to the professional conduct of that work.

4. Experts shall conduct themselves at all times in a manner befitting their status. They shall not engage in any activity that is incompatible with the performance of their work for IALA. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status, or on the integrity, independence and impartiality that are required by that status. While they are not expected to give up their national sentiments, or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

5. Experts shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person unpublished information known to them by reason of their work, except in the performance of that work or by authorization of the Secretary-General. These obligations remain binding after the conclusion of the contract.
6. All rights, including title, copyright and patent rights, in any work produced by a Expert by virtue of his contract, shall be vested in IALA, which alone shall hold all rights of use.
7. Any Expert who, by malice or negligence or by failure to observe any rule applicable to him, involves IALA in unnecessary loss, expense or liability, shall be held responsible and may be required to pay compensation therefore.
8. Experts shall inform IALA how and where they can be contacted during the period of their contract with IALA.
9. Experts shall endeavour to submit a preliminary draft report to the National Authority in the country where the mission has taken place before departing from that country (where applicable).