



**Agreement
for IALA Expert
on IALA World-Wide Academy short term mission
*Option 2***

(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 describe in the Terms of Reference attached as annex 1. Those Terms of Reference have been agreed between the beneficiary country and the IALA World-Wide Academy. I would be grateful to you to sign this agreement by which you also certify that you have received all the necessary authorizations from your parent organization to deliver the services as described.

It is also understood that your Administration/Organization has generously accepted to continue to pay your salaries Therefore, IALA will only take in charge your travel expenses according to its general rules for travelling. You will find them at annex 2. At the achievement of your mission you need to fill the Travel Claim form for the payment of those expenses (annex 3) and send it to the IALA WWA together with your bank account details. I would also like to draw your attention on the fact that you remain responsible for arranging your own medical and travel insurance including loss of personal effects.

You are requested to arrange for your own travel bookings and hotel accommodation when they are not provided by the beneficiary country. An advance of expenses in Euros may be allocated by The Academy. In that case, the advance will be shown on the Travel Claim form and deducted from the total to be reimbursed.

The IALA WWA and the IALA Secretariat staff are at your disposal to assist you in preparing your mission and your travel.

Duration of the Mission and Period of Service

1. This mission shall enter into effect on ... and expire not later than....

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 its Administration/Organisation before the expiry date preferably with two weeks' notice.

Signed on behalf of IALA

Signature of Expert

For the Secretary General

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,

The Dean of the IALA WWA

Date:

Date:

Two originals are signed and are sent to the Expert.

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

(Insert "Travel rules and rates for 2014")

Annex 3

(Insert "Travel Expenditure Claim Form")