

DÉLIBÉRATION n° CA-31-10-2024-27 DU CONSEIL D'ADMINISTRATION



Séance du 31 octobre 2024

Tarifs et subventions

Le Conseil d'administration

- Vu le code de l'éducation, notamment ses articles L. 712-3-IV-2, L. 719-4 et R. 719-51 à R. 719-112 ;
- Vu le décret n° 2012-1246 du 7 novembre 2012 relatif à la gestion budgétaire et comptable publique, notamment ses articles 175 à 177 ;
- Vu les statuts de l'université de Poitiers, notamment leur article 33-3° ;
- Vu les documents adressés au conseil d'administration ;
- Vu les propositions présentées en conseil d'administration ;

Après en avoir délibéré,

ADOPTE

Article 1^{er} : Subventions

Les subventions sont approuvées, conformément aux pièces annexées à la présente délibération.

Article 2 : Aides pécuniaires

Les aides pécuniaires sont approuvées, conformément aux pièces annexées à la présente délibération.

Article 3 : Prix

Les prix sont approuvés, conformément aux pièces annexées à la présente délibération.

Article 4 : Tarifs colloques, événements et dérogations hébergements

Les tarifs des colloques, des événements et les dérogations d'hébergements sont approuvés, conformément aux pièces annexées à la présente délibération.

Article 5 : Mises à la réforme (dont parc automobile et matériel des espaces verts)

Les mises à la réforme sont approuvées, conformément aux pièces annexées à la présente délibération.

Article 6 : Admission en non-valeur

Les admissions en non-valeur sont approuvées, conformément aux pièces annexées à la présente délibération.

Article 7 : Décompte des voix

La présente délibération et son annexe sont adoptées à l'unanimité.

Fait à Poitiers, le 31 octobre 2024
La Présidente de l'université de Poitiers,
Présidente du Conseil d'administration,

Virginie LAVAL



UNIVERSITE DE POITIERS

Conseil d'Administration du 31 octobre 2024

➤ SUBVENTIONS

- U04 : UFR SFA
- U41 : Pôle Vie de Campus - CVEC
- U41 : Pôle Vie de Campus – FSDIE

➤ AIDES PECUNIAIRES

- R80C13 : IFR DROIT

➤ PRIX

- R80C02 : MSHS

➤ TARIFS COLLOQUES, EVENEMENTS ET DEROGATIONS HEBERGEMENTS

- U06 : UFR SHA

➤ MISES A LA REFORME

- U06 : UFR SHA
- U07 : IAE
- U12 : INSPE

Mises à la réforme parc automobile et matériel des espaces verts

- U41 : Pôle Vie de Campus

➤ ADMISSIONS EN NON VALEUR

Document fourni par les services de l'Agent Comptable

- U70 : UB PAIE



UNIVERSITE DE POITIERS

Conseil d'Administration du 31 octobre 2024

Subventions

- U04 : UFR SFA
- U41 : Pôle Vie de Campus – CVEC
- U41 : Pôle Vie de Campus – FSDIE

Composante	Désignation et activité principale de l'organisme demandeur	Objet de la demande de subvention	Budget prévisionnel de l'opération	Subventions obtenues les années précédentes			Montant sollicité par l'association	Montant validé par la composante ou le service	Commission d'étude	Vote du CA
				2021	2022	2023			Avis	
U04 - UFR SFA	Association c0d1ngUP	Organisation de la neuvième édition du concours de programmation c0d1ngUP	2 100,00 €	600,00		600,00	600,00 €	600,00 €	favorable	
U41C50 CVEC	AFEV	Ambassadeurs de l'Université	25 000,00 €				25 000,00 €	25 000,00 €	favorable	
R80C04 SCX DRINNOV	PHDOOC est une association dont le but est de former et d'accompagner les docteurs et les doctorants de toutes disciplines, tout en favorisant la création d'une communauté.	PHDOOC et l'université de Poitiers souhaitent collaborer dans le cadre de la neuvième saison du MOOC "Doctorat et Poursuite de Carrière".	2 600,00 €	-	-	2 600,00 €	2 600,00 €	2 600,00 €	favorable	
U41 FSDIE	AFEP	OCTOBRE ROSE	2 638,15 €				900,00 €	900,00 €	favorable	
U41 FSDIE	AFEP	SEMINAIRE SNEE	70 200,00 €				5 000,00 €	5 000,00 €	favorable	
U41 FSDIE	BDE STAPS	OCTOBRE ROSE	1 530,00 €				80,00 €	80,00 €	favorable	
U41 FSDIE	BDE STAPS	MOVEMBER	600,00 €				200,00 €	200,00 €	favorable	
U41 FSDIE	La bourse à dés	FESTIVAL D'ULTAVIA	17 685,00 €				2 000,00 €	2 000,00 €	favorable	

sante	Désignation et	Objet de la demande de	Budget	Subventions obtenues les années précédentes			Montant sollicité par	Montant validé par la	Commission d'étude	
U41 FSDIE	FILMER LE TRAVAIL	JOURNAL DU FESTIVAL ET PRIX ETUDIANT	7 170,00 €				3 300,00 €	3 300,00 €	favorable	
U41 FSDIE	AFEP	CONVENTION 2024	24 000,00 €				4 000,00 €	4 000,00 €	favorable	
U41 FSDIE	AFEV	CONVENTION 2024	143 743,00 €				30 000,00 €	20 000,00 €	favorable	
U41 FSDIE	LUDI	CONVENTION 2024	43 823,00 €				12 000,00 €	12 000,00 €	favorable	
U41CC53 Prévention hors santé	EKINOX	CONVENTION 2024	269 500,00 €				25 000,00 €	15 000,00 €	favorable	
U41CC58 Culture Artistique	TAP	CONVENTION CARTE CULTURE 2024	62 500,00 €				18 000,00 €	18 000,00 €	favorable	
					TOTAL		128 680,00 €	108 680,00 €		



UNIVERSITE DE POITIERS

**Conseil d'Administration
du 31 octobre 2024**

AIDES PECUNIAIRES

➤ R80C13 : IFR DROIT



Demande de délibération du Conseil d'administration du 31 octobre 2024

Faculté de Droit et Sciences sociales

Aides pécuniaires HAI et avenant à la convention

- Compte-tenu de la convention entre l'université de Poitiers et HAI signée le 09/11/2023
- Compte-tenu de la délibération du CA du 14/06/2024
- Compte-tenu de l'avenant UOP Subaward Amendment_7-18-24_FE signé le 18/07/2024

(Documents présentés en PJ)

Le SURIEE et la faculté de Droit souhaitent proposer au Conseil d'Administration de délibérer en faveur de la prise en compte de l'avenant à la convention, qui stipule que la date de fin de la convention est reportée au 30/09/24 et qu'au-delà de ce terme l'utilisation du solde de la subvention sera laissée à l'appréciation de l'Université de Poitiers.

Extrait de l'avenant : [...] Les fonds restants du contrat de sous-traitance entre HAI et UP seront utilisés pour soutenir deux assistants de recherche pour une période de trois mois (1er juillet 2024 au 30 septembre 2024). [...] Comme il s'agit d'un contrat à durée déterminée, l'utilisation des fonds restants après la période d'engagement avec HAI est à la discrétion d'UP. [...]

Ainsi, l'université de Poitiers peut rémunérer des assistants de recherche (tel que décrit dans la délibération du CA du 14/06/24) au-delà du 30/09/24 et jusqu'à la fin de l'année 2024, toujours pour un montant de 795 € versé par aide pécuniaire, dans la limite de l'enveloppe pour les assistants Sadia AKBARI et Noorsaba SAFI (soit 4 770 €). Les éventuels fonds restants pourront être utilisés jusqu'à la fin de l'année (31/12/2024) par la faculté de Droit, sans justification à fournir auprès de HAI



Christophe COSTA

Responsable administratif

Faculté de Droit et Sciences sociales

Eman dar Khane, Eman dar Mahal-e Kar
Fixed Amount Award No. 7271-007
"Safe at Home, Safe at Work"

The Eman dar Khane, Eman dar Mahal-e Kar (Safe at Home, Safe at Work) Project is funded by the U.S. Department of State Bureau of Democracy, Human Rights, and Labor (hereinafter referred to as "Donor") and implemented by Heartland Alliance International (hereinafter referred to as "HAI"). In accordance with the Terms and Conditions detailed below, HAI hereby awards to the University of Poitiers (hereinafter referred to as "Grantee") a Fixed Amount Award (FAA) to support the Grantee's program activities per Annex 1, Grant Activity Description, and as fully described in this award.

By signing this award, the Grantee agrees to the following Terms & Conditions:

Terms & Conditions

1. Grantee Legal Name: University of Poitiers
2. Grantee Authorized Representative Name and Title: Ms Virginie LAVAL, Rector of the University
Address: 15 rue de l'Hôtel Dieu, TSA 71117, 86073 POITIERS Cedex France, Numéro
SIRET (siège) : 19860856400375 r
Telephone: +33 (0)5 49 45 30
E-mail: conventions-ri@univ-poitiers.fr
Registration Number: 19860856400375

HAI Authorized Representative Name and Title: Hamed Aziz, Senior Associate Director of
International Programs
Project Name: Eman dar Khane, Eman dar Mahal-e Kar (Safe at Home, Safe at Work)
Address: 208 S. LaSalle Street, Suite 1300, Chicago, IL 60604
Telephone: +1 (312) 805-3660
E-mail: aaziz@heartlandalliance.org
3. Grant Title: Eman
4. FAA No.: 7271-007
5. Grant Start Date: November 1, 2023
6. Grant Completion Date: June 30, 2024
7. Grant Activity Description, per Annex 1:
8. Primary Consultant Name: Mehrmoush Najafiragheb
9. Final Approved Grant Budget. The final approved fixed amount award budget for this Grant is \$60,848.00, per Annex 2, Final Approved Detailed Budget. HAI is not obligated to pay the Grantee any amount in excess of the final approved fixed budget amount. The availability of grant funding is subject to the availability of funding from the Donor.

10. Milestones/Deliverables Table and Schedule of Payments. The following Table is associated with the Program that was agreed to between HAI and the Grantee for funding under this Agreement per Annex 1, the Grant Activity Description and Annex 2, the Final Approved Detailed Budget. The accomplishment of each Milestone will be based on the successful submission or completion and approval of deliverables delineated for that Milestone.

Milestones/Deliverables Table and Schedule of Payments

Description of Milestone	Required Deliverable	Due Date	Payment Amount (US Dollars)
November 2023 Advance Request		November 1, 2023	\$7,606.00
December 2023 Advance Request	Programmatic and Financial Reports with Supporting Documents for November 2023	December 1, 2023	\$7,606.00
January 2024 Advance Request	Programmatic and Financial Reports with Supporting December 2023	January 1, 2024	\$7,606.00
February 2024 Advance Request	Programmatic and Financial Reports with Supporting Documents for January 2024	February 1, 2024	\$7,606.00
March 2024 Advance Request	Programmatic and Financial Reports with Supporting Documents for February 2024	March 1, 2024	\$7,606.00
April 2024 Advance Request	Programmatic and Financial Reports with Supporting Documents for March 2024	April 1, 2024	\$7,606.00
May 2024 Advance Request	Programmatic and Financial Reports with Supporting Documents for April 2024	May 1, 2024	\$7,606.00
June 2024 Advance Request	Programmatic and Financial Reports with Supporting Documents for May 2024	June 1, 2024	\$7,606.00
Final Report	Programmatic and Financial Report For November 2023 – June 2024	August 31, 2024	N/A
			\$60,848.00

11. Milestone/Deliverable Certification and Invoice. The Grantee must submit a Milestone/Deliverable Certification and Invoice, using Annex 6, Milestone/Deliverable Certification and Invoice template, for every Milestone/Deliverable achieved and completed in accordance with Clause 10.
12. Incorporated Documents. The following documents, hereinafter referred to as "Incorporated Documents," are hereby agreed to be an integral part of this Agreement.

Annex 1. Grant Activity Description

Annex 2. Final Approved Detailed Budget

Annex 3. The U.S. Department of State Standard Terms and Conditions

Annex 4. Certifications and Assurances

Part I: Certifications and Assurances

Part II: Key Individual Certification Narcotics Offenses and Drug Trafficking (Must be signed and returned by Grantee)

Annex 5. Branding Strategy and Marking Plan

Annex 6. Milestone/Deliverable Certification and Invoice Template

Annex 7. Heartland Alliance International's Sexual Harassment, Exploitation, and Abuse (SHEA) Policy

13. Compliance with U.S. Laws: Regulations Incorporated by Reference. The Grantee agrees to adhere to applicable U.S. laws and regulations, including the regulations regarding Fixed Amount Awards incorporated by reference in 2 CFR 200, Uniform Administrative Requirements: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>.
14. Order of Precedence. In the event that any parties believe there is a conflict of intent or interpretation between any sections of this Grant Agreement and the Incorporated Documents and References, the order of precedence shall be: (1) Applicable laws and statutes of the United States, including any specific legislative provisions mandated in the statutory authority for the award; (2) Code of Federal Regulations (CFR); (3) Award Specifics; (4) Standard Terms and Conditions and (5) Other documents and attachments.
15. Authority of Authorized Representatives. It is agreed that the designated authorized representatives on behalf of the Grantee and HAI, as identified in Clauses 2 and 3 above, have unrestricted and official authority to represent their respective organizations in all matters related to this Grant Agreement.
16. Statement on Objectives of Grant. The Grantee agrees that all funding disbursed under this Grant Agreement shall be used exclusively towards the attainment of the proposed grant activity description as described in Annex 1, Grant Activity Description. Furthermore, if at any time the Grantee should determine that achievement of the stated objectives is no longer feasible, for any reason, the Grantee agrees to immediately notify HAI in writing to initiate discussion on next steps to be taken.
17. Period of Grant. With reference to Clause 6, Grant Start Date, and Clause 7, Grant Completion Date, it is agreed that all activities financed with HAI funds will be completed within the period of the grant unless HAI's Grant Authorized Representative provides approval of an extension in writing prior to the specified Grant Completion Date. HAI will not finance any activities completed outside of the period of the Grant without the aforementioned approval. It is the Grantee's responsibility to request an extension if needed at a minimum of 45 days in advance of the Grant Completion Date.
18. Modification. The Grant Agreement may only be modified by issuance of a formal written Grant Agreement Modification jointly executed by the Grantee's and HAI's Authorized Representatives.

19. Bank Account Information. Payments for the submission and acceptance of Deliverables per Clause 11 will be made by wire transfer to the following bank account:

Bank Name: DRFIP POITOU-CHAR ET VIENNE

Bank Address: 11 RUE RIFFAULT BP 549 – 86020 POITIERS CEDEX

Bank Account Number: IBAN FR76 1007 1860 0000 0010 0278 758

SWIFT Code: BIC TRPUFRP1

20. Payment Terms. The Grantee will be paid upon successful completion of established milestones and deliverables as outlined above under Clause 10, “ Milestones/Deliverables Table and Schedule of Payments.” Per Clause 11, The Grantee shall submit to HAI for review and approval the Milestone/Deliverable Certification and Invoice Template (using Annex 6) confirming milestone completion and requesting payment.

Upon confirmation and acceptance of successful milestone completion, HAI will issue payment to the Grantee per Clause 20. All payments will be made in USD.

Any deviation from the above payment schedule listed in Clause 10 requires a Grant Agreement Modification as described in Clause 19.

21. Procurement of Commodities and Services – The Grantee is authorized to conduct the procurement of commodities and/or services as detailed in Annex 2, the Final Approved Detailed Budget. For any procurement transaction over the **USD 60,848.00** the Grantee shall send HAI the following documentation for HAI’s review and advance written approval.

- Specifications for the equipment/scope of work for services.
- At least three quotations from suppliers or service providers.
- Memo with summary of competitive process, description of evaluation, and recommendation for selected vendor.

If HAI’s advance approval is not provided to the Grantee, HAI reserves the right to refuse reimbursement to the Grantee for the procurement if the Grantee procures before receiving prior written approval. Procurement under this Agreement, including sub-agreements, shall be conducted in full compliance with 2 CFR 200.317-200.327, Procurement Standards. Under no circumstances may the Grantee procure Ineligible Commodities and Services (military equipment, surveillance equipment, commodities and services for support of police or other law enforcement activities, abortion equipment and services, luxury goods and gambling equipment, or weather modification equipment), and the Grantee must have prior written approval by HAI to procure Restricted Commodities (agricultural commodities, motor vehicles including motorcycles, pharmaceuticals, pesticides, used equipment, medical equipment, U.S. Government-owned excess property, or fertilizer). In the event the Grantee procures any Ineligible Commodities/Services or any Restricted Commodities without prior written approval, HAI will not reimburse the Grantee for these procurements.

22. Conflict of Interest. All Grantee staff involved with a HAI-financed grant activity must be free of real or apparent conflict of interest. If the Grantee becomes aware of any real or potential conflict of interest, the Grantee’s Authorized Representative shall immediately notify the HAI Authorized Representative in writing.
23. Right of Visitation and Inspection. HAI shall have the right, at all reasonable times, to inspect or otherwise evaluate the work being performed as a result of the grant. HAI shall have the right to inspect documents related to the performance of the project and to require additional explanations and

information from the Grantee. HAI agrees to conduct any site visits in a manner that does not impede the day-to-day operations of the Grantee. The Donor shall also have direct and unrestricted access to the Grantee's HAI-related records, reports, supporting documentation, etc. HAI and the Donor have the right of visitation and inspection for up to three years following the end date of the grant, per 2 CFR 200.

24. Arbitration. In the event that any dispute arises concerning any aspect of this Grant Agreement that is not specifically addressed in these Terms & Conditions, it is hereby agreed that the matter will be presented to the *Eman* Grants Evaluation Committee, and such committee will be the final and binding arbitrator of such dispute. The Country Director will have final authority in resolving disputes.
25. Liability. The Grantee agrees that under no circumstances will it hold HAI, the Donor, and the *Eman* Project liable for any claims by the Grantee or any third party for damages arising from the implementation of any activity funded under this Grant Agreement. The Grantee assumes full responsibility for compliance with the laws and regulations of the Government of Canada.
26. Grant Termination or Suspension. This Grant Agreement may be terminated or suspended for an indefinite period with advance written notice by HAI or the Grantee as set out below:
 - a) For Cause. Should HAI or the Grantee determine that it is unlikely that the "Objective of the Grant" will be achieved or if any of the Terms and Conditions of this Agreement are not adhered to by either party;
 - b) For Convenience. HAI may terminate or suspend performance in the event the Donor stops, delays, or transfers the services of or funding to HAI for any reason.;
 - c) For Mutual Convenience. The parties may withdraw from this Agreement by mutual consent affirmed in writing;
 - d) For Force Majeure. By written notice by either party of the occurrence of an event of "force majeure," that is, an event that prevents completion of the grant activities or prevents grant funding that is beyond the control and without the fault of either party;
 - e) Gross Negligence or Malfeasance. In the event of gross negligence or malfeasance on the part of the Grantee including any incidence of fraud, HAI may terminate the Grant Agreement immediately;
 - f) Donor Involvement. The Donor retains the ability to terminate the grant activities unilaterally in extraordinary circumstances.

The Grantee hereby agrees that it will hold HAI, the Donor, and *Eman* blameless in the event of termination or suspension of this Agreement for any reason.

27. The U.S. Department of State Standard Terms and Conditions. The Grantee agrees to comply with the Donor's Terms and Conditions as outlined in Annex 3.
28. Certifications and Assurances. The Grantee agrees to comply with the certifications and assurances outlined in Annex 4 and to sign and return to HAI Part II: Key Individual Certification Narcotics Offenses and Drug Trafficking Certification.
29. Branding and Marking Strategy. When applicable, all Grantees are required to have an approved branding strategy and marking plan incorporated into their Grant Agreement (Annex 5). HAI will work with the Grantee on their branding strategy and marking plan at the time of award using a template provided by HAI.
30. Prohibition against Support for Terrorism. The Grantee is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and

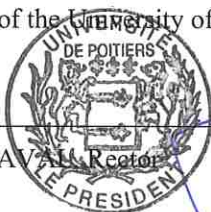
organizations associated with terrorism. It is the legal responsibility of the Grantee to ensure compliance with these Executive Orders and laws.

31. Prohibition of Assistance to Drug Traffickers. HAI reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.
32. Anti-Trafficking in Persons. HAI prohibits Trafficking in Persons as defined in the U.S. Department of State's Terms and Conditions Provision entitled Trafficking in Persons, per Annex 3. No employee, consultant, agent, or volunteer employed by the Grantee shall engage in any forms of trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure a commercial sex act, or use forced labor. If a person employed by the Grantee is made aware that a Grantee employee, consultant, subcontractor, agent, vendor, or volunteer has engaged in conduct that violates this policy, s/he must notify HAI immediately. Failure to do so could result in immediate Grant Agreement termination.
33. Changes. Subrecipient agrees to notify HAI promptly if there is any change of status in any of the above.
34. Miscellaneous.
 - 34.1 Neither party may assign this Subagreement or any interest therein without the written consent of the other party. Any attempt to assign without prior written consent is void.
 - 34.2. Subrecipient certifies and represents that the Statement of Work shall be performed in a professional and workmanlike manner and that any Deliverable shall be original to Subrecipient and will not knowingly infringe on any copyright held by any third party.
 - 34.3. This Subagreement and Exhibits contain the entire agreement between the parties, and no statements, promises, or inducements made by either party or agent of either party that are not contained in this written Subagreement shall be valid or binding; and this Subagreement may not be enlarged, modified, or altered except in writing signed by the parties. Subrecipient agrees to notify HAI promptly if there is any change of status in any of the above.

Statement of Agreement

If after having reviewed in its entirety this Agreement, you in your capacity as your organization's designated authorized representative fully and unconditionally agree with all of the above, you may enter into this Grant Agreement with the HAI by initialing each page and affixing your signature below. The Grantee represents that the designated Authorized Representative as identified in Clause 2 above and whose signature and name appears below is authorized to negotiate on the grantee's behalf and to bind the grantee in connection with this grant.

On behalf of the University of Poitiers

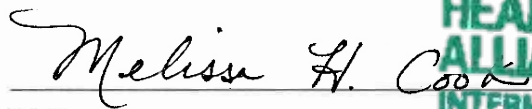


Virginie LAVALLÉE

9 November 2023

Date

On behalf of **Heartland Alliance International:**

A handwritten signature in black ink, reading "Melissa H. Cook". The signature is written over a horizontal line.

Melissa Cook, Executive Director



November 9, 2023

Date

Annex 1. Grant Activity Description

Scope of Work: University of Poitiers

Last Updated: September 11, 2023

Introduction: This Scope of Work (SOW) describes the tasks to be performed by the University of Poitiers (hereafter referred to as “the sub-recipient”) in assisting with the implementation of Heartland Alliance International’s (HAI) *Eman dar Khane*, *Eman dar Mahal-e Kar* (hereafter referred to as “*Eman*”) project during the period of **November 1, 2023 to June 30, 2024**. This SOW outlines the sub-recipient’s roles and responsibilities for conducting and reporting the project’s activities and will be used in concurrence with the project’s proposed narrative, budget, work plan, Performance Monitoring Plan (PMP), and any other policy documents drafted by HAI and/or the sub-recipient in line with the Prime Agreement. Any modifications to the SOW can be proposed by either the sub-recipient or HAI, but must be done so in writing and must be approved by HAI. The inability to complete these activities will affect subsequent grant disbursement and may affect the sub-recipient status as outlined in the sub-award.

Background: *Eman* seeks to increase the participation of women in the economy throughout the Middle East and North Africa by promoting gender equality in the workplace. The project will involve outreach campaigns to raise awareness about sexual harassment and gender-based discrimination in the workplace, legal support for women who have been victims of sexual harassment or gender-based violence, and the distribution of sexual harassment, exploitation, and abuse (SHEA) policies for major employers.

Activity	Completion Date
<p>Activity 1.1.2: Develop media products for mainstream audiences on sexual harassment and gender-based discrimination in the workplace.</p> <ul style="list-style-type: none"> <i>University of Poitiers will provide support to maintain a website to host digital materials, PSAs, and/or training modules related to combating sexual harassment and gender-based discrimination in the workplace.</i> <i>University of Poitiers will support HAI and the project consultant to publish 12 media products for PSAs over the duration of the contract that aim to raise awareness of the prevalence of workplace sexual harassment and gender-based discrimination, and to educate female workers in the project locations on their rights.</i> 	Development/launch during first month of contract; Maintenance throughout project
<p>Activity 2.2.1: Conduct survey/research on comparative best practices to combat gender discrimination and sexual harassment, focusing regionally and on middle-income countries</p> <ul style="list-style-type: none"> <i>The University of Poitiers will provide two research scholarships with the allocated funding from HAI.</i> <i>Under the supervision of the Consultant, research scholars will conduct research on regional best practices to combat gender discrimination and sexual harassment in the workplace. This research will be utilized to produce a report that will provide guidance for organizations and companies on developing their own SHEA policies, as well as other materials that will be published on the website.</i> <i>This work will require strong research and writing capacity in</i> 	November – December 2023

<i>Dari/Farsi and English.</i>	
<p>Activity 2.3.5: Conduct interviews on gender discrimination and sexual harassment and share messaging/information on social media</p> <ul style="list-style-type: none"> <i>Under the supervision of the Consultant, research scholars will identify publicly available opinions from influential leaders (in particular progressive religious scholars) that can be used to produce media outputs promoting anti-sexual harassment policies and the importance of women's rights in the workplace. These media outputs will be shared through the online platform (Activity 1.1.2).</i> <i>This work will require strong language capacity in Dari/Farsi and potentially English.</i> 	January – June 2024
<p>Ongoing:</p> <p><i>Student scholars will assist the Consultant with ad hoc translation needs (i.e. monthly reports, short documents, updates during meetings). This work will require strong language capacity in Dari/Farsi and English.</i></p>	Duration of Project
<p>Ongoing:</p> <p><i>University of Poitiers will create a payment mechanism based on HAI funding to support Mehrnoush Najafiragheb ("Consultant"), the PhD student studying at University of Poitiers who will be leading these activities, and research scholar(s) who will act in supporting role(s).</i></p>	Duration of Project
<p>Ongoing:</p> <p><i>The Consultant will oversee the work outlined above and will provide detailed monthly reports on both qualitative and quantitative progress against the project deliverables.</i></p>	Duration of Project

Annex 2. Final Approved Detailed Budget

Subrecipient: University of Poitiers
Prime Recipient: Heartland Alliance International
Project Title: Safe at Home, Safe at Work (Eman Dar Khane Eman Dar Mahal Kar)
Duration: November 2023 - June 2024

Line Item	Budget Description	Base of Calculation	Year 1 (2 months of Y1)				Year 2 (6 months of Y2)				Program Total (USD)
		Unit	LOE	Unit Cost (USD)	Qty	Total (USD)	LOE	Unit Cost (USD)	Qty	Total (USD)	
	PERSONNEL										
	Women's Rights and Advocacy Expert Consultant	Months	60%	5,638	2	6,766	60%	5,638	6	20,298	27,064
	Research Assistant	Months	100%	846	2	1,691	100%	846	6	5,074	6,766
	Research Assistant	Months	100%	846	2	1,691	100%	846	6	5,074	6,766
	Subtotal Personnel					\$ 10,149				\$ 30,447	\$ 40,596
	FRINGE BENEFITS										
	Fringe Benefits	%	10%	5,638	2	1,128	10%	5,638	6	3,383	4,511
	Subtotal Fringe Benefits					\$ 1,128				\$ 3,383	\$ 4,511
	TRAVEL										
	N/A		-	-	-	\$ -	-	-	-	\$ -	0
	Subtotal Travel					\$ -				\$ -	\$ -
	EQUIPMENT										
	N/A	-	-	-	-	0	-	-	-	0	0
	Subtotal Equipment					\$ -				\$ -	\$ -
	SUPPLIES										
	N/A	-	-	-	-	0	-	-	-	0	\$ -
	Subtotal Supplies					\$ -				\$ -	0
	CONTRACTUAL										
	Consultants & Contractual Relationships										
	N/A	-	-	-	-	0	-	-	-	0	0
	Subtotal Contractual					\$ -				\$ -	\$ -
	OTHER DIRECT COSTS										
	Direct Implementation Costs										
	Activity 1.1.2: Develop media products for mainstream audiences on sexual harassment and gender-based discrimination in the workplace. The University of Poitiers will provide support to maintain a website to host digital materials, public service announcement graphics, and/or training modules related to combating sexual harassment and gender-based discrimination in the workplace.	Months	100%	550	2	1,100	100%	550	6	3,300	4,400
	Activity 2.2.1: Conduct survey/research on comparative best practices to combat gender discrimination and sexual harassment, focusing regionally and on middle-income countries Research Assistants will support the consultant to conduct research on regional best practices to combat gender discrimination and sexual harassment in the workplace. This research will be utilized to produce guidance and examples for organizations and companies on developing their own SHEA policies, as well as other materials that will be published on the website.	Lump Sum	100%	200	1	200	100%	200	1	200	400
	Activity 2.3.5: Conduct interviews on gender discrimination and sexual harassment and share messaging/information on social media Research Assistants will identify publicly available opinions from influential leaders that can be used in media outputs promoting anti-sexual harassment policies and women's rights in the workplace. Materials will be produced by the research assistants in collaboration with the Women's Rights Expert, graphic designer, and HAL team.	Lump Sum	100%	400	1	400	100%	400	1	400	800
	Direct Operating Costs					\$ -				\$ -	0
	Subtotal Other Direct Costs					\$ 1,700				\$ 3,900	\$ 5,600
	Total Direct Charges					\$ 12,977				\$ 37,730	\$ 50,707
	Indirect Costs	20%				\$ 2,595				\$ 7,546	\$ 10,141
	TOTAL BUDGET					\$ 15,572				\$ 45,276	\$ 60,848

Annex 3. The U.S. Department of State Standard Terms and Conditions



**THE U.S. DEPARTMENT OF
STATE STANDARD TERMS AND
CONDITIONS**
*Revised October 1,
2019*
Effective December 28, 2015

I. Introduction

The recipient and any subrecipient must, in addition to the assurances and certifications made as part of the award, comply with all applicable terms and conditions below relevant to a Fixed Amount Award during the project period. **The term “recipient” and “subrecipient” refers to the Grantee receiving the Fixed Amount Award. The term “award” refers to the Grantee’s Fixed Amount Award.**

II. Order of Precedence

In the event of any inconsistency between provisions of the fixed amount award, the inconsistency will be resolved by giving precedence in the following order:

- A. Applicable laws and statutes of the United States, including any specific legislative provisions mandated in the statutory authority for the award.
- B. Code of Federal Regulations (CFR)
- C. Award Specifics
- D. Standard Terms and Conditions
- E. Other documents and attachments

III. Controlling Language

In accordance with 2 CFR 200.111, it is the Department of State’s policy that all award documents must be in the English language, including correspondence and supporting documents. If the award or any supporting documents are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version.

IV. Reserved

V. Reserved

VI. Reserved

VI. Recipient Responsibilities and Compliance with Federal Requirements

The recipient is responsible for notifying HAI of any significant problems relating to the administrative, programmatic or financial aspects of the award.

The recipient has full responsibility for the management of the project or activity supported under the award and for adherence to Federal regulations and the award terms and conditions. Although the recipient is encouraged to seek the advice and opinion of HAI on special problems that may arise, such advice does not diminish the recipient's responsibility for making prudent and sound administrative judgments under the circumstances prevailing at the time the decision was made and should not imply that the responsibility for operating decisions has shifted to HAI.

Subrecipient Flow Down Requirement:

In accordance with 2 CFR 330, terms and conditions flow down to all recipients, subrecipients and contractors, and must be appropriately addressed in the performing entity's subaward instrument. All cost reimbursement subawards (sub-grants, subcontracts, etc.), but not Fixed Amount Awards, are subject to those Federal cost principles applicable to the particular entity concerned.

Administrative and Allowable Cost Requirements:

Recipients shall comply with the following terms and conditions unless otherwise specified in the award.

Certain applicable Federal administrative standards are incorporated by reference. Appropriate officials are made aware that electronic copies containing the complete text of the Code of Federal Regulations are available at <https://ecfr.io/>. In addition, all 2 CFR references are available at <https://ecfr.io/Title-02/>.

The principal investigator(s) or project director(s) shall receive a copy of the terms and conditions, including the award -specific requirements, and any subsequent changes to the terms and conditions.

The appropriate recipient officials shall be made aware of the terms and conditions made available by the Department in electronic form at <https://www.state.gov/about-us-office-of-the-procurement-executive/>. These term and conditions may be duplicated, copied or otherwise reproduced as appropriate.

This provision does not alter the recipient's full responsibility for conduct of the project and compliance with all terms and conditions.

VII. Mandatory Disclosures

Consistent with 2 CFR 200.113, subrecipients must disclose, in a timely manner, in writing to the OIG and to the prime recipient (pass-through entity) all violations of Federal criminal law involving fraud, bribery, or illegal gratuities potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 "Remedies for Noncompliance," including suspension or debarment.

Forward disclosures to:

U.S. Department of State Office of Inspector General
P.O. Box 9778 Arlington, VA 22219
Phone: 1-800-409-9926 or 202-647-3320
Website: <https://oig.state.gov/hotline>

VIII. Reserved

IX. Conflict of Interest and Federal Assistance Awards

The recipient must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of sub-awards and sub-contracts. No employee, officer, or agent may participate in the selection, award, or administration of a subaward or subcontract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from another organization considered for a subaward or subcontract. The officers, employees, and agents of the recipient must neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients, subcontractors, or parties to subawards and subcontracts. However, the recipient may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

If the recipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the recipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest are those where, because of relationships with a parent company, affiliate, or subsidiary organization, the recipient is unable or appears to be unable to be impartial in conducting an award or procurement action involving a related organization.

The recipient must disclose in writing any potential conflict of interest to the Department or pass-through entity. If the effects of the potential or actual conflict of interest cannot be avoided, neutralized, or mitigated before award, the employee, officer or agent must recuse themselves from participating in the award. Where there is an organizational conflict, the prospective recipient is not eligible for the award.

If a potential or actual conflict of interest is identified after award and the effects cannot be avoided, neutralized or mitigated, the Department will terminate the award unless continued performance is determined to be in the best interest of the Federal government.

X. Liability

The recipient shall hold and save the Government, its officers, agents and employees harmless from all liability of any nature or kind, including costs and expenses, for or on account of any or all suits for damage sustained by any person or persons or property by virtue of performance of the award.

Notification of Award for Similar Program:

The recipient must immediately provide written notification to HAI in the event that, subsequent to the award, other Federal financial assistance is received relative to that particular project award.

Protocol and Decorum:

During the term of the award, the recipient will be associated with the Government in such a manner that the recipient's actions will reflect upon the Government and the United States. Therefore, the recipient will be held accountable for appropriate protocol and decorum during the award period of performance.

XI. Reserved

XII. Reserved

XIII. Reserved

XIV. Reserved

XV. Reserved

XVI. Reserved

XVI. Publication for Professional Audiences

Any publications or articles resulting from the award must acknowledge the support of the Department of State and include a disclaimer of official endorsement as follows: "This [article] was funded [in part] by a grant from the United States Department of State. The opinions, findings and conclusions stated herein are those of the author[s] and do not necessarily reflect those of the United States Department of State". The recipient must ensure that this disclaimer be included on all brochures, flyers, posters, billboards, or other graphic artwork that are produced under the terms of the award.

XVII. Branding and Marking Strategy

The recipient shall recognize the United States Government's funding for activities specified under the award at the project site with a graphic of the U.S. flag accompanied by one of the following two phrases based on the level of funding for the award:

1. Fully funded by the award: 'Gift of the United States Government'
2. Partially funded by the award: 'Funding provided by the United States Government'

Exemptions from this requirement may be allowable but must be agreed to in writing by the GO through HAI.

All programs, projects, assistance, activities, and public communications to foreign audiences, partially or fully funded by the Department, should be marked appropriately overseas with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. The requirement does not apply to the recipient's own corporate communications or in the United States.

The recipient should ensure that all publicity and promotional materials underscore the sponsorship by or partnership with the U.S. Government or the U.S. Embassy. The recipient may continue to use existing logos or program materials; however, a standard rectangular U.S. flag must be used in conjunction with such logos.

The U.S. flag may replace or be used in conjunction with the Department of State seal, the U.S. embassy seal, or other Department program logos.

Subrecipients and subsequent tier subaward agreements are subject to the marking requirements and the recipient shall include a provision in the subaward agreement indicating that the standard, rectangular U.S. flag is a requirement.

In the event the recipient does not comply with the marking requirements as established in the approved assistance agreement, HAI must initiate corrective action with the recipient.

XVII. Reserved

XIX. Prohibition Against Assignment

Notwithstanding any other provision of the award, the recipient must not transfer, pledge, mortgage, or otherwise assign the award, or any interest therein, or any claim arising thereunder, to any party or parties, bank trust companies, or other financing or financial institutions.

XX. Reserved

XXI. Reserved

XXII. Reserved

XXIII. Reserved

XXIV. Debarment and Suspension

Debarment and suspension are discretionary actions that, taken in accordance with this subpart, are appropriate means to effectuate this policy.

1. The serious nature of debarment and suspension requires that these sanctions be imposed only in the public interest for the Government's protection and not for purposes of punishment. Agencies shall impose debarment or suspension to protect the Government's interest and only for the causes and in accordance with the procedures set forth in 2 CFR Part 180 subparts A Through I and 2 CFR Part 601.
2. When more than one agency has an interest in the debarment or suspension of a recipient, the Interagency Committee on Debarment and Suspension, established under Executive Order 12549, and authorized by Section 873 of the National Defense Authorization Act, 2009 (P. L. 110-417), shall resolve the lead agency issue and coordinate such resolution among all interested agencies prior to the initiation of any suspension, debarment, or related administrative action by any agency.

The recipient certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State

antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated; and
4. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to the award.

XXV. Termination

Awards may be terminated in whole or in part if any of the circumstances stated below apply:

National Security or Foreign Policy Interests:

By the Department of State, if at any time the Department determines that continuation of all or part of the funding for a program should be suspended or terminated because such assistance is not consistent with the national security or foreign policy interests of the United States, or would be in violation of an applicable law. In such cases, the Department may, following notice to the recipient, suspend or terminate the award in whole or in part and prohibit the recipient from incurring additional obligations chargeable to the award other than those costs specified in the notice of suspension.

By Mutual Agreement:

When the Department of State wishes to terminate a project, the GO will issue, in writing, a termination notice to the recipient's authorized representative with a copy to the project manager and the GOR. The recipient may terminate their performance of a project in whole or in part. When both parties agree that continuation of the project would not produce results commensurate with further expenditure of funds or for any other reason, the award may be terminated by mutual consent. The recipient may terminate the project after the authorized representative advises the GO in writing; and concurrently sends a copy to the GOR. Within 30 days after receipt of a request by either party for termination by mutual agreement, the other party will provide an appropriate written response. The two parties must agree upon the termination conditions, including the effective date, and, in the case of partial termination, the portion to be terminated. The recipient must not incur new obligations for the terminated portion after the effective date and must cancel as many outstanding obligations as possible. The Department will allow full credit to the recipient for the Federal share of the obligations that cannot be cancelled properly incurred by the recipient prior to termination.

For Cause:

The Department of State reserves the right to terminate the award in whole or in part at any time before the project period end date, whenever it is determined that the recipient has failed to comply with the conditions of the award. However, if the Department determines in the case of partial termination that the reduced or modified portion of the award will not accomplish the purposes for which the award was made, it may terminate the award in its entirety.

The Department must promptly notify the recipient in writing of the determination and reasons for the termination, together with the effective date. Payments made to the recipient or recoveries by the Department on awards terminated for cause must be in accordance with the legal rights and liabilities of the parties.

XXVI. Certification Regarding Lobbying

As required by section 1352, title 31 of the U.S. Code, and implemented at 22 CFR Part 138, for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$20,134 and not more than \$201,340 for each such failure.

XXVII. Reserved

XXVIII. Award to Faith-Based and Community Organizations

The recipient may not discriminate against any beneficiary or prospective beneficiary under the award on the basis of religion or belief:

Accordingly, in providing services supported in whole or in part by this agreement or in its outreach activities related to such services, the recipient may not discriminate against current or prospective program beneficiaries on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

Unless specifically authorized by the Department of State, a recipient that engages in explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, and proselytization, must perform such activities and offer such services at a different time or location from any programs or services directly funded by this award, and participation by beneficiaries in any such explicitly religious activities must be voluntary.

If the recipient makes subawards under an agreement, faith-based organizations should be eligible to participate on the same basis as other organizations, and should not be discriminated against on the basis of their religious character or affiliation.

XXX. Prohibition on Abortion Related Activities

The recipient agrees that none of the funds provided by this award shall be used to issue funds to lobby for or against abortion. The recipient agrees that none of the funds provided by this award shall be used to pay for the performance of abortion as a method of family planning or to motivate or coerce any person to practice abortions.

XXXI. Reserved

XXXII. Trafficking in Persons

a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity—
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR part 601.

b. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

1. Is determined to have violated an applicable prohibition in paragraph i. 1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR part 601.

c. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions. For purposes of this award term:

1. “Employee” means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. “Private entity”:
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - B. A for-profit organization.
4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

XXXIII. Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism

Executive Order 13224 prohibits transactions with certain individuals and entities that commit or pose a significant risk of committing terrorist acts and also authorized the Secretary of State to designate additional individuals and entities.

The order also authorized the Secretary of the Treasury to designate additional individuals and entities that provide support or services to, are owned or controlled by, act for or on behalf of, or are “otherwise associated with,” an individual or entity who has been designated in or under the order. All property and interests in property of the individual or entity in the United States or in the possession or control of United States persons are blocked. The order prohibits all transactions and dealings in blocked property or interests in the United States or by United States persons, and prohibits transactions with, and provision of support for, individuals or entities listed in or subject to the order.

Recipients should be aware of Executive Order 13224 and the names of the individuals and entities designated thereunder. A list of these names may be found in the exclusions section of the [SAM.gov](#). Recipients are reminded that U.S. Executive Orders and U.S. laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with these orders and laws.

Annex 4. Certifications and Assurances

ANNEX 4

**CERTIFICATIONS, ASSURANCES AND OTHER STATEMENTS
OF THE GRANTEE**

PART I – Certifications and Assurances

1. CERTIFICATION REGARDING LOBBYING

By signing the Fixed Amount Award, the Grantee certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

"The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an

employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

2. PROHIBITION ON ASSISTANCE TO DRUG TRAFFICKERS

HAI or U.S. Department of State reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

3. CERTIFICATION REGARDING TERRORIST FINANCING, IMPLEMENTING EXECUTIVE ORDER 13224

By signing the Fixed Amount Award, the Grantee provides the certification set out below:

1. The Grantee, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Grantee to comply with its obligations under paragraph 1:
 - a. Before providing any material support or resources to an individual or entity, the Grantee will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by HAI or U.S. Department of State to the Grantee.
 - b. Before providing any material support or resources to an individual or entity, the Grantee also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Grantee should refer to the consolidated list

available online at the Committee's website:

<http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

- c. Before providing any material support or resources to an individual or entity, the Grantee will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
 - d. The Grantee also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification-
- a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."
 - b. "Terrorist act" means-
 - (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
 - (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
 - (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
 - c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
 - d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of U.S. Government funds or U.S. Government-financed commodities to the ultimate beneficiaries of the U.S. Department of State assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Grantee has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

- e. The Grantee's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Grantee that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Grantee has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of this Fixed Amount Award agreement, and any violation of it shall be grounds for unilateral termination of the agreement by HAI or U.S. Department of State prior to the end of its term.

4. CERTIFICATION OF RECIPIENT

By signing the Fixed Amount Award, the Grantee provides certifications and assurances for (1) the Certification Regarding Lobbying, (2) the Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals and (3) the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above.

These certifications and assurances are given in consideration of and for the purpose of obtaining any and all Federal grants extended to the Grantee by the donor through HAI. The Grantee recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States will have the right to seek judicial enforcement of these assurances. These assurances are binding on the Grantee, its successors, transferees, and assignees, and the person or persons whose signatures appear on the Fixed Amount Award, of which this Annex is incorporated.

PART II – Key Individual Certification Narcotics Offenses and Drug Trafficking

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the U.S. Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

Annex 5. Branding Strategy and Marking Plan

The name and logo of the University of Poitiers may appear on certain materials produced by Heartland Alliance International (i.e. booklets, infographics, or podcast graphics). The name of Heartland Alliance International will NOT appear on any materials associated with this project that are available to the public. The Grantee agrees to not discuss details of *Eman* with any individual who is not involved with the implementation of the project's activities.

Annex 6. Milestone/Deliverable Certification and Invoice Template

Milestone/Deliverable Certification and Invoice

Project Name: Eman dar Khane, Eman dar Mahal-e Kar	
Grantee Name:	University of Poitiers
Fixed Amount Award No.	7271-007
HAI Cost Center Code:	7271

This is to certify that the Carleton University has reached the milestone(s) and deliverable(s) listed below as required under the referenced Fixed Amount Award for the above referenced Project. The following table provides detailed information on the milestone.

Milestone No.	1
Milestone Item:	Enter Milestone Description from FAA Table
Deliverable:	Enter Deliverable Description from FAA Table
Deliverable Payment:	Enter Payment Amount from FAA Table
NOTE:	

The Grantee hereby certifies that the Milestone/Deliverable Certification and Invoice has been prepared in accordance with the terms of the Fixed Amount Award and to the best of their knowledge and belief is correct.

Certified By:
University of Poitiers

Accepted by:
Heartland Alliance International

Signature
Title



Date

Hamed Aziz
Project Manager

Date

Annex 7. Heartland Alliance International's Sexual Harassment, Exploitation, and Abuse (SHEA) Policy

HEARTLAND ALLIANCE INTERNATIONAL

Heartland Alliance International

PREVENTING SEXUAL HARASSMENT, EXPLOITATION & ABUSE (SHEA)

POLICY

Effective Date: 06/01/2012
Revision Date: 05/27/2020

REPORT ABUSE

We Believe in Equality and Human Rights for All

Heartland Alliance
International
(HAI) will NOT tolerate
sexual harassment,
exploitation or abuse of
anyone by any member
of its staff or its partner
organizations.

HAI will NOT tolerate
discrimination based on
sex, gender identity, race,
color, national origin, sexual
orientation, age, or disability
in its programs.

ALL REPORTS ARE CONFIDENTIAL If you are a victim or if you are aware of someone who is, contact:

1. REPORT TO HAI IN-COUNTRY SUPPORT: Name: _____ Position/Title: _____
Phone # _____ Email: _____
2. REPORT TO HAI IN-COUNTRY SUPPORT: Name: _____ Position/Title: _____
Phone # _____ Email: _____
3. REPORT TO HAI — USA: Email: abuse@heartlandalliance.org
4. OTHER EXTERNAL SUPPORT: Organization Name: _____
Phone # _____ Email: _____

The following things are against our policy and not tolerated: Sexual relationships between employees and participants. Exchanging work, money, food, shelter or anything else for sexual favors. Comments, pictures and actions that are sexual in nature and unwelcome. Unwelcome touching. Comments that are negative and based on someone's sex, gender identity, race, color, religion, national origin, sexual orientation, age, or disability. If an employee of HAI or of a partner organization does any of these things to you or someone you know – you have rights: you can tell them to stop or report it.

**HEARTLAND
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I. CORE PRINCIPLES

The promotion of human dignity and integrity is a core value of Heartland Alliance International's mission to secure the rights and well being of marginalized people and communities. Heartland Alliance International (HAI) recognizes its obligation and responsibility to operate in a manner consistent with the fundamental principles of human rights and, in the spirit of its mission, is dedicated to the prevention of and response to sexual harassment, exploitation and abuse.

Sexual harassment, exploitation and abuse of anyone (including refugees, children, women, and other program participants) by staff of HAI or its partner organizations will not be tolerated.

Heartland Alliance International affirms the six Core Principles adopted by the United Nation's Inter-Agency Standing Committee Task Force on Prevention and Response to Sexual exploitation and Abuse.

- *Sexual exploitation and abuse by humanitarian workers constitutes acts of gross misconduct and are therefore grounds for termination of employment.*
- *Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.*
- *Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to participants.*
- *Sexual relationships between humanitarian workers and participants are prohibited since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work (this includes participants who are sex workers and peer educators among them).*
- *Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, s/he must report such concerns via established agency reporting mechanisms.*

Humanitarian workers are obliged to create and maintain an environment which prevents sexual harassment, exploitation and abuse and promotes the implementation of their codes of conduct. Managers at all levels have particular responsibility to support and develop systems which maintain this environment.

- *As they represent their organization in front of donors, authorities or partners, members of Heartland Alliance International leadership staff are vulnerable as well to sexual harassment, exploitation or abuse, blackmail or corruption attempts.*
- *The defense of their human rights is a priority to Heartland Alliance International who will take all measures necessary and suitable to protect these in all circumstances.*

II. HEARTLAND ALLIANCE COMMITMENTS

Managers and supervisors must ensure that all Heartland Alliance International staff and partners understand and comply with its Sexual Harassment, Exploitation and Abuse policy. To aid in educating staff and partners, Heartland Alliance International and its managers and supervisors commit to:

- Develop organization-specific strategies to prevent and respond to sexual harassment, exploitation and abuse.
- Emphasize on language concerning SHEA in contract with partners.
- Incorporate our standards on sexual harassment, exploitation and abuse in induction materials and training courses for our partners to implement this policy within their organization.
- Incorporate appropriate job responsibilities (such as staff training, complaints and response mechanisms) in specific staff positions to support and ensure effective implementation of organizational strategies to prevent and respond to sexual harassment, exploitation and abuse.
- Ensuring all staff, contractors, volunteers, and partner organizations are implementing mandatory SHEA training on an annual schedule, at minimum. Training more often than once a year is strongly encouraged.
- In compliance with applicable laws and to the best of our abilities, prevent perpetrators of sexual harassment, exploitation and abuse from being rehired or redeployed by Heartland Alliance or its partners. This could include use of background and criminal reference checks.
- Establish and ensure that complaint mechanisms for reporting sexual harassment, exploitation and abuse are accessible, particularly to participants of Heartland Alliance programs, and that Heartland Alliance focal points for receiving complaints understand how to discharge their duties.
- Take appropriate action to the best of our abilities to protect persons from retaliation when allegations of sexual harassment, exploitation and abuse are made in good faith.
- Investigate allegations of sexual harassment, exploitation and abuse involving Heartland staff and partners in a timely and professional manner. This includes the use of appropriate interviewing practices with complainants and witnesses, particularly with children that differ from interrogative interview techniques. Engage professional investigators or secure investigative expertise as appropriate if needed.
- Take swift and appropriate action, including legal action when required, against Heartland Alliance employees who commits sexual harassment, exploitation and abuse. This may include administrative or disciplinary action, and/or referral to the relevant authorities for appropriate action, including criminal prosecution, in the abuser's country of origin as well as the host country.
- Provide basic emergency assistance (medical, legal) and basic psychosocial support as appropriate and feasible to complainants of sexual harassment, exploitation and abuse.

- Create and maintain mechanisms to systematically educate Heartland Alliance International staff, its partners, and the communities we serve on measures taken to prevent and respond to sexual harassment, exploitation and abuse.
- Ensure that when engaging in sub award agreements, these agreements a) incorporate the Participant Rights Statement as an attachment; b) include the appropriate language requiring such contracting entities and individuals, and their employees and volunteers to comply with this Policy; and c) expressly state that the failure of those entities or individuals, as appropriate, to fully comply to this policy shall constitute grounds for Heartland Alliance to terminate such agreements.
- Ensure high-level oversight and information systems on SHEA reports received and actions taken in order to monitor effectiveness, report progress and improve efforts to prevent and respond to sexual harassment, exploitation and abuse.
- Engage the support of communities and governments to prevent and respond to sexual harassment, exploitation and abuse, including through proposing new projects.
- Undertake a review of Heartland Alliance International's policy to prevent and respond to sexual harassment, exploitation and abuse at least every five years.

III. EMPLOYEE STANDARDS

HAI's capacity to achieve its vision and mission depends upon each and every one of us at HAI, individually and collectively. To this end, all HAI staff must uphold and promote the highest standards of ethical and professional conduct and abide by HAI's policies. This SHEA Policy sets the minimum standards to be followed by all HAI staff and enforces the mandatory training requirement for all staff, partners, and volunteers.

The need for this policy flows from a recognition that our work often puts HAI staff and partners in positions of power in relation to the communities we work with, especially vulnerable women and children. We have an obligation to use our power respectfully and must not abuse the power and influence we have over the lives and well being of the participants of our programs and others in the communities where HAI works.

These standards apply to all HAI staff and are intended to provide an illustrative guide for employees to make ethical decisions in their professional and personal lives. Any violation of these standards is a serious violation of the HAI SHEA Policy and Code of Ethical Conduct and may result in disciplinary action, up to and including dismissal, in accordance with disciplinary procedures even if these violations occur outside normal work hours.

- Employees will not request any service or sexual favor from potential or actual partners, colleagues, job applicants, participants of HAI programs or other individuals in the communities in which HAI works in return for contract, jobs, protection or assistance, or through any threat, blackmail and other abuse of power.
- Employees will not exchange money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior. This prohibition against exchange of money for sex means HAI employees may not engage the services of sex workers while on HAI business, including on HAI premises or accommodation, or while travelling to/from or attending workshops, meetings and trainings, regardless of the local or national law concerning sex work or prostitution in the country.

- Employees will not have sex or engage in sexual activities with program participants (including when participants are sex workers or when consent is provided) because there is an inherent conflict of interest and potential for abuse of power in such a relationship.
- Employees must refrain from sexual activity with any person under the age of 18, even if the local age of consent is less than 18 years. If the legal age of consent in a country is greater than 18 years of age, then the local and national laws of the country must be respected. Ignorance or mistaken belief of the child's age is not a defense.
- Employees will not support or take part in any form of sexual exploitative or abusive activities, including, for example, child pornography or trafficking of human beings.
- Employees will avoid engaging in sexual relationship with their colleagues because of the possibility that this will impact on their professional relationship, and because of the potential for abuse of power in such a relationship. Employees with management responsibilities are strictly forbidden to hire any individual with whom they have marital or sexual relationships.
- Employees will not charge recruitment fees or solicit a person for the purposes of employment under fraudulent pretenses.
- Employees will not require forced labor from colleagues, participants of HAI programs, children or others in the communities in which HAI works.
- Employees and partners will not destroy, conceal, confiscate, or otherwise deny access to identity or immigration documents.
- HAI and partners will provide return transportation to country of origin for staff hired from outside the country of service.
- Employees must report any concerns or suspicions they have regarding possible violations of this SHEA Policy via HAI's reporting mechanism (described below). Employees must at least report any such concerns via HAI established reporting procedures even when the person who may be in violation of this Policy is employed by one of HAI partners and not a HAI employee.
- Sensitive information related to incidents of SHEA whether involving partners, colleagues, program participants or others in the communities in which HAI works shall be shared only with enforcement authorities and HAI agents and employees of the appropriate seniority or function who have a need to know such information.
- Employees must undertake to create and maintain an environment that promotes the implementation of this Policy within all local programs/field locations.
- Managers and supervisors at all levels have particular responsibilities to support and develop systems that maintain an environment that facilitates implementation of this Policy and which is free of SHEA.


IV. REPORTING SHEA

If you experience or witness sexual harassment, exploitation or abuse, contact one of the designated Reporting Agents in your country office. Contacts should be available on each SHEA Poster in every offices.

You can also write directly to abuse@heartlandalliance.org (US based). Your email will be received by representative of Heartland Alliance in Chicago who have expertise in handling cases of SHEA. They

SHEA POLICY RECEIPT AND ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of HAI's policy on the prevention of Sexual Harassment, Exploitation and Abuse (SHEA). I agree to read it thoroughly, including the "Complaint Procedure." I also agree that if there is any provision in the policy that I do not understand, I will seek clarification from focal points/reporting agents

 _____
EMPLOYEE SIGNATURE

EMPLOYEE NAME (PLEASE PRINT)

DATE

HAI affirms its commitment to ensuring work environment that is free from any from harassment, including sexual harassment.

Sexual harassment, exploitation and abuse of anyone (including colleagues, refugees, children, women, and other program participants) by staff of HAI or its partner organizations will not be tolerated.

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will carefully guide you through the next steps with help from HAI's senior gender advisor and Human Resource manager.

HAI's Ethics and Abuse Email (abuse@heartlandalliance.org) is intended to address serious concerns that could have a harmful effect on program participants, the organization, or the communities in which we work. Examples include issues that:

- may lead to incorrect or fraudulent financial reporting
- are unlawful acts
- violate Heartland Alliance's Code of Ethics
- demonstrate serious, improper or threatening conduct including sexual harassment, exploitation and abuse

For matters that do not fit the definition above, we encourage you to discuss them directly with your supervisor or employee services.

Before contacting any of your supervisors and take further action, make sure that

- They have no link with the case,
- The complaining individual agrees with this strategy,
- Confidentiality is ensured according to his/her wish.

If the person reporting to you is at risk of immediate harm, danger or threat as a result of HAI donors, programs or staff, you should work to find an immediate safety solution for the person reporting. Contact the country office leadership or the above contact immediately to identify a solution. If possible, this information should be collected by one of the designated HAI focal points.

- All emails at abuse@heartlandalliance.org will be processed by Employee Services & Workforce Development.
- For suspected cases of trafficking, contact the Global Human Trafficking Hotline at +1-844-888-3733 or Help@BeFree.org.

Headquarters specialists are free to handle a case of SHEA without reporting to anyone else in the country office when necessary. HAI reserves the right to act or not to act on any information provided. The organization is not required to disclose its response or the actions resulting from any information that may be provided or reported, safety of participants and colleagues will prevail. The intentional misreporting of information is subject to disciplinary action.



SUB-AWARD AGREEMENT AMENDMENT

This letter amends the sub-award agreement between **L'Université de Poitiers** and **Heartland Alliance International** as follows:

Terms and Conditions:

6. Grant Completion Date: The grant completion date will be amended from June 30, 2024 to September 30, 2024.

10. Milestones/Deliverables Table and Schedule of Payments: Monthly programmatic reports will be required for July-September, in addition to the final report. The due date of the final report has been changed to October 4, 2024.

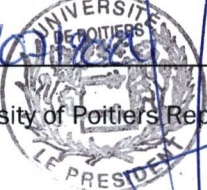
Description of Milestone	Required Deliverable	Due Date	Payment Amount (US Dollars)
November 2023 Advance Request		November 1, 2023	\$7,606.00
December 2023 Advance Request	Programmatic and Financial Reports with Supporting Documents for November 2023	December 1, 2023	\$7,606.00
January 2024 Advance Request	Programmatic and Financial Reports with Supporting Documents for December 2023	January 1, 2024	\$7,606.00
February 2024 Advance Request	Programmatic and Financial Reports with Supporting Documents for January 2024	February 1, 2024	\$7,606.00
March 2024 Advance Request	Programmatic and Financial Reports with Supporting Documents for February 2024	March 1, 2024	\$7,606.00
April 2024 Advance Request	Programmatic and Financial Reports with Supporting Documents for March 2024	April 1, 2024	\$7,606.00
May 2024 Advance Request	Programmatic and Financial Reports with Supporting Documents for April 2024	May 1, 2024	\$7,606.00
June 2024 Advance Request	Programmatic and Financial Reports with Supporting Documents for May 2024	June 1, 2024	N/A
July 2024	Programmatic Report for June 2024	July 5, 2024	N/A

August 2024	Programmatic Report for July 2024	August 5, 2024	N/A
September 2024	Programmatic Report for August 2024	September 5, 2024	N/A
Final Report	Programmatic and Financial Report for November 2023 – September 2024	October 4, 2024	\$7,606.00
			\$60,848.00

Annex 2: Final Approved Detailed Budget

Remaining funding from the sub-award between HAI and L'Université de Poitiers will be used to support two (2) Research Assistants for a period of three months (July 1, 2024 – September 30, 2024). The payment amount for Research Assistants will remain \$846 per deliverable. Because this is a fixed term contract, use of any remaining funding after the period of engagement with HAI is at the discretion of the Université de Poitiers.

All other terms, deliverables and conditions remain in effect. No additional extension of this subaward will be made.

18/07/2024

 Date: _____
 University of Poitiers Representative

Rebecca Obrock
 Date: 7/18/2024
 Rebecca Obrock
 Chief Operating Officer, HAI



UNIVERSITE DE POITIERS

**Conseil d'Administration
du 31 octobre 2024**

PRIX

➤ R80C02 : MSHS



École doctorale
Humanités
Université de Poitiers



Demande de validation du prix de thèse de

L'École Doctorale Humanités

Comme les années précédentes, la direction de l'école doctorale-ED 612 Humanités et son conseil ont souhaité mettre en place en 2024 un prix de thèse.

Le prix concerne les docteurs de l'ED 612 Humanités inscrits et ayant soutenu à l'Université de Poitiers entre le 1^{er} janvier et le 31 décembre 2023.

Chaque Unité de Recherche-UR, par l'intermédiaire de sa direction, propose à l'ED 612 Humanités « son » candidat selon ses propres critères disciplinaires de sélection. Si elle estime que deux candidats méritent de concourir, elle peut proposer deux noms au maximum.

Le nom du, ou des candidats, de chaque UR devra être adressé aux deux adresses

Le nom du, ou des candidats, de chaque UR devra être adressé aux 2 adresses ci-dessous avant le 29 avril 2024.

ed-humanites@univ-poitiers.fr

francois.brizay@univ-poitiers.fr

Il devra être accompagné d'une lettre explicative du candidat, d'un CV, du rapport de soutenance, d'un RIB et d'un courrier de soutien du directeur de l'UR.

L'arbitrage entre les différentes candidatures sera effectué par un comité composé des directeur et directrice des ED Humanités et Humains en société ainsi que de deux personnalités extérieures. Les membres extérieurs disposent de la moitié des voix. À l'issue de l'examen des rapports de soutenance, le comité en retiendra trois parmi lesquels il désignera le lauréat ou la lauréate.

Si l'un de ces trois rapports concerne le laboratoire du directeur de l'ED Humanités, ce dernier ne participera pas au vote final. Le directeur restant disposera de la moitié des voix.

Les critères de sélection sont :

- l'originalité scientifique de la thèse
- la durée de la thèse (disposition de l'article 14 de l'arrêté du 25 mai 2016)
- la valorisation de la thèse par l'ouverture de la thèse à un public non averti
- l'avis explicite du jury de soutenance exprimé dans le rapport de soutenance

Ces critères devront apparaître distinctement dans les courriers de chaque candidat et du directeur de l'UR.

Le montant du prix 2024 est équivalent à celui du Prix du Conseil doctoral. Il est fixé à 600€ pour le lauréat de l'ED.

Le prix sera versé sur le compte personnel du lauréat par l'ED Humanités.

Le lauréat s'engage à communiquer sur sa thèse et ses débouchés lors de la remise du Prix.



UNIVERSITE DE POITIERS

**Conseil d'Administration
du 31 octobre 2024**

**TARIFS COLLOQUES, EVENEMENTS
ET DEROGATIONS HEBERGEMENTS**

➤ U06 : UFR SHA

UNIVERSITE DE POITIERS
VOTE DE TARIFS D'INSCRIPTION A UN COLLOQUE
CONSEIL D'ADMINISTRATION DU 31 OCTOBRE 2024

INTITULE DU VOYAGE :	Stage de terrain - Licence professionnelle Agronomie
----------------------	--

DATES DU VOYAGE :	24/01/2025 au 01/02/2025
-------------------	--------------------------

UFR SUPPORT DU COLLOQUE :	UFR SHA
DEPARTEMENT SUPPORT DU COLLOQUE :	Département de Géographie
TYPE DE VOYAGE : (formation ou recherche)	FORMATION

Attention, si colloque Recherche, un taux de TVA de 10% est appliqué sur le HT

TARIFS D'INSCRIPTION

Catégorie de participants :	Etudiants
Tarif HT :	100 €



UNIVERSITE DE POITIERS

Conseil d'Administration du 31 octobre 2024

MISES A LA REFORME

➤ U06 : UFR SHA

➤ U07 : IAE

➤ U12 : INSPE

Mises à la réforme parc automobile

➤ U41 : Pôle Vie de Campus




UFR Sciences Humaines et Arts

Déclaration de mise au rebus

Le Directeur de l'UFR SHA informe les membres du conseil d'administration de l'Université de Poitiers de la mise au rebus du matériel en annexe suivant la procédure d'établissement de la gestion des DEEE en lien avec la DLPI et la société Paprec.

Le directeur de l'UFR SHA



Jean-Louis Yengue

FICHE DE SUIVI OU SORTIE D'INVENTAIRE

NB: Cette fiche est à transmettre à votre gestionnaire par courrier interne ou électronique.

SERVICE OU COMPOSANTE UTILISATEUR			
Code :		Libellé service ou composante :	IAE de Poitiers
Complément d'information :		CEPE Angoulême	

CAS DE SUIVI D'INVENTAIRE			
Déménagement	<input type="checkbox"/>	Localisation ancienne (code):	
		Localisation future (code):	
Transfert	<input type="checkbox"/>	Nouvel utilisateur (Centre Financier) :	

CAS DE SORTIE D'INVENTAIRE			
Mise au rebut	<input checked="" type="checkbox"/>	Don	<input type="checkbox"/>
Vente	<input type="checkbox"/>	Vol <small>(joindre la déclaration de vol)</small>	<input type="checkbox"/>
Commentaires :			

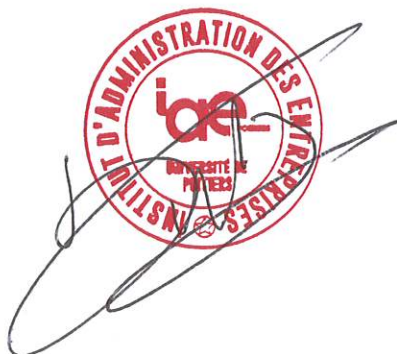
Les pièces justificatives nécessaires pour réaliser la sortie d'un bien sont outre l'extrait de délibération émis par le Conseil d'Administration :

- Cas de mise au rebut : Procès verbal de destruction
- Cas de vente : L'engagement écrit de l'acquéreur ou le résultat de vente de la DNID (si cession via le Service des Domaines)
- Cas de don : Convention de cession gratuite
- Cas de vol : Déclaration de vol

DESCRIPTION DES BIENS - En cas de volume important, prendre contact avec le gestionnaire pour effectuer une extraction SIFAC					
Société	N° Immobilisation	N° Inventaire	N° de série	Description du bien	
dell		101295	GC3272J	Ordinateur	dell optiplex gx620
Lenovo		107028	S1W9693	Ordinateur	ThinkCentre A70z
dell		101287	8D3272J	Ordinateur	dell optiplex gx620
dell		101266	FYKFP3J	Ordinateur	optiplex 755
dell		101263	5ZKFP3J	Ordinateur	optiplex 755
Lenovo		107017	S1W9798	Ordinateur	ThinkCentre A70z
dell		101636	1YKFP3J	Ordinateur	optiplex 755
dell		101167	CF3272J	Ordinateur	dell optiplex gx620
dell		101194	5G3272J	Ordinateur	dell optiplex gx620
dell		101189	8F3272J	Ordinateur	dell optiplex gx620
dell		101264	BXKFP3J	Ordinateur	optiplex 755
dell		101254	DB90K4J	Ordinateur	optiplex 780
dell		101250	9F3272J	Ordinateur	dell optiplex gx620
dell		116493	GP30S12	Ordinateur	Optiplex 9020
hewlett packard		NC	CZC7181C9Z	Ordinateur	HP dc 7700
dell		101650	2D3272J	Ordinateur	dell optiplex gx620
dell		101649	GD3272J	Ordinateur	dell optiplex gx620
dell		101648	93GCS4J	Ordinateur	optiplex 780
Lenovo		107015	S1W9749	Ordinateur	ThinkCentre A70z
dell		101262	8YKFP3J	Ordinateur	optiplex 755
dell		101638	7D3272J	Ordinateur	dell optiplex gx620
Lenovo		107012	s1w9730	Ordinateur	ThinkCentre A70z
dell		101286	43GCS4J	Ordinateur	optiplex 780
Lenovo		107037	s1w9806	Ordinateur	ThinkCentre A70z
Lenovo		107050	s1w9768	Ordinateur	ThinkCentre A70z
Lenovo		107049	s1w9756	Ordinateur	ThinkCentre A70z
Lenovo		107024	s1w9777	Ordinateur	ThinkCentre A70z
Lenovo		107032	S1w9782	Ordinateur	ThinkCentre A70z
Lenovo		107023	s1w9835	Ordinateur	ThinkCentre A70z

Lenovo		107025	s1w9795	Ordinateur	ThinkCentre A70z
Lenovo		107033	s1w9804	Ordinateur	ThinkCentre A70z
Lenovo		107016	s1w9751	Ordinateur	ThinkCentre A70z
Lenovo		NC	S1W9692	Ordinateur	ThinkCentre A70z
Lenovo		107013	S1w9752	Ordinateur	ThinkCentre A70z
Lenovo		107048	s1w9700	Ordinateur	ThinkCentre A70z
Lenovo		107021	s1w9808	Ordinateur	ThinkCentre A70z
Lenovo		107026	s1w9776	Ordinateur	ThinkCentre A70z
Lenovo		107034	s1w9757	Ordinateur	ThinkCentre A70z
Lenovo		107045	s1w9761	Ordinateur	ThinkCentre A70z
Lenovo		107044	s1w9796	Ordinateur	ThinkCentre A70z
dell		101641	7ZKFP3J	Ordinateur	optiplex 755
Lenovo		107018	s1w9794	Ordinateur	ThinkCentre A70z
dell		NC	7F3272J	Ordinateur	dell optiplex gx620
Lenovo		107014	s1w9765	Ordinateur	ThinkCentre A70z
dell		101268	DZKFP3J	Ordinateur	optiplex 755
dell		101288	4F3272J	Ordinateur	dell optiplex gx620
Lenovo		107027	S1w9865	Ordinateur	ThinkCentre A70z
Lenovo		107040	S1w9799	Ordinateur	ThinkCentre A70z
dell		NC	JD3272J	Ordinateur	dell optiplex gx620
Lenovo		107036	S1W9781	Ordinateur	ThinkCentre A70z
Lenovo		107022	S1w9790	Ordinateur	ThinkCentre A70z
dell		101170	3B90K4J	Ordinateur	optiplex 780
Lenovo		107019	S1W9800	Ordinateur	ThinkCentre A70z
dell		101623	HYKFP3J	Ordinateur	optiplex 755
dell		101625	1BLCW0j	Ordinateur	dell precision 360
dell		116012	D5GPFY1	Ordinateur	optiplex 7010 SF
hewlett packard		101183	CZC7181CB0	Ordinateur	HP dc 7700
dell		NC	6T28WOJ	Ordinateur	dell optiplex GX270
dell		NC	6ZR4Q1J	Ordinateur	dell optiplex GX280
dell		101177	3C90K4J	Ordinateur	optiplex 780
Lenovo		107035	s1w9807	Ordinateur	ThinkCentre A70z
LEXMARK		NC	9401T3W	Imprimante	C750
LEXMARK		101176	271830	Imprimante	laser couleur
LEXMARK		101185	99152X4	Imprimante	T 632
LEXMARK		NC	99152X5	Imprimante	T 632
LEXMARK		NC	45146PHH37K0N	Imprimante	MS510DN
LEXMARK		115115	451431HH0FBX6	Imprimante	MS510DN
LEXMARK		NC	72BKLB	Imprimante	E260dn

COMMENTAIRES :



Fait à :	Angoulême
Le :	22/03/2024
Nom :	Berteau
Prénom :	Arnaud
Téléphone :	05 45 21 25 20
Signature :	
Validation hiérarchique :	
Validation par le Conseil d'Administration de l'Université :	

FICHE DE SUIVI OU SORTIE D'INVENTAIRE

NB: Cette fiche est à transmettre à votre gestionnaire par courrier interne ou électronique.

SERVICE OU COMPOSANTE UTILISATEUR			
Code :		Libellé service ou composante :	IAE de Poitiers
Complément d'information :			

CAS DE SUIVI D'INVENTAIRE			
Déménagement	<input type="checkbox"/>	Localisation ancienne (code):	
		Localisation future (code):	
Transfert	<input type="checkbox"/>	Nouvel utilisateur (Centre Financier) :	

CAS DE SORTIE D'INVENTAIRE			
Mise au rebut	<input checked="" type="checkbox"/>	Don	<input type="checkbox"/>
Vente	<input type="checkbox"/>	Vol <small>(joindre la déclaration de vol)</small>	<input type="checkbox"/>
Commentaires :			

Les pièces justificatives nécessaires pour réaliser la sortie d'un bien sont outre l'extrait de délibération émis par le Conseil d'Administration :

- Cas de mise au rebut : Procès verbal de destruction
- Cas de vente : L'engagement écrit de l'acquéreur ou le résultat de vente de la DNID (si cession via le Service des Domaines)
- Cas de don : Convention de cession gratuite
- Cas de vol : Déclaration de vol

DESCRIPTION DES BIENS - En cas de volume important, prendre contact avec le gestionnaire pour effectuer une extraction SIFAC				
Société	N° Immobilisation	N° de série	Description du bien	
	116482	5Y30S12	DELL Optiplex 9020	PC FIXE
	115139	8CJPFY1	DELL Optiplex 7010	PC FIXE
	116005	2MPPFY1	DELL Optiplex 7010	PC FIXE
	115112	69PPFY1	DELL Optiplex 7050	PC FIXE
	131644	1XQ6DK2	DELL Optiplex 9020	PC FIXE
	116361	3LXZR12	DELL Optiplex 9020	PC FIXE
	116010	CDJPFY1	DELL Optiplex 7010	PC FIXE
	116004	7LPPFY1	DELL Optiplex 7010	PC FIXE
	116289	5CG5280PMM	HP Elite Book 820	PC PORTABLE
	116418	5CG4423H9Q	HP Elite Book 820	PC PORTABLE
	116428	CNU4219Z3Y	HP Elite Book 820	PC PORTABLE
	116241	5CG726454J	HP Elite Book 820	PC PORTABLE
	116258	5CG6261565	HP Elite Book 820	PC PORTABLE
	N/A	W89083R571A	APPLE MBP 15.4 A1286	PC PORTABLE
	N/A	C02JG3NEDTY4	APPLE A1278	PC PORTABLE
	116258	N/A	LENOVO X230	PC PORTABLE
	116228	N/A	LENOVO X230	PC PORTABLE
	104088	N/A	LENOVO X230	PC PORTABLE

COMMENTAIRES :



Fait à :	Poitiers
Le :	28/05/2024
Nom :	Boiteau
Prénom :	Jean-Loïc
Téléphone :	549454497
Signature :	
Validation hiérarchique :	
Validation par le Conseil d'Administration de l'Université :	

FICHE DE SUIVI OU SORTIE D'INVENTAIRE

NB: Cette fiche est à transmettre à votre gestionnaire par courrier interne ou électronique.

SERVICE OU COMPOSANTE UTILISATEUR			
Code :	U12	Libellé service ou composante :	INSPÉ
Complément d'information :			

CAS DE SUIVI D'INVENTAIRE		
Déménagement	<input type="checkbox"/>	<div>Localisation ancienne (code):</div> <div>Localisation future (code):</div>
Transfert	<input type="checkbox"/>	<div>Nouvel utilisateur</div> <div>(Centre Financier):</div>


CAS DE SORTIE D'INVENTAIRE		
Mise au rebut	<input checked="" type="checkbox"/>	<div>Don</div> <div>Vol</div> <div>(joindre la déclaration de vol)</div>
Vente	<input type="checkbox"/>	<div>Commentaires : Mises à la réforme_CA du 31/10/2024</div>

Les pièces justificatives nécessaires pour réaliser la sortie d'un bien sont outre l'extrait de délibération émis par le Conseil d'Administration :

- Cas de mise au rebut : Procès verbal de destruction
- Cas de vente : L'engagement écrit de l'acquéreur ou le résultat de vente de la DNID (si cession via le Service des Domaines)
- Cas de don : Convention de cession gratuite
- Cas de vol : Déclaration de vol

DESCRIPTION DES BIENS - En cas de volume important de biens, prendre contact avec le gestionnaire pour effectuer une extraction SIFAC			
Société	N° Immobilisation	N° de série	Description du bien
1010	145553		POSTE PLAN DE TRAVAIL
1010	123997		POSTE PLAN DE TRAVAIL
1010	104714		PIANO DROIT PLEYEL

COMMENTAIRES :

Fait à :	Poitiers
Le :	07/10/2024
Nom :	ALAMARGOT
Prénom :	Denis
Téléphone :	
Signature :	<div>M. Denis ALAMARGOT,</div> 
Validation hiérarchique :	<div>Directeur de l'INSPÉ de l'Académie de Poitiers.</div>
Validation par le Conseil d'Administration de l'Université :	



SERVICE OU COMPOSANTE UTILISATEUR			
Code :	U41	Libellé service ou composante :	DLPI
Complément d'information :			

CAS DE SUIVI D'INVENTAIRE			
Déménagement	<input type="checkbox"/>	Localisation ancienne (code):	
		Localisation future (code):	
Transfert	<input type="checkbox"/>	Nouvel utilisateur (Centre Financier) :	


CAS DE SORTIE D'INVENTAIRE		
Mise au rebut <input type="checkbox"/>	Don <input type="checkbox"/>	Commentaires : Vente DNID, plate-forme domaniale
Vente <input checked="" type="checkbox"/>	Vol <input type="checkbox"/> (joindre la déclaration de vol)	

- Cas de mise au rebut : Procès verbal de destruction
- Cas de vente : L'engagement écrit de l'acquéreur ou le résultat de vente de la DNID (si cession via le Service des Domaines)
- Cas de don : Convention de cession gratuite
- Cas de vol : Déclaration de vol

[illegible]

COMMENTAIRES :	
	Véhicule vandalisé en avril 2024, nécessitant des frais de réparations au-delà de leurs valeur d'argus.

Éric GUILBAUD

Fait à :	Politiers
Le :	26/08/2024
Nom :	Demars
Prénom :	Marion
Téléphone :	06 24 49 91 08
Signature :	
Validation hiérarchique :	
Validation par le Conseil d'Administration de l'Université :	



UNIVERSITE DE POITIERS

**Conseil d'Administration
du 31 octobre 2024**

ADMISSIONS EN NON VALEUR

Document fourni par les services de l'Agent Comptable

➤ U70 : UB PAIE

ADMISSION EN NON VALEUR

UB	N° de l'ANV	Recette n°	Date	N° Tiers	Montant	Observations & Avis de l'agent comptable
U04	2024-047	240005276 - Convention portant sur le versement d'une bourse annuelle - 5 000 € suivant article 4 de la convention.	11/02/2015	5696	5 000,00 €	Après échanges avec Monsieur DEVRETON - Directeur de l'IAE, nous n'avons aucun moyen d'obtenir le recouvrement de cette facture. Je propose une admission en non valeur.
U04	2024-048	240007768 - Convention portant sur le versement d'une bourse annuelle - 5 000 € suivant article 4 de la convention.	25/02/2016	5696	5 000,00 €	Après échanges avec Monsieur DEVRETON - Directeur de l'IAE, nous n'avons aucun moyen d'obtenir le recouvrement de cette facture. Je propose une admission en non valeur.
R80	2024-049	240011406 - Versement selon la commande n° 20180601 du 15/06/2018 et conformément à l'article 4 du contrat de prestation de services signé le 3 janvier 2018. Référence BI : 786322 - Référence UP : 2017-R-267 "Détection de contrefaçons par analyse d'images".	03/07/2018	8016	4 800,00 €	La société a reçu plusieurs relances. (R1 et R2 en recommandé avec AR). Par jugement d'ouverture du 26/01/2022, la société a été placée en redressement judiciaire. Je propose une admission en non valeur.
U07	2024-050	210035481 - Frais de formation à distance du Master 2 Gestion des Ressources Humaines, pour l'année universitaire 2020-2021.	16/03/2021	U07_CLIENT	5 090,00 €	L'entreprise a reçu plusieurs relances. Par jugement d'ouverture du 01/03/2023, la société a été placée en liquidation judiciaire. Je propose une admission en non valeur.
UP	2024-051	210022319 - Complément coûts de formation pour 4 étudiants en licence et 28 étudiants en master pour l'année universitaire 2016/2017	26/11/2019	1785	6 371,00 €	Après échanges avec Monsieur DEVRETON - Directeur de l'IAE, nous n'avons aucun moyen d'obtenir le recouvrement de cette facture. Je propose une admission en non valeur.
UP	2024-052	210030255 - Frais de Gestion administrative et rétrocession de matériel pédagogique - Droits d'inscription de 42 étudiants inscrits en Master pour l'année universitaire 2017/2018	08/12/2020	1785	24 206,40 €	Après échanges avec Monsieur DEVRETON - Directeur de l'IAE, nous n'avons aucun moyen d'obtenir le recouvrement de cette facture. Je propose une admission en non valeur.
UP	2024-053	210035710 - Avenant financier 2019/2020 selon convention du 19 novembre 2016 entre ISMA DE DOUALA (cameroun) et l'UP	04/05/2021	1785	33 988,00 €	Après échanges avec Monsieur DEVRETON - Directeur de l'IAE, nous n'avons aucun moyen d'obtenir le recouvrement de cette facture. Je propose une admission en non valeur.