



Istituto Superiore di Sanità

Agreement between

The **Istituto Superiore di Sanità**, hereinafter referred to as "**ISS**", established in Italy - Viale Regina Elena, 299 – 00161 Rome, legal registration number 80211730587 represented for the signature of this agreement by its Financial Manager Dr. Rosa Maria Martoccia,

and

The **Tigray Health Bureau**, hereinafter referred to as "**THB**", established in Mekelle, Tigray, Ethiopia – T Number 0001451962 –represented for signature of this agreement by its legal representative , Dr. Hagos Godefay,

Whereas

⇒ ISS and the Italian Ministry of Foreign Affairs have signed, on June 19th, 2015, an Agreement to carry out the Project "**A training and operational research project to improve retention in care for people living with HIV, in Tigray, Ethiopia**" (hereinafter referred to us "The Project");

A training and operational research project to improve retention in care for people living with HIV, in Tigray, Ethiopia

⇒ In the contest of the activities described in the Project, is foreseen the collaboration with the THB, as one of the two Local Partners, that will contribute to achieve the objectives of the Project;

THE FOLLOWING IS AGREED AND STIPULATED

Article 1

(Preamble)

1. The above preliminary remarks are an integral part of the present agreement.

Article 2

(Objectives)

The present Agreement regulates the collaboration between the ISS and the THB, for achieving the objectives of the Project.

In particular, the THB will carry out the research activities described in the **Annex 1**, which form an integral part of this agreement.

Dr. Raffaella Bucciardini is the scientific manager for ISS;

Dr. Mr. Hagos Godefay, is the scientific manager for the THB.

Article 3
(Direction and coordination)

1. The parties may agree to variations in the activities that may become necessary for the optimal achievement of the objectives.
The aforementioned variations cannot affect or modify in any way the amount mentioned in article 4.
2. The ISS may, at any time, undertake verifications to ascertain the state of advancement of the THB's activities, and their connection to carrying out the pre-established objectives.

Article 4
(Financing the research)
(MANAGEMENT OF THE FINANCING)

1. The maximum contribution the ISS will recognize to the THB, for the activities under the present agreement, during the whole duration of the project, is set in the amount of **€66.888,00**.
2. The above financial contribution will be paid, after receiving a regular request of payment, as follow:
 - 70%, equal to € 46.822,00, after the signature of the present agreement;
 - 30%, equal to € 20.066,00, on June 2016, after submission to ISS of an **intermediate financial report** of the expenditure incurred for the activities carried out up to that moment.
3. The Costs Statement must be accompanied by all the supporting documents of the expenses incurred, either in the original or exact copies of the same. All the supporting documents must be translated in English, and for each invoice, or payment receipts, must also be indicated the amount in Euros, using the exchange rate at the date when the financial contribution was provided to the THB.
4. The financial contribution must be used exclusively for expenses incurred during the duration of the research project, and for expenses strictly pertinent to the realization of research activities.
5. In all cases, expenses not foreseen by the budget, attached to the present agreement as **Annex 2)**, may neither be undertaken nor, as a consequence, be recognized.
6. The THB must justify the "overhead costs", at the end of the projects, with a declaration of the Institution Legal Representative.
7. At the expiration of the present act, the THB must present a **final financial report** of all the expenses incurred, accompanied by all the supporting documents, either in the original or exact copies of the same, relative to the expenses effectively incurred, and corresponding to the budget herewith attached (**Annex 2**).
8. The aforementioned financial report must be approved by the scientific manager and must be signed by the THB's legal representative, or by a delegate of the same (should the signature be delegated, a copy of the delegation decree must be attached.)



Article 5
(Force majeure)

In the event that, for reasons of force majeure (impracticability of Ethiopian territory by war, terrorism, riots, closure of borders or similar), it is impossible to complete the project, the THB will submit the statement of the expenses incurred up to that moment, and return to the ISS the advanced payments eventually not used.

Article 6
(Unilateral withdrawal)

1. This Agreement may be terminated at the request of either Party, on serious default by the counterparty.
2. In this case, the Party concerned, shall notify to the other, to fulfill his contractual obligations, requesting to provide its performance within maximum 30 days.
3. If the THB doesn't realize the actives mentioned in the Annex 1, or doesn't present the financial report, with all the necessary supporting documents, it will be required to return the sums already received
- 4.

Article 7
(Duration of the agreement)

1. The effects of the present agreement will run from the date of the last signature of the Parties, and will be binding between themselves until the completion of the Project.
2. The Project duration is established in **12 months**; the Project's activities have been **started on September 16, 2015** and shall be completed **by September 15, 2016**.
3. The deadline may be extended, if necessary for the correct completion of the activities, by agreement between the Parties, and subject to approval by the Italian Ministry of Foreign Affairs. In any case, the extension may be requested only once, and for a period of not more than twelve months.

Article 8
(Disputes)

1. The parties shall attempt to resolve all disputes through informal means. This may include mediation, arbitration, or any other procedures upon which the parties agree. Each party agrees that, prior to resorting to litigation to resolve any dispute, it will confer with the other party to determine whether other procedures that are less expensive or less time consuming can be adopted to resolve the dispute, which may include the following. Any and all divergences in the interpretation or the execution of this agreement, if not resolved by the parties will be devolved to the judgment of a board of arbitration composed of three members chosen, one by each party, and the third, who will act as board president, nominated by common agreement by the two arbitrators. The board of arbitration will decide without formalities and arbitration itself will take place at ISS.



**Article 9
(Annexs)**

The following document are an integral part of the present agreement:

Annex 1: Research activities to be performed by the THB;

Annex 2: Budget

For Istituto Superiore di Sanità

Financial Manager
Dott.ssa Rosa Maria Martoccia



Date: **14 OTT 2015**

Stamp of the Institution



For Tigray Health Bureau

Legal Representative
Mr. Hagos Godefay



Date:

Stamp of the Institution

ANNEX 1

Tigray Health Bureau

Funding provided to our Institution will be allocated to carry out the following activities:

- A. Research activities
- B. Involvement of patients' associations
- C. Training activities

A. Research activities

Regarding research activities the financial support will be mainly used to pay top-up and salaries of the health workers involved in the project. Specifically:

- A) Nurses/Health officers
- B) Case managers
- C) Local project supervisor
- D) Tigray Health Bureau members

The research activity consists of the longitudinal collection of epidemiological data (over the entire period of the project) of patients with HIV infection taking antiretroviral therapy (ART) at the participating health facilities (HFs). Patients will be clinically followed according to the routine schedule of the HFs. Data will be collected using forms (enrolment-form, follow-up-form, exit-form) specifically designed for this study. Forms will be completed by the nurses working in the ART units of each HF, and include all data collected during the usual clinical practice. Data will be entered, by trained case-managers into a computerized database specifically created for the study.

The local supervisor plays mainly the role of intermediary between the staff members and, more generally, between the Ethiopian and Italian Institutions involved in the project. His presence is essential to facilitate

the execution of all the project phases. The Tigray Health Bureau as the Ethiopian Institution of reference for the project with full ownership will guaranteed the performance of all the activities planned at the HFs involved in the project.

B. Involvement of patients' associations

The project will involve local patients' association since the beginning and throughout the study. Specifically patients' associations initiatives will provide counselling to the patients, contribute in increasing knowledge of HIV/AIDS and understanding the importance of adherence and retention. A close collaboration between case-managers and community health workers (CHWs) is a key activity to improve patients retention in care. CHWs will be responsible, where possible, for trace patients missing at follow-up visits: phone calls and home visited will be organized to discuss the reasons for no retention or identify the deaths. Communication between patient and CHW should encourage the patient to restart treatment and follow-up visits. Patient organizations will provide for the necessary monetary resources to carry out the below activities.

C. Training activities

Ample space will be dedicated to discussion of the results to favour full comprehension and sharing of ideas and proposals. In this, it will be necessary to create a collaboration network between all the HFs participating in the project. Training meetings will be mainly organized during the on-site permanence of ISS team to verify the improved awareness of the value contained in the results produced and their utility and applicability in daily clinical practice.



ANNEX 2



CASA PROJECT
BUDGET PLAN September, 16th 2015 – September 15th 2016
TIGRAY HEALTH BUREAU

CASA-manager (salary)	One month/Euro	12 months/Euro
Case manager Mekelle HC	170,00 Euro	2040,00 Euro
Case manager Alamata HC	170,00 Euro	2040,00 Euro
Case Manager Mohoni HC	170,00 Euro	2040,00 Euro
Case manager Mekelle Hospital	170,00 Euro	2040,00 Euro
Case manager Alamata Hospital	170,00 Euro	2040,00 Euro
Case Manager Machew Hospital	170,00 Euro	2040,00 Euro
Sub Total	1020,00 Euro	12.240,00 Euro

Health officer (top-up)	One month/Euro	12 months/Euro
Mehoni Health Center	42,00 Euro	504,00 Euro
Alamata Health Center	42,00 Euro	504,00 Euro
Mekelle Health Center	42,00 Euro	504,00 Euro
Alamata Hospital	42,00 Euro	504,00 Euro
Mekelle Hospital	42,00 Euro	504,00 Euro
Machew Hospital	42,00 Euro	504,00 Euro
Sub Total	252, 00 Euro	3024,00 Euro

Nurses (top up)	One month/Euro	12 months/Euro
Mekelle HC	200,00 Euro	2.400,00 Euro
Alamata HC	200,00 Euro	2.400,00 Euro
Mohoni HC	200,00 Euro	2.400,00 Euro
Mekelle Hospital	200,00 Euro	2.400,00 Euro
Alamata Hospital	200,00 Euro	2.400,00 Euro
Machew Hospital	200,00 Euro	2.400,00 Euro
Sub Total	1.200,00 Euro	14.400,00 Euro

Local Supervisor (salary)	One month/Euro	12 months/Euro
Atakilt Halifom	1.000,00 Euro	12.000,00 Euro
Sub Total	1.000,00 Euro	12.000,00 Euro

Special training		Training / Euro
Special training for CASA health workers during the ISS Mission in Tigray		8.064,00 Euro
Sub Total		8.064,00 Euro

THB members (top-up)	One month/Euro	12 months/Euro
Head of financial sector	90,00 Euro	1080,00
Head of ART unit	90,00 Euro	1080,00
Sub Total	180,00 Euro	2.160,00 Euro

THB operating expenses for 12 months		Euro
THB operating expenses for 12 months		3.690,25 Euro
Sub Total		3.690,00 Euro

THB Overhead (7% on direct costs)		Euro
THB overhead		3.890 Euro
Sub Total		3.890 Euro

Community [(Network of Charitable Societies of HIV Positives in Tigray (TNEP+)) monetary contribution]	N. of employees	One month/ Euro	12 months/Euro
Mekelle HC	2	25,00	600,00
Alamata HC	2	25,00	600,00
Mohoni HC	2	25,00	600,00
Mekelle Hospital	2	25,00	600,00
Alamata Hospital	2	25,00	600,00
Maichew Hospital	2	25,00	600,00
Ayder Hospital	2	25,00	600,00
District health focal person	4	25,00	1200,00
Regional health bureau focal person	1	55,00	660,00
Administration cost to TNEP+		113,33	1.360,00
Sub Total		618,00	7420,00

TOTAL BUDGET FOR 12 MONTHS: 66.888,00 EURO