

Dossier de la OHI N.º CBSC-1

CARTA CIRCULAR N.º 20/2021
31 de mayo del 2021

Proyecto conjunto CANADÁ-OHI para el Empoderamiento de las Mujeres en Hidrografía

Referencias:

- A. 2.ª Sesión de la Asamblea de la OHI - Decisiones 35, 36, 39;
- B. Acuerdo CANADA-OHI para el Proyecto del Empoderamiento de las Mujeres en Hidrografía, Edición de Mayo del 2021.

Estimado(a) Director(a),

1. La 2.ª Sesión de la Asamblea de la OHI (A-2) aprobó la adopción de un nuevo punto de trabajo titulado: el Empoderamiento de las Mujeres en Hidrografía (EWH), en el Programa de Trabajo CBSC de la OHI (Decisión N.º 35 de la A-2), y se encomendó a la Secretaría de la OHI la tarea de obtener una financiación segura mediante la asignación de recursos presupuestarios disponibles de la OHI y la negociación de acuerdos de cooperación adecuados con los Estados Miembros interesados.

2. CANADA y la OHI firmaron el Acuerdo mencionado en la Referencia B, que está ahora disponible en el siguiente enlace: <https://iho.int/en/mou-agreements>. Este Acuerdo garantiza los fondos para los próximos tres años, proporciona un plan de trabajo para el Proyecto, para el periodo 2021-2024, y describe una serie de actividades e iniciativas, que permitirán la participación de más mujeres, equitativamente, en el campo de la hidrografía y su asunción de roles de liderazgo en el seno de la comunidad hidrográfica.

3. La Secretaría de la OHI desea animar a los Estados Miembros a considerar la recomendación de la 2.ª Sesión de la Asamblea (Decisión N.º 36 de la A-2) de participar en el Proyecto EWH, según se describe en el Proyecto adjunto (*en Inglés únicamente*) (ver Anexo A).

On behalf of the Secretary-General

Yours sincerely,



Luigi SINAPI
Director

Anexo A : Plan del Proyecto ((*en Inglés únicamente*)).

Annex A

Proposal

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Mr. Luigi Sinapi Director, International Hydrographic Organization 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX Luigi.Sinapi@iho.int +377 93 10 81 00	Dr. Mathias Jonas Secretary-General, International Hydrographic Organization 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX Mathias.Jonas@iho.int +377 93 10 81 00
Brief description of the organization's general mandate and activities (200 words maximum) The International Hydrographic Organization (IHO) is an intergovernmental organization that works to ensure all the world's seas, oceans and navigable waters are surveyed and charted. Established in 1921, it coordinates the activities of national hydrographic offices and promotes uniformity in nautical charts and documents. It issues survey best practices, provides guidelines to maximize the use of hydrographic survey data and develops hydrographic capabilities in Member States. States are represented within the IHO by the national authority responsible for the provision of hydrographic and nautical charting services in each Member State. A Secretary General and two Directors are elected by Member States and administer the work of the Organization.	
Organization website address: https://iho.int/en/	
Business GST/HST# N/A	
1.2 Project Team Lead <i>Name, Title, Full Address, Phone #, email address</i>	1.3 Media Relations Contact (for the purpose of press releases, announcements, etc.) <i>Name, Title, Full Address, Phone #, email address</i>
Mr. Leonel Manteigas Assistant Director, International Hydrographic Organization 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX Leonel.Manteigas@iho.int +377 93 10 81 00	Ms. Sarah Jones Couture Public Relations and Communications Officer 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX Sarah.Jones.Couture@iho.int +377 93 10 81 00
1.4 Organization Type Select one:	
<input type="checkbox"/> Canadian post-secondary academic institution <input type="checkbox"/> Canadian non-governmental organization <input type="checkbox"/> Indigenous organizations or groups	

¹ DFO reserves the rights to request official documentation confirming the Legal name of the Organization

Annex A

Proposal

1. Organization Information	
1.1 Legal Name (Organization's registered corporate name¹) and Address of the Organization	
International Hydrographic Organization 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX	
Applicant representative for the purpose of the contribution agreement <i>Name, Title, Full Address, Phone #, email address</i>	Authorized representative for the purpose of signing a contribution agreement <i>Name, Title, Full Address, Phone #, email address</i>
Mr. Luigi Sinapi Director, International Hydrographic Organization 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX Luigi.Sinapi@iho.int +377 93 10 81 00	Dr. Mathias Jonas Secretary-General, International Hydrographic Organization 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX Mathias.Jonas@iho.int +377 93 10 81 00
Brief description of the organization's general mandate and activities (200 words maximum) The International Hydrographic Organization (IHO) is an intergovernmental organization that works to ensure all the world's seas, oceans and navigable waters are surveyed and charted. Established in 1921, it coordinates the activities of national hydrographic offices and promotes uniformity in nautical charts and documents. It issues survey best practices, provides guidelines to maximize the use of hydrographic survey data and develops hydrographic capabilities in Member States. States are represented within the IHO by the national authority responsible for the provision of hydrographic and nautical charting services in each Member State. A Secretary General and two Directors are elected by Member States and administer the work of the Organization.	
Organization website address: https://iho.int/en/	
Business GST/HST# N/A	
1.2 Project Team Lead <i>Name, Title, Full Address, Phone #, email address</i>	1.3 Media Relations Contact (for the purpose of press releases, announcements, etc.) <i>Name, Title, Full Address, Phone #, email address</i>
Mr. Leonel Manteigas Assistant Director, International Hydrographic Organization 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX Leonel.Manteigas@iho.int +377 93 10 81 00	Ms. Sarah Jones Couture Public Relations and Communications Officer 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX Sarah.Jones.Couture@iho.int +377 93 10 81 00
1.4 Organization Type Select one:	
<input type="checkbox"/> Canadian post-secondary academic institution <input type="checkbox"/> Canadian non-governmental organization <input type="checkbox"/> Indigenous organizations or groups	

¹ DFO reserves the rights to request official documentation confirming the Legal name of the Organization

- Canadian provincial, territorial, and municipal government
- Business and industry, including business and industry associations
- Community group
- Foreign Government
- Foreign Organization
- Foreign University
- Port Authority
- Other: *Specify*

1.5 Funding History

If the organization had previously received funding from the OFSCP for another project or initiative, indicate the amount received, the name of the project and fiscal year(s) for which the funding was received.

N/A

2. Project Team

2.1 Provide for each team member of the proposed project the information as per the table below starting with the project leader (if more than three members, provide the same information for each additional member on a separate page)

<i>Name, Title, Full Address, Phone #, email address</i>	<i>Name, Title, Full Address, Phone #, email address</i>	<i>Name, Title, Full Address, Phone #, email address</i>
Mr. Leonel Manteigas Assistant Director, IHO 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX leonel.manteigas@iho.int +377 93 10 81 00	Ms. Sandrine Brunel Capacity Building Assistant, IHO 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX sandrine.brunel@iho.int +377 93 10 81 00	Mr. Evert Flier Chair, IHO Capacity Building Sub-Committee 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX evert.flier@kartverket.no +377 93 10 81 00

2.2 Name Fisheries and Oceans Canada personnel consulted in developing the proposed project

<i>Name, Title, Full Address, Phone #, email address</i>	<i>Name, Title, Full Address, Phone #, email address</i>	<i>Name, Title, Full Address, Phone #, email address</i>
Annie Biron (DFO Project Coordinator) Manager Products and Services Canadian Hydrographic Service Fisheries and Oceans Canada Institut Maurice Lamontagne, C.P. 1000, Mont-Joli, QC, G5H 3Z4 annie.biron@dfo-mpo.gc.ca CELL : 418-712-0019	Geneviève Béchard Director General - Hydrographer General of Canada Canadian Hydrographic Service Fisheries and Oceans Canada 200 Kent St., Ottawa, ON, K1A 0E6 genevieve.bechard@dfo-mpo.gc.ca tel: 613-990-6234	Doug Brunt Senior Advisor and IHO Liaison, Canadian Hydrographic Service Fisheries and Oceans Canada 200 Kent St. Ottawa ON K1A 0E6 douglas.brunt@dfo-mpo.gc.ca Tel./Text: 613-863-4520

3. The Project

3.1 Project Title

Empowering Women in Hydrography

3.2 Project start and end dates (SEE SECTION 2 OF THE ANNEX)

Project start date (dd/mm/yyyy)	Project end date (dd/mm/yyyy)
01/04/2021	31/03/2024

3.3 Project location

Identify the **PRINCIPAL** province/territory where the project activities will take place. The funds will be administered by the IHO which is located in Monaco, however, the activities may take place anywhere in the world, depending where it is determined it is the most effective location and method for delivery. This may include virtual activities.

3.4 Project relevance to Fisheries and Ocean Canada Program Areas

Select the **PRINCIPAL program area** relevant to the proposal (Only **ONE** program area should be selected) among those listed below

Fisheries

- Aquatic Animal Health Science
- Biotechnology and Genomics
- Aquaculture Science
- Fisheries Science

Aquatic Ecosystems

- Oceans and Climate Change Science
- Oceanography
- Aquatic Invasive Species Science
- Species at Risk Science

Marine Navigation

- Hydrography

Explain the relevance of the proposed project to the **program area that was selected**.

The domain of hydrography brings together elements of science, technology, engineering, and mathematics, or briefly, the STEM fields. In the global context, the well-documented imbalance between the participation of women compared to men in the STEM fields as well as other maritime-related domains, appears to exist in the field of hydrography, as well. This imbalance is noted at all work levels but it is particularly evident at the more advanced career echelons and in governance and decision-making related positions.

The project is relevant to hydrography because not only will it address issues of gender-equity, but it will open the field to a vast pool of talent that will potentially contribute new perspectives, skills, and creativity to the world of hydrographic sciences. This is especially relevant now as hydrography is undertaking a major digital transformation with the development of the S-100 framework based standards. These standards will provide the data framework for the development of the next generation electronic navigational charting products, as well as other digital products required by the hydrographic, maritime and GIS communities for their contribution to the Blue economy. As some of those standards are developed through IHO committees and working groups, the best expertise is therefore required and many skilled women should be able to contribute.

The IHO coordinates the efforts to assess the status of current arrangements and assists States to achieve sustainable development and improvement in their ability to meet hydrographic, cartographic and maritime safety obligations with particular reference to recommendations in the UN Convention on the Law of the Sea (UNCLOS), the International Convention for the Safety of Life at Sea (SOLAS), and other international instruments. The IHO has a great deal of experience with small island states and least developed coastal states and efforts to build up their hydrographic capabilities.

In addition, the project also aligns with the general visions of the UN Decade of Ocean Science for Sustainable

Development that which include, “*Encouraging more inclusive and participative approaches in designing and executing ...*” ocean sciences, and, “*Promoting knowledge and information that are more equitably shared around the world...*”(<https://www.oceandecade.org/about?tab=our-vision>).

One of the Goals of the revised IHO Strategic Plan is to participate actively in international initiatives related to the knowledge and the sustainable use of the Ocean, and the UN Decade of Ocean Science for Sustainable Development certainly is one of those initiatives.

This project is an opportunity for the IHO to show leadership in the hydrographic community and weave the UN Sustainable Development Goals (SDGs) #14 *Conserve and sustainably use the oceans, seas, and marine resources* (<https://www.un.org/sustainabledevelopment/oceans/>) with SDG #5 Gender equality, particularly as it relates to the target, *Ensure women’s full and effective participation and equal opportunities for leadership at all levels of decision making in political, economic and public life* (<https://www.un.org/sustainabledevelopment/gender-equality/>).

3.5 Project Description (max. 800 words²)

Empowering Women in Hydrography (EWH)

The 2nd Assembly of the International Hydrographic Organization (IHO) unanimously adopted ‘Empowering Women in Hydrography’ as a new work item to the Work Programme of the IHO Capacity Building Sub Committee (CBSC).

Given the governance of the IHO, and even if the focus of this project is not to build specific hydrographic capacity amongst women (hydrographic knowledge and skills), the CBSC has the connections, the experience and the expertise, in particular working with developing and small island states and other nations, to deliver this project effectively and to tap into the vast potential of women in hydrography.

Goal: The goal of this new work item is to initiate, organize and track a series of activities and initiatives which will enable more women to participate equitably in the field of hydrography and to assume more leadership roles within the hydrographic community.

Justification: The activities under this work item are intended to increase awareness of IHO Member States and the hydrographic community with respect to the benefits of having gender-diverse teams at all levels, to act by increasing women’s participation opportunities in the hydrographic community and thus mitigate the gender imbalance, and then to support the participation of women at all levels of the IHO bodies in order to empower them to contribute to and take on greater decision-making roles and responsibilities in the field of hydrography.

Many maritime related organizations which have been traditionally male-dominated have started this change in narrative. Symposiums, programs and activities have been organized in the last years in relation with this theme. These include:

- promoting role models for women in the maritime and ocean communities that can inspire and attract younger generations to sea-related activities, empowering women to acquire skills necessary to achieve leadership positions and break the glass ceiling;
- organizing mentoring, sponsorship and networking programs that increase recruitment and retention of women in the maritime and ocean communities;
- including women in all decision-making relating to standard development and implementation.

Targets: The target of this project is to increase the presence, participation and leadership of women from Member States at all IHO bodies.

Duration: Three (3) years from 01 April 2021 to 31 March 2024.

² DFO reserves the right to request additional information on the project

Notes: a. The start and end dates are flexible.

b. It is hoped that a successful execution of projects under this work item will lead to an extension of the work, ideally until the end of the UN Decade of Ocean Science for Sustainable Development (UN Decade) in 2030.

Funding: The IHO is seeking initial funding of 100 000 CAD (approximately 65 000 euros) for each of the three years through an application for a contribution from Fisheries and Oceans Canada (DFO).

Notes: a. It is anticipated and hoped that other IHO Member States and/or non-members will follow the lead of Canada and also participate in this project with direct and/or in-kind contributions (any amount/level of contribution would be appreciated).

b. The IHO will hold the funds in a special Chapter of the IHO CB Fund named 'Empowering Women in Hydrography'.

Administration: The Inter-Regional Coordination Committee and its Capacity Building Sub-Committee (CBSC) will develop and implement the work plan and monitor the effectiveness of the empowering women in hydrography (EWH) activities in consultation with benefactors (e.g. Canadian Hydrographic Service (CHS) representing Canada), and the IHO Secretariat.

The funds will be administered by the IHO Secretariat under the terms and conditions contained in the signed Contribution Agreement(s) with the benefactors.

3.6 Project Objectives and Anticipated Benefits (*in point form*)

Objectives: Recognizing that women are equally capable as men, the project objectives and anticipated benefits include:

- Expose and address the systemic issues within the field of hydrography which often limit women's opportunities to develop and demonstrate their competencies and capabilities to the same extent as their male colleagues;
- Promoting greater gender diversity and increasing women's participation in the field of hydrography globally;
- Supporting greater participation of women in the working bodies of the International Hydrographic Organization (IHO) to:
 - Better understanding the decision making process,
 - Stimulate involvement and interest/desire to become active participants at all levels,
 - Promote leadership competencies.
- Increase awareness of IHO Members States and hydrographic community on the benefits of having gender-diverse teams at all levels, such as:
 - Increase of productivity and innovation,
 - Better job satisfaction,
 - Increase employee's engagement and retention; and,
 - Ensure equal access to opportunities for women to improve their technical knowledge and leadership skills by:
 - Increasing competencies, confidence, employability,
 - Increasing the number of female employees,
 - Increase the number of women in advanced career echelons; and,
 - An increase in the awareness of what constitutes a safe, secure, and supportive workplace for all employees.

3.7 Project Expected Results (*qualitative, quantitative or both*)

Expected Results of the intended activities: For women in hydrography and their organizations:

- More exposure to, and interest in participating in IHO bodies;
- Increased participation of women in IHO bodies;
- Greater understanding of the IHO and how it operates within the global context;
- Ability to participate and contribute to the international hydrographic community;
- Increase in leadership skills and competencies which provide access to promotion;

- Expose women to career possibilities (leadership and technical); and,
- Professional networking;

3.8 Project Risks and Associated Risk Mitigation Measures

- COVID 19 pandemic resulting in physical meeting limitations.
- To mitigate this risk, more video conferences and virtual/online workshop can be held.
- Unspent funds due to the inability to organize and hold activities (e.g. due to COVID-19).
- IHO to develop a flexible program to ensure the funds are allocated appropriately and identify any potential unusable funds as soon as possible in the fiscal year and make this known to DFO.

3.9 Project Workplan *(Describe the main project activities, timelines and milestones)*

Work plan. The proposed project work plan contains the following elements.

2021-2022 (using the DFO fiscal year)

- Socialize the establishment of a new IHO work program item “Empowering Women in Hydrography (EWH)”.
- Organize and hold a “kick-off” VTC meeting of the project team and other potential key stakeholders as soon as possible to discuss initial planning and proposal ideas.
- Implement Outreach activities with interviews to women with different roles in the hydrography and the preparation of articles to divulgation in different media and in the IHO web site.
- Support a three-to-four months internship at the IHO Secretariat, to participate actively in the Outreach project interviewing women with different roles in the hydrography.
- Prepare for, and hold an initial symposium to present and discuss the results of the proposed outreach activities. The outcome of this 3-day symposium will be the foundation for the subsequent activities and work plan items.
- Integration with other IHO activities (e.g. education), where possible and practical.
- Teaming up with other events in the ocean science or maritime domain with gender-equity themes (e.g. IMO, WISTA).

2022-2023

- Promotion of the gender-diversity program to Member States during IHO activities (Increase awareness of IHO Members States and associated business, on the benefits of having Gender-diverse teams).
- Continuation of the Outreach project including planned activities.
- Support internships at the IHO Secretariat, at other hydrographic offices, or at-sea tours for operational experience for women employed or going to be employed by IHO Member States Hydrographic Offices or other national or international bodies involved in maritime issues.
- Prepare for and host the second EWH symposium to be held in conjunction with the IHO Council meeting, which the participants will also attend.
- Integration with other IHO activities (e.g. education), where possible and practical.
- Teaming up with other events in the ocean science or maritime domain with gender-equity themes.
- Based on the initial symposium, discuss intended activities and present it to the Inter-Regional Coordination Committee (IRCC) for review.

2023-2024

- Promotion of the gender-diversity program to Member States during IHO activities (Increase awareness of IHO Members States and associated business, on the benefits of having Gender-diverse teams).

- Greater female participation to an annual workshop and/or participation to IHO meetings or other events. Possibilities are: Inter-Regional Coordination Committee or Capacity Building Sub-Committee meeting (June 2022); US Hydrographic Conference (March 2023); Hydrographic Services and Standard Committee meeting (May 2023), and a book-end workshop in March 2024.
 - Virtual workshops on hydrographic related subjects with female expert invitees to promote role models.
 - Teaming up with other events in the ocean science or maritime domain with gender-equity themes.
 - Continuation of the Outreach project.
 - Integration with other IHO activities (e.g. education), where possible and practical.
 - Support additional internships at the IHO Secretariat, at other hydrographic offices, or at-sea tours for operational experience for women employed or going to be employed by IHO Member States Hydrographic Offices or other national or international bodies involved in maritime issues.
- It should be noted that the elements are expected to evolve over the course of the project based on experience, opportunities/risks, and clarifications of the desired outcomes. There is flexibility to address changing needs as the project moves forward.

3.10 Project Methodology *(Outline the project methodology with appropriate discussion of uncertainties)*

N/A
 This is not a research project.
 The project method involves education, engagement, and exposure to enhance the roles of women in the field of hydrography. A series of annual symposia will be a forum for presenting results of developed activities and for discussing the implementation and progress of the project and they will form the frameworks for further outreach and activities.

3.11 Communication of Results *(how the results of the project would be communicated to the public (e.g. publications, conferences & symposia))*

This project is mainly directed to the IHO Member States and the hydrographic community.

- Annual Reporting will be provided by the IHO to DFO.
- Social media will be a key component of communications.

3.12 Project Data Management

- (a) Describe how data resulting from the project will be managed and made accessible to the public.
 N/A
- An annual status report will be provided.
- (b) Indicate whether or not the organization intends to share the data with DFO (data might be needed by DFO to monitor the progress of the project) Yes No

3.12 Project-related Vessel Requirement

Does your initiative require the use of a DFO (*Canadian Coast Guard*) vessel? Yes No

If **YES**, you should immediately communicate with the **lead DFO person consulted in developing the proposed project** (see section 2.2) to discuss your requirement.

4. Project-related Financial Information

Complete the budget template (excel file provided). Refer to the guidelines in Annex A

Notes

- (a) The fiscal year of the Canadian Federal Government is April 1 to March 31 of the following year
- (b) In the budget excel file complete Tab 1 - Budget details and Tab 2 - Source of Funds.

See budget file

5. Supporting Documents

You may submit supporting documents (e.g. letters of support, etc.) with the application if you wish.

List the supporting documents submitted with the application.

N/A

6. Confirmation

I confirm that this application has been completed to the best of my knowledge

Completed by: Dr. Mathias JONAS – IHO Secretary-General on 23 February 2021



Empowering Women in Hydrography Budget Worksheet

Fields Highlighted in GREEN are formulas. Do Not Enter data in highlighted fields

4. Budget details for the project

Title of the Project (section 3.1 of the proposal)	Empowering Women in Hydrography
---	--

Part A - ALL PROJECT COSTS

List all project costs including in-kind contribution. See section 6 in the Guidelines. The total of all cost items listed in Part A represents the Project.

Cost item	Amount FY2021-22	Amount FY2022-23	Amount FY2023-24	1
Project management and leadership:				
IHO Project leadership and management	26766	27772.5	27772.5	\$
IHO Member States contributions for 2 additional participants	13000	13000	13000	\$
Other:				
Workshop participation (accomodation, travel and perdiems) 6500 CAD per participant (11 participants Y1 + 11 Y2 + 11 Y3)	71500	71500	71500	\$
Workshop guest consultation fees (consultation, accomodation, travel and perdiems)	7800	7800	7800	\$
Cost of workshops (room, projector, etc)	3500	3500	3500	\$
Conference fees (US Hydro 2023 -8 participants @600 CAD)			4800	\$
IHO Conference travel + conference fee (US Hydro 2023)			7100	\$
IHO Internship support -new hardware and software/maintenance	5000	2000	2000	\$
internship participation (accomodation, travel and perdiems)	15000	15000	15000	\$
IHO Materials/supplies	150	150	150	\$
<i>All amounts in CAD</i>				\$
				\$
DFO in-kind				
Annie Biron Salary (project advisor)	\$ 3,000	\$ 3,000	\$ 3,000	\$
identify cost item 2				\$
Total DFO in-kind	\$ 3,000	\$ 3,000	\$ 3,000	\$

Part B - COSTS COVERED BY ORGANIZATION (IN-KIND CONTRIBUTION TO THE PROJECT)

In accordance with Section 6.2 in the Guidelines, costs and expenditures from Part A that would be incurred by your organization and which are not covered by OFSCP financial contribution qualify as in kind contributions, regardless of the origin of the contributions provide estimated value of the contribution.

Contribution	Amount FY2021-22	Amount FY2022-23	F
Project management and leadership:			
IHO Assistant Director AD/1 (0.05 FTE (5%))	11700	11700	
IHO Public Affairs and Communications Officer Int'l Recruit L2 (0.05 FTE (5%))	4903.5	4903.5	
IHO CB Assistant L? (0.05 FTE (5%))	7545	7545	
IHO Local Staff L12 (0.01 FTE (1%) Y1 + 2% Y2&Y3)	1006.5	2013	
IHO Translator T1/3 (0.01 FTE (1%))	1611	1611	
Other:			
Materials/supplies	150	150	
Conference fee (US Hydro 2023)			
Conference travel (US Hydro 2023)			

Part C - AMOUNT REQUESTED FROM DFO

List cost item from Part A for which you request financial contribution from DFO under the OFSCP. For list of eligible costs refer to Section

Cost item	Amount FY2021-22	Amount FY2022-23	Amount FY2023-24	
				\$
Workshop participation (accomodation, travel and perdiems) 6500 CAD per participant	71500	71500	71500	\$
guest consultation fees (consultation, accomodation, travel and perdiems) (DFO)	7800	7800	7800	\$
internship participation (accomodation, travel and perdiems) (DFO)	15000	15000	15000	\$
Conference fees			4800	\$
				\$
Total Eligible Costs	Total C \$ 94,300	\$ 94,300	\$ 99,100	\$
Admin support: Max 15% of Eligible Costs funded by DFO	Total D	3000	3000	\$
Sum of eligible costs and overhead claims	Total E \$ 97,300	\$ 97,300	\$ 102,100	\$
Maximum DFO Financial Contribution	Total F			\$
Total B + Total C	\$ 436,061	=	\$ 436,061	Total A MINUS Total

Annex B
Progress Report Template

Please complete the Progress Report (which must be delivered in WORD format) and the corresponding Statement of Accounts (which must be delivered in EXCEL format) for the Contribution Period of this Progress Report.

Part A: Project Information

1. **Project Title** *(as used in the Agreement):*
2. **Project Lead:**
3. **Name of Organization:**
4. **Term of the Agreement** From [Month/Year] – to [Month/Year]
5. **Contribution Period of this Report** From [Month/Year] – to [Month/Year]

PART B: Reporting

6. Project Activities and Milestones

Please list the main activities that have been completed to date based on the work plan timelines and milestones articulated within your project proposal. Outline and explain any deviations from the original work plan.

7. Statement of Accounts

Please complete the “Statement of Accounts” template (below) for the Contribution Period of this progress report using the same level of detail as in the project proposal budget.



Statement of
Accounts Template,

Report and statement of accounts completed by:

Date:

Annex C Final Report Template

Please complete the Final Report for the entire Term of the Agreement (which must be delivered in WORD format) and the Statement of Accounts for the final Contribution Period (which must be delivered in EXCEL format) for the final contribution period.

Part A: Project Information

1. **Project Title** *(as used in the Agreement)*:
2. **Project Lead:**
3. **Name of Organization:**
4. **Term of the Agreement** From [Month/Year] – to [Month/Year]
5. **Contribution Period (Final)** From [Month/Year] – to [Month/Year]

PART B: Project Objectives and Results

6. **Project Objectives**
Please copy and paste the project objectives from your project proposal (section 3.6 of project proposal)
7. **Expected Results**
Please copy and paste the expected results from your project proposal (section 3.7 of project proposal)

PART C: Reporting

8. **Results Achieved**
Please report the results achieved against the expected results (as stated above) within the context of your project objectives (as stated above).
9. **Anticipated Risks**
Did any of the anticipated risks (or other risks/problems) associated with the delivery of the expected results occur? If yes, please elaborate on their impacts on results.
10. **Data Dissemination**
Please outline what data was collected (if any) and whether and how it was made public or otherwise shared.
11. **Publications**
Please provide a list of primary literature papers, reports, or any other relevant document that has or will result from this project (if any).
12. **Statement of Accounts**
Please complete the “Statement of Accounts” template (below) for the final Contribution Period using the same level of detail as in the project proposal budget.



Statement of
Accounts Template,

Report and statement of accounts completed by:

Date: