



Memorandum of Understanding (Ref: 101467)

This is a Memorandum of Understanding (MOU) is between the following 'parties':

The Department for Digital, Culture, Media & Sport (DCMS), at 100 Parliament Street, London, SW1A 2BQ

and

British High Commission Pretoria (BHC), at 255 Hill St, Arcadia, Pretoria, 0002, South Africa

1 Purpose

- 1.1 The purpose of this Memorandum of Understanding ("MOU") is to record the agreement between DCMS and British High Commission, Pretoria in relation to the provision of the Services as detailed below in the Agreement and as set out in the Annexes.

2 Agreement

- 2.1 The British High Commission Pretoria (BHC) will provide the Services summarised in the specification for the Services is set out in Annex A under each specific Task Note. Any agreed task-specific financial arrangements will be set out the respective Task Note.
- 2.2 On completion of the Services, or in portions subsequently agreed between the parties, DCMS agree to pay to British High Commission Pretoria (BHC) the sums set out in the respective Task Note.
- 2.3 DCMS will notify British High Commission Pretoria (BHC) of any changes to its specification set out herein or in the attached Annexes.
- 2.4 Nothing in this MOU shall be construed as creating any legal relationship between the parties.
- 2.5 The Services are expected to be completed by 31/03/2022 and this Memorandum of Understanding will expire on 31/03/2022 unless any extension is agreed by the parties in a revised MOU.
- 2.6 Payments for FY1920 onwards will be made via the PAG Recharging method, using DCMS's PAG codes/Purchase Order number. (PAG Financial Transaction Processes, PAG Authorisation Proforma, PAG Manual Invoicing Request Form, OGD 62204)
- 2.7 Cost recovery will be billed at FCO prevailing corporate Rate of Exchange. Indicative RoE for January 2019 is S43
- 2.8 Payments during FY1819 will be made via the standard DCMS invoicing process (at 2.9).
- 2.9 All invoices must be sent, quoting a valid MOU number and purchase order number (PO Number), to: EmailYourInvoices-DCMS@HistoricEngland.org.uk. You must be in receipt of a valid MOU number and PO Number before submitting an invoice. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid MOU and PO Number, and the details (name and telephone number) of your customer contact (i.e. MOU Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section by email to Payments-DCMS@HistoricEngland.org.uk.
- 2.10 Documents accompany this MOU and that will form part of the agreement can be found in the Annexes.

Memorandum of Understanding – Signatories

This is a Memorandum of Understanding (MOU) is between the following 'parties':

The Department for Digital, Culture, Media & Sport (DCMS), at 100 Parliament Street, London, SW1A 2BQ

&

British High Commission Pretoria (BHC), at 255 Hill St, Arcadia, Pretoria, 0002, South Africa

Signed: _____

Date: _____

Name: _____

Position: _____

For the Secretary of State for Digital, Culture, Media and Sport

Signed: _____

Date: _____

Name: _____

Position: _____

For the British High Commission Pretoria (BHC)

Annexes

Annex A – Task Notes

Task Note 1

Table A - Pricing

S43



Description of Services

Dreamgirls Launch

Launch of the Dreamgirls programme, aimed at supporting young females to move from economic dependency to self-sufficiency and become positive contributing members of a thriving society.

Future Females- brand building initiative

Brand building for the Future Females programme, a training programme for female entrepreneurs in townships.

UKSATH Logo and Video Creation- Publicis Machine

Creation of a logo and video for the new UK-South Africa Tech Hub. Procurement of a consultant (Publicis Machine) to complete this work.

Go Global Selection and Preparation Session. Including transport for non-CPT based finalists - 2 events

Selection session to be run by UKSATH on 6th February 2019. Costs incurred include travel and hotels for attending startups, as well as other event costs.

Preparation session (w/c 11th March) for successful startups who will attend the full Go Global London programme in March 2019.

GESA Debrief event. Dinner with GESA Finalists

Dinner with startups who visited the UK as part of the Global Edtech Startup Awards in January 2019. These startups were chosen during a selection event in South Africa in December 2018.

Skills Co-Creation Session

Co-creating a viable and impactful framework, aligned with Tech Hub broader strategy, within which the Tech Hub can make a meaningful contribution to the SA Skills DIGITAL or Entrepreneurial Development landscape. No more than 12 people and a facilitator.

Ann Lamont - Skills session facilitation

Facilitator for the Skills Session which is being run by the UK- South Africa Tech Hub.

Future Females

A training programme for female entrepreneurs in townships. Future Females aim to increase the number of and success of female entrepreneurs & intrapreneurs, by breaking down the barriers to access the resources they need to be successful.

Team Expenses

Travel expenses (in line with FCO spend guidelines, which have been approved as legitimate costs incurred).