

**ADDENDUM NO 3 TO GRANT CONTRACT NO
EUROPEAID/ICI+/2013/329-751**

The European Union, represented by the European Commission
(‘The Contracting Authority’),

of the one part,

and

French Chamber of Commerce and Industry in Vietnam
Chambre de Commerce et d'Industrie Française au Vietnam (CCIFV) Association
Registration number 04GPHHDNHCM; VAT: 0308809178
Eurocenter, 3rd Floor, 79 Mac Dinh Chi, Dakao Waer, District 1
Ho Chi Minh City, VIETNAM
EuropeAid ID VN-2009-EYJ0302012501,
(‘the Coordinator)

Italian Chamber of Commerce in Vietnam (ICHAM) (Co-applicant 1)
EuropeAid ID: VN-2013-GLT-0104814950,

Unione Regionale delle Camere di Commercio del Emilia Romagna (Co-applicant 2)
EuropeAid ID: IT-2008-EHX-0802758629,

Polish Chamber of Commerce and Industry (Co-applicant 3)
EuropeAid ID: PL 2008 FFN 3006 44 0984,

Czech Chamber of Commerce and Industry (Co-applicant 4)
EuropeAid ID: CZ-2008-AZN-2702957346,

European Chamber of Commerce in Vietnam (Co-applicant 5)
VN-2012-CYH-0901212408

who have conferred powers of attorney for the purposes of the signature of the agreement to
the Coordinator,

collectively referred to as “Beneficiary(ies)” where a provision applies without distinction to
the Coordinator and the co-beneficiary(ies)

of the other part,



have agreed as follows:

The following provisions of the contract *Strengthening the EU Business sector in Vietnam by facilitating market access through advocacy primarily with the Vietnamese Government and assisting EU companies, in particular SMEs from nations without existing on the ground representation, to better access and exploit business opportunities in Vietnam*, EuropeAid/ICI+/2013/329-751 concluded between the Contracting Authority and the Coordinator on 21/10/2013 (the 'Contract') are hereby replaced/supplemented as follows:

Article 2 — Implementation period of the Action

- 2.1 This Contract shall enter into force on the date when the second of the two Parties signs.
- 2.2 Implementation of the Action shall begin on the day following that on which the second of the two Parties signs
- 2.3 The implementation period of the Action, as laid down in Annex I, is 71 months.
- 2.4 The execution period of this Contract shall end when the payment of the balance is made by the Contracting Authority and, in any event, at the latest 18 months after the end of the implementation period as stipulated in Article 2.3.

Article 6 — Annexes

The new version of Annex III: Budget of the Action is attached to this addendum. Other annexes remain unchanged.

All other terms and conditions of the Contract remain unchanged. This addendum shall enter into force on the later date of signature by the Parties.

For the Coordinator

Name Henri Charles CLAUDE
Title President
Chambre de Commerce et
d'Industrie Française au
Vietnam

For the Contracting Authority

Name Koen DUCHATEAU
Title Head of Cooperation
Delegation of the European Union
to Viet Nam

Signature

Date



Signature

Date



Budget as per addendum signed - July 2016				Budget as per addendum requested - October 2018			
Costs	# of units	Unit rate (EUR)	Costs (EUR)	Costs	# of units	Unit rate (EUR)	Costs (EUR)
1. Human Resources				1. Human Resources			
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴			701,750	1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴			761,501
1.1.1 Technical			605,500	1.1.1 Technical			645,564
Government and Public Affairs Officer (Advocacy)	34	2,200	74,800	Government and Public Affairs Manager (Advocacy)	44.75	2,018	90,324
Advocacy Manager (Advocacy)	31	4,200	130,200	Senior Advocacy Manager (Advocacy)	42.00	4,200	176,400
Sector Committee Assistant (Advocacy)	34	900	30,600	Senior Sector Committee Coordinator (Advocacy)	45.00	900	40,500
Event officer in HCMC	29	750	21,750	Event officer in HCMC	29.75	790	23,503
Event and Communication officer in HCM	55	1,200	66,000	Event and Communication Manager in HCM	65.75	1,200	78,900
Business support officer in Hanoi	-	800	-	Business support officer in Hanoi	-	800	-
Business support & Admin officer in HCMC	53	950	50,350	Admin & Network Relations Officer	53.75	950	51,063
Business center officer in HCMC (50%)	10	-	-	Business center officer in HCMC (50%)	6.90	-	-
Business center officer in HCMC	10	-	-	Business Development Manager	43.25	2,500	108,125
Business Development Manager	39	2,500	97,500	Business Services Representative	-	-	-
Business Services Representative	-	-	-	Business Support Services Manager	58.75	1,000	58,750
Business Support Services Manager	53	1,000	53,000	Business Development Officer	-	850	-
Business Development Officer	-	-	-	Trade Finance Expert	-	2,700	-
Trade Finance Expert	25	2,700	67,500	EABC receptionist in HCMC	60.00	300	18,000
EABC receptionist in HCMC	46	300	13,800	1.1.2 Administrative/ support staff			115,938
1.1.2 Administrative/ support staff			96,250	Project Accountant in Hanoi	-	-	-
Project Accountant in Hanoi	-	-	-	Project Accountant in HCM	66.25	1,750	115,938
Project Accountant in HCM	55	1,750	96,250				
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)			1,142,839	1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)			1,239,564
EABN-VN Project Director in HCMC				EABN-VN Project Director in HCMC	-		-
EVBN Project Executive Director in HCMC (12/13 to 05/14)	6	8,407	46,239	EVBN Project Executive Director in HCMC (12/13 to 05/14)	5.50	8,407	46,239
EVBN Project Executive Director in HCMC (from May 2014)	54	8,000	432,000	EVBN Project Executive Director in HCMC (from May 2014)	64.75	8,000	518,000
EVBN Deputy Director	52	4,500	234,000	EVBN Deputy Director	62.75	4,500	282,375
EVBN Communication & Events Director (02/14 to 04/14)	3	3,500	10,500	EVBN Communication & Events Director (02/14 to 04/14)	3.20	3,521	11,267
Legal advisor in HCMC	51	2,200	112,200	Legal advisor in HCMC	35.00	2,259	79,064
Event Manager in HCMC (35%)				Event Manager in HCMC (35%)	-		-
Project Manager for sectorial events & fairs	29	2,600	75,400	Project Manager for sectorial events & fairs	39.75	2,600	103,350
Trainees (2 / year from year 2)	90	500	45,000	Trainees (2 / year from year 2)	71.50	443	31,675
Expert of Iaham - outreach- services and events (35 days/year)	175	300	52,500	Expert of Iaham - outreach- services and events (35 days/year)	81.00	324	26,224

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Budget as per addendum signed - July 2016				Budget as per addendum requested - October 2018				
Costs	# of units	Unit rate (EUR)	Costs (EUR)	Costs	# of units	Unit rate		Costs (EUR)
						(EUR)	(EUR)	
Expert of UC del emilia romania (EEN)- outreach (25 days/year)	125	300	37,500	Expert of UC del emilia romania (EEN)- outreach (25 days/year)	55.00	317	17,424	
Expert of Polish Chamber of commerce - outreach (10 days/year)	30	300	9,000	Expert of Polish Chamber of commerce - outreach (10 days/year)	4.00	302	1,208	
Expert of Czech Chamber of commerce - outreach (10 days/year)	30	300	9,000	Expert of Czech Chamber of commerce - outreach (10 days/year)	9.00	305	2,744	
Expert of French Chamber of commerce in Vietnam - Services / events / outreach (40 days/year)	150	300	45,000	Expert of French Chamber of commerce in Vietnam - Services / events / outreach (40 days/year)	239.40	300	71,821	
Expert of EuroCham VN - Advocacy, events (25 days/year)	75	300	22,500	Expert of EuroCham VN - Advocacy, events (25 days/year)	132.00	366	48,273	
Expert of New Consortium Partner (20 days /year - last 2 years)	40	300	12,000	Expert of New Consortium Partner (20 days /year - last 2 years)	-	300	-	
1.3 Per diems for missions/travel⁵			132,636	1.3 Per diems for missions/travel⁵			101,467	
1.3.1 Abroad (staff assigned to the Action)			81,500	1.3.1 Abroad (staff assigned to the Action)			68,450	
6 days Asia for EU - Asian Business Council Meetings	60	195	11,700	6 days Asia for EU - Asian Business Council Meetings	70	195	13,650	
5 trips per year x 5 days Europe of EABN-VN and applicant staff for ASEAN event and other activities in Europe	210	240	50,400	5 trips per year x 5 days Europe of EABN-VN and applicant staff for	225	240	54,000	
Speaking slots	63	200	12,600	Speaking slots	4	200	800	
CE outreach partners (3)	50	136	6,800	CE outreach partners (3)	-	136	-	
1.3.2 Local (staff assigned to the Action)			40,800	1.3.2 Local (staff assigned to the Action)			25,698	
Advocacy Team (10 / year)	30	136	4,080	Advocacy Team (10 / year)	17	684	11,629	
OCIFV's staff (8 / year)	20	136	2,720	OCIFV's staff (8 / year)	-	136	-	
Project Manager for sectorial events (10 / year)	30	136	4,080	Project Manager for sectorial events (10 / year)	8	-	-	
EABN - VN Project Director (20 / year)	100	136	13,600	EABN - VN Project Director (20 / year)	63	127	8,057	
EABN - VN staffs (20 / year)	120	136	16,320	EABN - VN staffs (20 / year)	76	79	6,012	
1.3.3 Seminar/conference participants			10,336	1.3.3 Seminar/conference participants			7,319	
Participant for seminar (10/year)	30	136	4,080	Participant for seminar (10/year)	13	403	5,233	
Speakers for the Seminars	30	136	4,080	Speakers for the Seminars	6	167	1,003	
International Speakers for the Seminars	16	136	2,176	International Speakers for the Seminars	6	181	1,084	
Subtotal Human Resources			1,977,225	Subtotal Human Resources	#		2,102,632	
2. Travel⁶				2. Travel⁶				
2.1. International travel			136,900	2.1. International travel			100,050	
Travel Vietnam - ASEAN countries	20	500	10,000	Travel Vietnam - ASEAN countries	22	342	7,531	
Travel Vietnam - Europe	60	1,600	96,000	Travel Vietnam - Europe	53	1,600	84,800	
Travel in Europe	7	1,500	10,500	Travel in Europe	17	300	5,100	
Travel Europe - Vietnam/other ASEAN countries	8	1,300	10,400	Travel Europe - Vietnam/other ASEAN countries	3	57	170	
Flights in EU for speaking Slots	25	400	10,000	Flights in EU for speaking Slots	4	612	2,449	
2.2 Local transportation			78,900	2.2 Local transportation			52,576	
Hanoi - HCM	220	270	59,400	Hanoi - HCM	153	252	38,505	
Local travel (overland)	130	150	19,500	Local travel (overland)	384	37	14,070	
Subtotal Travel			215,800	Subtotal Travel			152,626	
3. Equipment and supplies⁷				3. Equipment and supplies⁷				
3.1 Purchase or rent of vehicles				3.1 Purchase or rent of vehicles				

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Budget as per addendum signed - July 2016

Budget as per addendum requested - October 2018

Costs	# of units	Unit rate (EUR)	Costs (EUR)	Costs	# of units	Unit rate (EUR)	Costs (EUR)
3.2 Furniture, computer equipment			99,314	3.2 Furniture, computer equipment			83,188
Laptop	17	1,250	21,250	Laptop	19	1,066	20,259
Server	1	2,000	2,000	Server	1	1,742	1,742
PABX	1	1,000	1,000	PABX	1	839	839
Desktop PC for business center				Desktop PC for business center	1	251	251
Printer	4	1,100	4,400	Printer	3	1,200	3,599
Shredder	1	164	164	Shredder	1	151	151
Projector	1	1,500	1,500	Projector	1	656	656
Office furniture and fit out			60,000	Office furniture and fit out	8	5,720	45,757
Others (maintenance, movement, etc)			9,000	Others (maintenance, movement, etc)	7	1,419	9,934
3.3 Machines, tools...			245	3.3 Machines, tools...			226
Camera	1	245	245	Camera	1	226	226
3.4 Spare parts/equipment for machines, tools				3.4 Spare parts/equipment for machines, tools			
3.5 Other (please specify)				3.5 Other (please specify)			
Subtotal Equipment and supplies			99,559	Subtotal Equipment and supplies			83,414
4. Local office				4. Local office			
4.1 Vehicle costs				4.1 Vehicle costs			
4.2 Office rent			281,688	4.2 Office rent			330,331
Working-place for project in HCM (245 m2 net) including office, meeting room and business center	56	4,923	275,686	Working-place for project in HCM (245 m2 net) including office, meeting room and business center	67	4,845	324,609
Working-place for project in HCM (65 m2 net) for the first three months including office and meeting room	4	1,500	6,000	Working-place for project in HCM (65 m2 net) for the first three months including office and meeting room	4	1,430	5,721
Working-place for project in Hanoi (65m2 net) including office and meeting room	-	1,398		Working-place for project in Hanoi (65m2 net) including office and meeting room	-	1,398	
4.3 Consumables - office supplies			22,400	4.3 Consumables - office supplies			25,712
Office supplies, inks, name cards, EMS - HCM Office	56	400	22,400	Office supplies, inks, name cards, EMS - HCM Office	71	362	25,712
Office supplies, inks, name cards, EMS - HN Office	-	200		Office supplies, inks, name cards, EMS - HN Office	-	200	
4.4 Other services (tel/fax, electricity/heating, maintenance)			66,000	4.4 Other services (tel/fax, electricity/heating, maintenance)			78,821
Tel/fax, internet, electricity, maintenance - HCM Office	60	1,100	66,000	Tel/fax, internet, electricity, maintenance - HCM Office	71	1,110	78,821
Tel/fax, internet, electricity, maintenance - HN Office	-	250		Tel/fax, internet, electricity, maintenance - HN Office	-	250	
Subtotal Local office			370,088	Subtotal Local office			434,863
5. Other costs, services⁹				5. Other costs, services⁹			
5.1 Publications⁹			52,000	5.1 Publications⁹			37,883
Report on sector (19 report, each report with 500 copies)	4,000	2	8,000	Report on sector (19 report, each report with 500 copies)	3,950	2	7,986
Publication on IPR and standards				Publication on IPR and standards			
Project Brochure, Newsletter, agenda, flyer design and others	8	4,000	32,000	Project Brochure, Newsletter, agenda, flyer design and others	15	1,850	26,827
Publication on factsheet, guide, handbook in Europe	2	4,000	8,000	Publication on factsheet, guide, handbook in Europe	-	4,000	

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Budget as per addendum signed - July 2016

Budget as per addendum requested - October 2018

Costs	# of units	Unit rate (EUR)	Costs (EUR)	Costs	# of units	Unit rate (EUR)	Costs (EUR)
Booklets, CD Room	5	800	4,000	Booklets, CD Room	6	512	3,070
5.2 Studies, research ⁹			119,500	5.2 Studies, research ⁹			101,510
Research papers per annum (30 or 40 pages) on sector	14	5,000	70,000	Research papers per annum (30 or 40 pages) on sector	17	3,721	63,252
Purchase/Subscription to x legal documents/websites	20	100	2,000	Purchase/Subscription to x legal documents/websites	4	47	188
Designing cost for Webpage + social media including twitter, facebook, LinkedIn, etc	2	15,000	22,500	Designing cost for Webpage + social media including twitter, facebook, LinkedIn, etc	4	4,842	21,305
Maintenance webpage	4	4,000	16,000	Maintenance webpage	4	3,945	16,765
Update inventory annually	3	3,000	9,000	Update inventory annually	1	-	-
5.3 Expenditure verification			33,500	5.3 Expenditure verification			24,221
External Auditing Fees	6	5,000	30,000	External Auditing Fees	5	4,202	21,012
Accounting software for EU financial system	1	3,500	3,500	Accounting software for EU financial system	2	1,605	3,210
5.4 Evaluation costs			-	5.4 Evaluation costs			-
5.5 Translation, interpreters			32,250	5.5 Translation, interpreters			26,094
Translation project documents, report	3	4,500	11,250	Translation project documents, report	2	4,617	9,234
Interpretations for the Seminars	30	700	21,000	Interpretations for the Seminars	43	392	16,860
5.6 Financial services (bank guarantee costs etc.)			9,100	5.6 Financial services (bank guarantee costs etc.)			11,089
Local bank transaction fees	280	20	5,600	Local bank transaction fees	172	43	7,311
Bank transaction fees to Europe	70	50	3,500	Bank transaction fees to Europe	71	53	3,778
5.7 Costs of conferences/seminars ⁹			1,027,086	5.7 Costs of conferences/seminars ⁹			987,458
Opening event	3	3,000	9,000	Opening event	2	388	777
Technical / Sectorial Seminar	10	1,600	16,000	Technical / Sectorial Seminar	6	1,228	7,370
Small meetings with relevant ministries	15	500	7,500	Small meetings with relevant ministries	8	977	7,812
Annual conference on market access issues and side events	5	4,000	20,000	Annual conference on market access issues and side events	4	1,884	7,536
Social events	5	1,000	5,000	Social events	3	3,690	11,071
Business forum event: match making event	5	2,500	12,500	Business forum event: match making event	5	1,186	5,929
Sectorial event (1 per year) (room, transportation, accommodation and cocktail) - EUROSPPHERE	5	51,000	255,000	Sectorial event (1 per year) (room, transportation, accommodation and cocktail) - EUROSPPHERE - 2017	1	156,047	156,047
				Sectorial event (1 per year) (room, transportation, accommodation and cocktail) - EUROSPPHERE - 2018	1	160,251	160,251
				Sectorial event (1 per year) (room, transportation, accommodation and cocktail) - EUROSPPHERE - 2019	1	260,100	260,100
Sectorial event (2 per year) (room, transportation, accommodation and cocktail)	4	4,000	16,000	Sectorial event (2 per year) (room, transportation, accommodation and cocktail)	-	4,000	-
Collective business missions (room, transportation, accommodation, cocktail & service providers)	14	32,970	461,586	Collective business missions (room, transportation, accommodation, cocktail & service providers)	12	26,392	303,513
European pavilions during fairs in Vietnam (50m2 pavilion)	3	17,500	52,500	European pavilions during fairs in Vietnam (50m2 pavilion)	1	15,029	15,029
ASEAN market info days (room, catering, printing, interpretation and translation, etc) in Europe	3	6,000	18,000	ASEAN market info days (room, catering, printing, interpretation and translation, etc) in Europe	-	100	67
Info session/ workshops in Europe	18	2,000	36,000	Info session/ workshops in Europe	9	1,286	11,396
EABC-VN promotion booths during European fairs	5	4,000	20,000	EABC-VN promotion booths during European fairs	3	1,936	5,807

ABC

Budget as per addendum signed - July 2016

Budget as per addendum requested - October 2018

Costs	# of units	Unit rate (EUR)	Costs (EUR)	Costs	# of units	Unit rate (EUR)	Costs (EUR)
EVBN Business Lunchcons (2 to 3/year)	6	3,000	18,000	EVBN Business Lunchcons (2 to 3/year)	8	2,000	16,000
ASEM Business Submit - Business Forum	4	2,500	10,000	ASEM Business Submit - Business Forum	-	2,500	-
Capacity Building of EVBN Staff	8	2,000	16,000	Capacity Building of EVBN Staff	6	729	4,374
VBF (membership & SME group budget)	3	10,000	30,000	VBF (membership & SME group budget)	2	4,720	9,441
European Products Promotion Events	6	4,000	24,000	European Products Promotion Events	3	1,646	4,938
5.8. Visibility actions¹⁰			76,500	5.8. Visibility actions¹⁰			58,909
Press Conference	13	2,000	26,000	Press Conference	8	1,858	14,861
PR campaign for advocacy issues and EABN-VN	3	5,000	15,000	PR campaign for advocacy issues and EABN-VN	3	7,828	19,569
Creating a corporate identity for EABN_VN	3	3,500	10,500	Creating a corporate identity for EABN_VN	2	3,192	6,384
Advertisement on EABN-VN & services	5	5,000	25,000	Advertisement on EABN-VN & services	3	5,430	16,291
Communication campaign EuroSphere				Communication campaign EuroSphere	1	1,804	1,804
Subtotal Other costs, services			1,349,936	Subtotal Other costs, services			1,247,165
6. Other				6. Other	-		-
Mailing cost for information display in Europe	35	350	12,250	Mailing cost for information display in Europe	27	154	4,158
Subtotal Other			12,250	Subtotal Other			4,158
7. Subtotal direct eligible costs of the Action (1-6)			4,024,858	7. Subtotal direct eligible costs of the Action (1-6)			4,024,858
8. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)	-		201,243	8. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)	-		201,242
9. Total direct eligible costs of the Action (7+ 8)			4,226,100	9. Total direct eligible costs of the Action (7+ 8)			4,226,100
10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)			296,827	10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)			296,827
11. Total eligible costs (9+10)			4,521,927	11. Total eligible costs (9+10)			4,521,927
12. Taxes ¹¹	-		201,361	12. Taxes ¹¹	-		201,361
13. Total accepted¹¹ costs of the Action (11+12)			4,723,288	13. Total accepted¹¹ costs of the Action (11+12)			4,723,288

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