



EVENT PARTICIPANT AGREEMENT

This Agreement is made and entered into as of the date written below by and between: Tetra Tech ARD of 159 Bank Street, Suite 300, Burlington, VT 05401 (the "Company") and *Participant Name, Participant Position/Title of Organization, Complete Address* (the "Participant").

Event Description. The Participant hereby agrees to attend and participate in the Event as described in Exhibit A, "Event Description" (the "Event"). The Participant agrees to use his/her best efforts and professional skills in participating in the Event.

Compensation for Participating in the Event. The Participant will not be compensated for participating in the Event.

Travel. The Company will provide travel (airfare and/or ground transportation) to participate in the Event if the Participants request travel support. The Participant agrees to provide the Company with any relevant information or documentation, including passport or visa information, for the Company to arrange for transportation and accommodation for the Participant for the Event.

Expense Accounting. The Participant shall be reimbursed only for expenses approved by the Company in advance and as described in Exhibit A, which contains a list of pre-approved allowable expenses. The Participant may be required to provide records and invoice forms, including original receipts and/or other appropriate documentation reasonably required by the Company to receive payment of expenses or per diem. The Participant will also be required to complete and submit an Event Evaluation Form. To receive payment of expenses, the Participant will be required to attend each session of the event unless otherwise agreed upon with the company.

Termination. If the Participant or the Company terminates this agreement, the Participant shall promptly reimburse the Company for all prepaid expenses or advances unless such reimbursement is expressly waived by the Company. Upon termination, the Company shall be released from any and all further obligations under this Agreement, except for payment for approved expenses incurred prior to the termination.

Indemnification. The Participant shall indemnify and hold harmless the Company from and against all claims, liabilities, damages, penalties, suits, causes of action or judgments arising from any of the Participant's acts or omissions in connection with attendance in the Event.

Compliance with Laws. The Participant shall perform his or her responsibilities in a professional manner and to the best of his or her abilities and shall conduct his or her professional and personal affairs in compliance with local laws, regulations, and customs, in conformance with high moral and ethical standards, and in a manner appropriate to the Event and the location.

Arbitration. Any dispute, controversy, or claim arising out of or relating to this Agreement, or the alleged breach thereof shall be settled by binding arbitration. Either party may demand arbitration at any time, or the parties shall each select promptly a separate arbitrator to hear the issue. The two selected arbitrators shall pick a third arbitrator and that shall constitute the arbitration panel which shall hear all evidence in Burlington, Vermont and which shall make a decision that may be enforced in the Chittenden County Superior Court, Burlington, Vermont. All other aspects of the arbitration shall be conducted in accordance with the rules of the American Arbitration Association.

General Matters. This document sets forth all of the terms and provisions of the Agreement between the parties hereto. This Agreement may not be modified, altered, amended, or changed except in writing signed by the party against whom such a modification, amendment, or change is asserted or claimed. This Agreement shall be binding upon the Participant. This Agreement shall be construed under the laws of the State of Vermont and the United States of America.

Tetra Tech ARD

Participant

By: _____
Bussaracum Chamchoy, Director Admin,
Finance, SuFiA TS

Name, Title

Date:

Date: _____



TETRA TECH ARD

Exhibit A: Event Description

Program and Payment Details

Event Name: The CTI Ecosystem Approach to Fisheries Management Working Group (EAFM WG) Meeting, and the Sulu-Sulawesi Seascape Regional Exchange

Program Name: USAID Sustainable Fish Asia Technical Support (SuFiA TS) Activity

The Company: Tetra Tech ARD

Contract Number: GS00Q14OADU138 - Task Order No.72048622N00001

Client Information: USAID

Event Location: Manila, Philippines

Estimated Start Date: 13 June 2023

Estimated Termination Date: 16 June 2023

Description of Event: The EAFM WG meeting shall be conducted to finalize the draft Sustainable Coastal Fisheries and Poverty Reduction Initiative (COASFISH) regional framework. In addition, the Sulu-Sulawesi Seascape Regional Exchange (SSS REX) is a regional event of USAID Sustainable Fish Asia Technical Support (SuFiA TS) Activity that will provide technical support to CTI-CFF in updating its Sub-regional Plan for Managing Transboundary Fisheries in the Sulu-Sulawesi Seascape (SSS).

Approved Participant Expenses to be Paid by Tetra Tech ARD (Receipts are required for all expenses greater than US\$15 equivalent except for meals and incidentals. Unless otherwise determined, payment will be made in the local currency of the country of the event):

- Roundtrip economy class airfare.
- 05 nights lodging hotel costs 12 – 16 June 2023 not to exceed nightly rate PHP 6,800 in Manila or other amount approved by Tetra Tech. The participant will not be reimbursed for additional personal costs incurred at hotel (e.g., mini-bar, room service, phone calls, laundry, etc.). Tetra Tech ARD will provide lodging for night of arrival 12 June 2023 and following nights of participation in program activities through 16 June 2023 in Manila, with check-out and return to location of travel departure on 17 June 2023.
- On days of travel to and from the event, Participants who are not resident in Manila will be eligible for meals and incidentals amounts listed in the table below.

Allowance for meals, incidentals when not provided by Tetra Tech ARD during travel 11 – 18 June 2023:

Item	11	12	13 – 16 (4 days)	17 Jun	18 Jun	Total USD
Breakfast	6.30	8.40	33.60	8.40	6.30	63.00
Lunch	10.50	14.00	-	14.00	10.50	49.00
Dinner	16.80	22.40	89.60	22.40	16.80	168.00
Incidentals	8.40	11.20	44.80	11.20	8.40	84.00
Total USD	42.00	56.00	168.00	56.00	42.00	364.00
Equivalent PHP	2,310	3,080	9,240	3,080	2,310	20,020

- Ground transportation: **PHP 8,220**
 - Roundtrip residence to local airport (\$30 X 2) PHP 3,300
 - Roundtrip airport to hotel/venue (\$30 X 2) PHP 3,300
 - Airport terminal fee (\$30) PHP 1,620
- This event and all associated costs are subject to approval by USAID when required.

