

Brussels, [day, month, year]

Dr Orange House  
Expert avenue 11  
1111 AA Sin City  
Farawayland  
Sent by email to: [email address]

Our reference: L(2012)XX

**Subject: Confirmation and Conditions of Participation in Orange House Partnership's Project:  
["Activity/Project title"] to be executed in [Town, Country]**

Dear Dr House,

I herewith confirm your greatly appreciated participation in Orange House Partnership (OHP) project number: [activity/project number], entitled: ["activity/project title"].

With this letter I would like to clarify the following:

- You will contribute as [define expertise/profession] to a [define duration in days]-days [define nature of the activity/project] starting in the morning on [day/month/year] and ending on [day/month/year] in the afternoon;
- The activity/project will be carried out in [Town, Country] at a venue which will be determined in due time before the start of the training;
- Your contributions include: [describe the specific contributions of the expert];
- As an expert in [define expertise/profession] you will also act as moderator in break-out sessions by assisting participants with practical exercises.
- To facilitate the execution of the activity/project including the practical exercises you may use PowerPoint slides and other documents available from OHP as well as training material prepared by or available to yourself. All materials used will be made publicly available with proper reference to the source and, as appropriate, proprietary details. Further details of the activity/project [will be] communicated in due course.

**Insurance**

You will ensure to be adequately covered by reliable insurance(s) for the duration of your mission against risks related to: travel, damage or loss of your properties, accidents and other medical costs, as well as professional, personal and product liabilities to third parties, as appropriate.

OHP (being a charity organisation with the aim of providing assistance, advice and training in human and environmental food and chemical safety for free or at minimum costs to developing countries and emerging economies) is not in the position to provide an appropriate remuneration for your contributions to the training project. However, OHP offers to reimburse:

- All travel expenses, including transport from and to the nearest airports, based on economy fares;
- All expenses related to your stay in [Town, Country] from [start and end date of the assignment], including lodging (in the hotel contracted by OHP, or otherwise, as agreed), meals and all other miscellaneous expenses;
- All other costs directly and indirectly related to the mission which include costs of visa, passport charges, specific medication, vaccinations, travel and other insurances, etc.;
- Reimbursement will be on the basis of proof of the expenses (receipts, tickets, boarding pass stubs, etc.)

I look forward to our cooperation and thank you sincerely for your interest in Orange House Partnership and your willingness to contribute to this much needed training in Sudan.

Yours sincerely,

Herman B.W.M. Koëter,  
Managing Director