MODEL OFFER LETTER

***(On the letterhead of the donor)***

***Date:***

Dear *[Head of project],*

I am writing to inform you that *[name of donor]* will contribute *[currency and amount]* to support the work *[of the Health Committee or name of the project]* which is included in the Organisation for Economic Co-operation and Development (OECD) Programme of Work and Budget under [the Output Area 2.4.1 or Ouput Result of the project].

The continuation of any outputs beyond 2023-24 is subject to the inclusion of such outputs in the OECD’s Future Programme(s) of Work and Budget.

The OECD will issue the invoice in accordance with its standard invoicing procedures and may submit the invoice to the Donor in the form of a PDF file via email. Upon request, a paper copy invoice will be sent to the Donor. The OECD shall not be required to use any electronic system for submitting invoices / reports under this Agreement, including, but not limited to, by providing direct input through a platform operated by or on behalf of the Donor.

I note that the OECD shall administer the contribution in accordance with its Financial Regulations and other relevant rules, policies and procedures which provide for an administrative cost recovery charge of 6.48% of the total contribution amount.

This amount will be paid on *[insert date]* or upon receipt of an invoice from the OECD.

To limit administration costs, should upon completion of the project an amount of EUR 2000 or less [for an offer of KEUR 100 or above]; or EUR 1000 or less [for offers of less than KEUR 100] remain unspent, the OECD shall not be required to return these funds to [name of Donor].

I note that the results of the work, in whatever form, shall be the sole property of the OECD.

Any disagreement arising out of or relating to the interpretation of, compliance with or execution of this contribution shall be resolved by the Parties by mutual agreement.

The present letter and your confirmation of acceptance shall form a binding agreement between us.

Yours sincerely,