### ANNEX 2 - MODEL FOR THE OFFER LETTER

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| [Letterhead of the donor ministry/organisation]  Ms. Lamia KAMAL-CHAOUI  Director  Centre for Entrepreneurship, SMEs, Regions and Cities  OECD  2, rue André Pascal  75775 Paris Cedex 16  France  [Date]  Dear Ms. Kamal-Chaoui,  I am writing to inform you that [name of donor] will contribute [EUR] [amount] for 2025 and [EUR] [amount] for 2026 to the Output Area 1.2.4 Tourism included in the 2025-26 Organisation for Economic Co-operation and Development (OECD) Programme of Work and Budget.  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 that is already included in the total contribution amount. I note that the results of the work, in whatever form, shall be the sole property of the OECD.  The amount of [EUR] [amount] will be paid on [insert date/month and year], upon receipt of an invoice from the OECD. Any uncommitted and unspent balances on this voluntary contribution may be used for outputs included in Future Programmes of Work and Budget for the same Output Area.  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,  [Handwritten signature]  [Name of the authorised official – Title] |

IMPORTANT NOTE – Your original offer letter should be signed and an electronic copy sent by e-mail to [jane.stacey@oecd.org](mailto:jane.stacey@oecd.org), and must include the following information to enable the OECD to receive your contribution:

* Output Area for which the voluntary contribution (VC) is given: Output Area Tourism 1.2.4;
* Clear indication of the entity giving the VC (*e.g.* a specific government ministry or agency);
* Firm commitment to pay a specified amount;
* Exact amount and currency of the VC, preferably in euros;
* Payment date;
* Signature of an authorised official

Note: Your annual contribution can be paid in either i) one instalment in covering the 2025-26 biennium, or ii) two instalments, in 2025 and 2026 respectively. The letter should clearly state the date/month and year the instalment(s) will be paid.

MODEL FOR THE SMALL GRANTS UNDER EUR 7 500 (the contribution should be made by email)

I am writing to inform you that [name of donor] will contribute [EUR] [amount] for 2025 and [EUR] [amount] for 2026 to the Output Area 1.2.4 Tourism included in the 2025-26 Organisation for Economic Co-operation and Development (OECD) Programme of Work and Budget. This amount will be paid on [insert date], upon receipt of an invoice from the OECD.

* Please note that "small grants" are subject to a fixed administrative cost recovery charge of EUR 75.