



Maret Maripuu
Director General
Estonian Social Insurance Board
Paldiski mnt 80, 10617, Tallinn, Estonia

Dear Maret,

Letter of Agreement

This letter outlines the understanding and agreement between the Estonian Social Insurance Board (SIB) and Triple P UK Ltd ("TPUK") regarding the provision of Services (Training, Accreditation, and Implementation Support), Triple P for Baby online programme access codes and Programme Resources. The object of the letter is to provide details of the Services, Programme Resources, the online programme access codes, the translation services required to enable the Services, Programme Resources and online programme to be delivered, and to define the responsibilities of both parties. Please let us know immediately in writing if your understanding differs to what is set out below.

1. TRIPLE P SERVICES

The details of the Services to be undertaken by TPUK for SIB and the associated costs appear in Table 1 and Annexure A. The timing for conducting Training Courses in 2026 and 2027 must be advised by SIB during 2026, no later than 6 weeks prior to the proposed training Services. It is noted that Training Courses for 2026 and 2027 are still to be confirmed by SIB. SIB must advise TPUK during 2026 whether Training Courses for 2026 and 2027 are required. If SIB advises TPUK in 2026 that Training Courses for 2026 and 2027 are required, the parties will agree on dates for conducting Training Courses in 2026.

The term of the Letter of Agreement is from the date of signing by the last party, until the date the last of the services detailed in Table 1, including the services for Training Course in 2027 in Table 1 which is to be confirmed during 2026, is provided and paid for under this agreement.

Purchase of the Triple P for Baby online programme access codes will also entitle SIB to access to an Online Management System (code delivery, monitoring and reporting) as outlined below.

2. THE TRIPLE P TRAINER

The Services will be presented by an accredited Trainer with postgraduate qualifications approved by the University of Queensland.

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3. VENUE AND EQUIPMENT

SIB will be responsible for the provision of an appropriate venue and equipment (according to specifications outlined in Annexure B of this Letter of Agreement) and for catering if required. Details of the venue's location should be given to TPUK a reasonable time prior to the commencement of the training. SIB confirms that the event and training room complies with all local conditions.

4. TRANSLATIONS

SIB will engage a service provider to perform translation and translation review functions (the Service Provider(s)) to translate the Triple P Programme Resources and related printed and digital materials required for delivery of the Services and the Triple P for Baby online programme into the Estonian language. This includes all print and digital resources relating to practitioner training, accreditation and implementation support as well as delivery to parents of the Triple P for Baby online programme and the Triple P for Baby online programme itself. SIB will ensure that it and the Service Provider(s) work collaboratively with the Production team at Triple P's Australian company, Triple P International Pty Ltd (TPI) in performing the translation services.

The details of the materials to be translated, the process to be followed in undertaking the translation and each parties' responsibilities are set out in more detail in Annexure D.

SIB will also directly organise and pay for all costs of having a translator present during the delivery of the training, accreditation and implementation services performed by TPUK in order to translate in real time from English to Estonian. SIB will be responsible for ensuring the translator it engages is available and attends at the venue, where Services are delivered in person, or online where the Services are delivered online, on the dates and times scheduled for delivery of the Services.

Subject to the following, there will be no fee charged to SIB by TPUK for the time TPI's Production team and TPUK spend in supervising the translation and translation review undertaken by the Service Provider and preparing the translated files for production and printing. This is subject to:

- a) For the translation of the Triple P for Baby online programme, SIB purchasing a minimum initial quantity of 350 online program codes (at €83.30 per access code) as soon as the translation services for the online programme are completed, in accordance with this Agreement;
- b) SIB paying €15,000 to TPUK, in accordance with this Agreement, for TPUK to organise the production of sub-titled video assets for practitioners to utilise when delivering the program to parents as well as the video assets used for the Triple P for Baby online programme. There is significant cross-over (the same video) between the online program and practitioner delivered program, so this work is all done simultaneously.

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5. INTELLECTUAL PROPERTY AND USE RIGHTS

A reference to Intellectual Property Rights in this Agreement means all intellectual property rights of any kind in any jurisdictions including current and future, registered and unregistered rights in respect of copyright, trade marks, trade names, trade secrets, know-how, inventions, confidential information, business method or improvement and any related rights.

SIB acknowledges that all pre-existing Intellectual Property Rights in the Services, Programme Resources and Triple P for Baby online programme are the sole property of TPI and its licensors'. Nothing in this Agreement or its performance, including the performance of any translation and translation review work related to this Agreement, will be deemed to confer any rights on SIB or any other person.

SIB will ensure that in the agreement under which it engages the Service Provider as outlined in the Translations section above, the Services Provider assigns all right, property and title, including all Intellectual Property Rights, in the translated materials and anything else prepared or developed under the agreement to TPI. SIB will provide to TPI appropriate evidence of this assignment under the agreement with the Service Provider.

To the extent any right, property and title, including any Intellectual Property Rights relating to the Services, Programme Resources and the Triple P for Baby online programme vests in SIB, SIB automatically and absolutely assigns to TPI all such Intellectual Property Rights as they arise, including through the translation and translation review processes.

SIB agrees that it will, and will procure the Service Provider to, sign all documents and do all other things required to effect, perfect or register TPI's or its licensors' ownership rights, including Intellectual Property Rights, at no cost to TPI or TPUK.

SIB acknowledges and agrees that it is permitted to use the materials used or prepared in performing the Services, the Programme Resources and the online programme, including translated materials and assets, solely for the purpose of this Agreement.

6. TRIPLE P FOR BABY ONLINE PROGRAMME ACCESS CODES AND ONLINE MANAGEMENT SYSTEM

6.1 Access Codes

The Triple P for Baby Online Programme is accessed by parents using unique access codes. Parents will receive personal login details (with their access code) and can complete the online programme at a time and place most suitable to them.

The access codes are valid for 12 months after activation. Unused (non-activated) access codes will remain valid for twelve months; non-activated access codes will expire at this time. On request, TPUK may revalidate unused

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access codes. TPUK will release the access codes to SIB upon receipt of payment or a valid purchase order, as soon as translation of the online programme is completed.

The package includes up to 20 Triple P for Baby online programme access codes for practitioners who will be supporting parents through the online programme. TPUK will dispense these access codes directly to SIB's identified practitioners. In order to do so, TPUK will require limited personal information about the practitioners. We have prepared a Privacy Notice SIB must provide to the practitioners, prior to collecting their personal data and providing it to TPUK. The Privacy Notice is annexed to this agreement as Annexure E. In addition to providing information about the personal data that we need to send the practitioners their access codes, the Privacy Notice also provides practitioners with information about the personal data used to set up their access to the Online Management System.

TPUK will ask SIB's project manager/lead to provide each practitioner's name and personal email address in a password protected excel spreadsheet. This information will be used for the purposes of TPUK supplying the access codes directly to practitioners (from TPUK's own online management system). Once the access codes are administered to practitioners, TPUK will email the manager/lead advising them that the codes have been distributed. Once all administrative tasks have been completed, and after a period of 7 to 14 days to allow for any follow up, TPUK will delete all records of the excel spreadsheet.

6.2 Online Management System

For the duration of this Agreement, SIB's nominated professionals shall have access to SIB's unique Online Management System. An Introduction to the Online Management System(s) is annexed to this agreement as Annexure F. The Online Management System Terms of Use are annexed to this agreement as Annexure G.

There are different levels of access to the management systems:

- a) Primary Managers have unrestricted access to all available parent and initiative data and have authority to perform all available functions within the Online Management System.
- b) Secondary Managers can access data restricted to selected organisation account(s) and are able to perform most functions.
- c) Practitioners' access is further restricted as they can see data limited to the parent(s) they have been assigned to and can perform limited functions within the organisation account(s) they are linked to.

Professionals will have access at the level identified by SIB (primary level access, secondary level access or practitioner level access).

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TPUK will ask SIB's project manager/lead to provide the details of how the online management system will be set up for SIB in a password protected excel spreadsheet. The following is the information SIB needs to provide:

- Organisational name;
- For Primary Manager(s) access;
 - First name;
 - Last name; and
 - Work email address;
- For Secondary manager(s) access;
 - First name;
 - Last name;
 - Work email address, and
 - Which organisation account the secondary managers view should be restricted to; and
- For Practitioner(s) access;
 - First name;
 - Last name;
 - Work email address; and
 - Which organisation account the secondary managers view should be restricted to.

Once TPUK has received the information, the Triple P Online team will create the unique online management system and the individual username and password for each SIB manager/practitioner. This information is to be provided in a password protected excel spreadsheet. The spreadsheet will be sent to SIB's lead/manager by TPUK. The excel spreadsheet will be retained for the duration of SIB access to the management system.

6.3 The Personal Data within the Online Management Systems

Through the Online Management Systems, SIB will have access to the following data for each of your parent users (which can also be downloaded in CSV spreadsheet format):

- First Name/Last Name;
- E-mail address;
- Current module;
- Current topic within that module;
- Registration date;
- Date of last log in;
- Number of log ins; and
- Account expiry date.

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6.4 When Your Access Will Cease

Your access will remain valid for at least 24 months. TPUK reserve the right to close your administrative access 12 months after the expiration of all of your users' accounts. However, if you would like continued access to the Online Management Systems beyond this period, please contact us at tpol@triplep.net.

The information within the Online Management System for the Estonian language version of Triple P for Baby online programme will be stored in a private database which is hosted on the Amazon infrastructure in the Republic of Ireland (EU). The personal data will be encrypted in transit and in back-up.

7. TRAVEL, TRANSFERS & ACCOMMODATION

Trainer travel and accommodation costs associated with the delivery of Services are included in the training fee.

8. COURSE PARTICIPANTS

8.1 Participant Numbers

SIB has up to six weeks before the first day of training to adjust the participant numbers for each training course. A minimum of 12 participants is required for a training course to proceed. If no changes are requested by this date TPUK will proceed to send all resources for the amount nominated in this Letter of Agreement. Requests to change participant numbers after this date will be subject to review and potential change to charges.

8.2 Privacy Notice

SIB must provide all prospective course participants with the Privacy Notice contained in Annexure E to this Letter of Agreement, before providing TPUK with any of the prospective course participants' personal data.

8.3 Additional Needs

If a prospective course participant has additional needs which has the potential to impact upon the delivery of the Services, TPUK needs to be made aware of the additional needs.

SIB must provide the Additional Need Disclosure Form (Annexure I to this Letter of Agreement) to the prospective course participants, no later than one month before the Services commence. SIB must encourage the prospective course participants to complete the form if they have an additional need which has the potential to impact upon the delivery of the Services and to return the form directly to TPUK as soon as possible, using the email address provided. TPUK will do its best to accommodate any disclosed additional needs, however we note that there may be situations where this isn't possible. This includes, but is not limited to, situations where TPUK is notified at the last minute and has insufficient time to accommodate the disclosed needs.

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9. SERVICES AND PROGRAMME RESOURCES

The fees for the Services and Programme Resources are summarised in Table 1 below.

Table 1. Cost summary for SIB

Training & Implementation Year 1 - 2025	Total Cost*
Triple P for Baby Provider Training Course <i>Fixed Cost</i>	€16,760.00
Triple P for Baby Provider Training Course for 20 practitioners <i>Total Course Place Cost</i>	€9,100.00
Pre-Accreditation Workshop	€2,815.00
Triple P for Baby Group Workbooks <i>200 units**</i>	€5,532.00
Trainer Facilitated PASS <i>24 hours per cohort</i>	€4,920.00
Production of subtitled video assets <i>For use in Training Course and online programme</i>	€15,000.00
350 (minimum) Triple for Baby online access codes for parents <i>€83.30 per access code***</i> <i>Plus additional codes (up to 20) for practitioners supporting parents, at no cost</i>	€29,155.00
Total Cost*	€83,282.00

*Prices are exclusive of VAT, valid up to 30.06.2026

** Workbooks are to be purchased in minimum order quantities of 100 units, delivered to a single nominated address in Estonia

***The online access codes will be provided to SIB once the translation of the online programme to Estonian language is completed

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Training & Implementation Year 2 – 2026** <i>SIB to confirm in 2026 whether it will require Training Course to be delivered in 2026</i>	Total Cost*
Triple P for Baby Provider Training Course <i>Fixed Cost</i>	€16,760.00
Triple P for Baby Provider Training Course for up to 20 practitioners <i>Total Course Place Cost</i>	€9,100.00
Pre-Accreditation Workshop	€2,815.00
Triple P for Baby Group Workbooks <i>300 units***</i>	€8,298.00
Trainer Facilitated PASS <i>24 hours per cohort</i>	€4,920.00
Total Cost*	€41,893.00

*Prices are exclusive of VAT, valid up to 30.06.2026

**The course must proceed prior to 30 June 2026 to honour the 2025/2026 pricing. After that pricing is as per the 2027 pricing below.

*** Workbooks are to be purchased in minimum order quantities of 100 units, delivered to a single nominated address in Estonia

Training & Implementation Year 3 – 2027 <i>SIB to confirm in 2026 whether it will require Training Course to be delivered in 2027</i>	Total Cost*
Triple P for Baby Provider Training Course <i>Fixed Cost</i>	€17,180.00
Triple P for Baby Provider Training Course for up to 20 practitioners <i>Total Course Place Cost</i>	€9,300.00
Pre-Accreditation Workshop	€2,885.00
Triple P for Baby Group Workbooks <i>500 units**</i>	€14,175.00
Trainer Facilitated PASS <i>24 hours per cohort</i>	€5,040.00
Total Cost*	€48,580.00

*Prices are exclusive of VAT, valid up to 30.12.2027 for Services, Support and Resources provided under this agreement only

** Workbooks are to be purchased in minimum order quantities of 100 units, delivered to a single nominated address in Estonia

If SIB opts to change the number of participants the adjustment in cost will be as per Table 2 below, which reflects the course place cost for each participant. A minimum of 12 participants is required for a course to proceed. Any changes to the number of participants will alter the Total Course Place Cost and the Total Cost reflected in Table 1. A Course Place for any participant who does not attend the first day of training is non-refundable.

Changes to the number of participants attending each training may result in an increased or decreased amount of

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accreditation days. If this occurs TPUK will contact SIB to discuss the accreditation schedule. These costs are included in the course place fee and will not be an additional charge.

Table 2. Variable Costs

Variable Costs Years 1 and 2 - 2025 and 2026	
Triple P for Baby Course Place - Cost Per Participant	€455.00
Triple P for Baby Group Workbook – Cost Per Unit**	€27.66
Triple P for Baby Online Code – Cost Per Unit	€83.30
Implementation Consultation Support – Cost Per Hour	€205.00

*Prices are exclusive of VAT, valid up to 30.06.2026

**Workbooks are to be purchased in minimum order quantities of 100 units, delivered to a single nominated address in Estonia

Variable Costs Year 3 - 2027	
Triple P for Baby Course Place - Cost Per Participant	€465.00
Triple P for Baby Group Workbook – Cost Per Unit**	€28.35
Triple P for Baby Online Code – Cost Per Unit	€85.40
Implementation Consultation Support – Cost Per Hour	€210.00

*Prices are exclusive of VAT, valid up to 30.12.2027 for Services, Support and Resources provided under this agreement only

** Workbooks are to be purchased in minimum order quantities of 100 units, delivered to a single nominated address in Estonia

Details of Service fee inclusions are outlined in Annexure C to this letter of Agreement.

10. COMPLETION AND RETURN OF VARIOUS FORMS TO TPUK

10.1 Participant Numbers

As an integral part of the conduct of any Triple P Provider Training Course various forms are distributed to the participants for completion. It is imperative that these digital (online) forms are completed and submitted.

The nature of personal information collected by TPUK generally comprises name, address, age, professional qualifications, name of employer, address of employer, position in the employer's organisation, and contact details (phone numbers, fax numbers, email address). We will also collect feedback and opinions from the course participants. For more detailed information about the personal data collected from course participants, please refer to the Privacy Notice at Annexure E to this Letter of Agreement.

TPUK will not collect personal information from participants that might reveal their racial or ethnic origin, political, religious or philosophical viewpoint, sexual preferences, or other trade or professional unions. Details regarding additional needs may be collected, as noted in Clause 8.3 above, and this will be processed to take into consideration whether the additional need requires an accommodation to be made by TPUK.

The primary purpose for the collection of personal information from course participants is to enable TPUK to track a participant's progress through the course and the course modules, to facilitate the shipment of resources and

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information (e.g. Accreditation Certificates). A secondary purpose is to facilitate TPUK's ability to inform course participants of new developments in the Triple P – Positive Parenting Program®, and the availability of new training and resources (such as books, tip sheets, and Digital Videos). For further information about the purposes for which the personal data will be processed, please refer to the Privacy Notice at Annexure E to this Letter of Agreement.

The personal information that TPUK collects from participants will always remain confidential and TPUK will comply with relevant Data Protection Laws, as noted in clause 13 below. TPUK will not sell, rent or license all or part of a participant's information to any party. TPUK may disclose a participant's personal data to other companies within the Triple P corporate group (Triple P Group), to the University of Queensland's Parenting and Family Support Centre (the creators of Triple P), to the venue to facilitate the provision of the Services and/or to third-party service providers, including for the purposes of securely storing the participant's data.

10.2 The forms that will be distributed

During the Triple P Provider Training Course the following digital (online) forms will be distributed to course participants for completion and submit the abovementioned forms.:

- Contact Detail Sheet
- Privacy Notice
- Triple P Workshop Evaluation Survey
- Parent Consultation Skills Checklist (Pre-Training Assessment)
- Parent Consultation Skills Checklist (Post Training Assessment)
- Parent Consultation Skills Checklist (Follow-up Assessment)
- Accreditation Quiz
- Triple P Provider Accreditation Application

10.3 SIB to encourage completion of forms

SIB shall, if required, use its reasonable endeavours to encourage all Triple P Provider Training Course participants to complete and return the abovementioned forms to the Trainer.

11. PAYMENT OF FEES

11.1 The Fees

- (a) The total cost as outlined in Clause 9 Table 1, for Year 1 (2025) is €83,282.00. The costs will be adjusted in accordance with the Table 2 Variable Costs above if there are changes in participant numbers.
- (b) The total cost as outlined in Clause 9 Table 1, for Year 2 (2026) is €41,893.00 if the Training Course is conducted before 30 June 2026. If the Training Course for 2026 is conducted after 30 June 2026, the Year 2027 pricing will apply. It is noted that Training Course for 2026 has not been confirmed,

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with SIB to advise during 2026 whether Training Course is required. The costs will be adjusted in accordance with the Table 2 Variable Costs above if there are changes to participant numbers.

- (c) The total cost as outlined in Clause 9 Table 1, for Year 3 (2027) is €48,580.00. The Training Course will be delivered in 2027, with the timing for the Services to be confirmed by SIB during 2026. It is noted that Training Course for 2027 has not been confirmed, with SIB to advise during 2026 whether Training Course for 2027 is required. If confirmation is provided by SIB the costs will be as provided under this Agreement, subject to changes in participant numbers in which case costs will be adjusted in accordance with the Table 2 Variable Costs for Year 2 above.
- (d) This is payable according to the below Payment Schedule:

Table 2. Payment Schedule

Description	Invoice Issued By	Date Invoice Issued By
Triple P Provider Training Course(s) and Implementation Support	Triple P UK Ltd.	First day of training
Sub-titled video assets	Triple P UK Ltd	Once sub-titling complete
Minimum 350 Triple for Baby online access codes for parents	Triple P UK Ltd.	Once translation of program to Estonian is completed
Programme Resources	Triple P UK Ltd.	Upon Receipt of Purchase Order

- (e) Invoices for Services and Programme Resources will be issued from TPUK outlining the total costs to be paid by SIB. The total costs should be remitted to TPUK within 15 days of the receipt of the invoice. Our preference is that payment be made for the Great British Pounds invoice total by way of electronic transfer into the bank account of Triple P UK Ltd. as follows:
 - (f) **Bank Name:** HSBC Bank PLC
 - Name of Account:** Triple P UK Limited
 - Sort Code:** 40-02-44
 - Account Number:** 52594684

11.2 VAT

- (a) All prices are exclusive of VAT.
- (b) TPUK shall charge and collect VAT on taxable goods and services supplied if required unless an

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exemption is available to the customer. In the event that SIB qualifies for exemption from payment of VAT on the supplies made to SIB by TPUK it is essential that the certification in this letter is completed.

11.3 Billing and Delivery details to be supplied by SIB

SIB has provided details of the addresses to which TPUK should send:

- (a) invoices in respect of the Services; and
- (b) the training materials and resources.

The details appear in the accompanying Quote. In the event that any of those details change SIB should provide particulars of those changes to TPUK without delay.

12. CANCELLATION & RESCHEDULING

12.1 Cancellation by SIB

If SIB cancels, without rescheduling, scheduled Services it is agreed that:

- (a) SIB will pay to TPUK actual third party costs incurred by TPUK relating to the cancelled Services prior to the receipt of the notice of cancellation which relate to the Trainer's travel, accommodation, car hire, etc. and which cannot be recouped from the involved third party;
- (b) SIB will pay to TPUK, in the event that Triple P materials (such as DVDs, Facilitator Kits) have been dispatched by TPUK to SIB in respect of the training course, the cost of those materials returned to TPUK by SIB which are not of merchantable quality. TPUK and SIB agree that in the event that Triple P materials are returned all costs will be borne by SIB and those costs will include not only SIB's costs of returning the materials to TPUK but also the costs incurred by TPUK in dispatching the materials to SIB; and
- (c) if such cancellation occurs at any time in the twenty-eight days (including weekends) before the scheduled Services date, SIB shall pay TPUK a fee equal to 50% of the fee for the Services (as specified in Clause 9) that have been cancelled.

12.2 Rescheduling

If SIB cancels, but reschedules, scheduled Services it is agreed that SIB will pay to TPUK as follows:

- (a) the sum of €280.00 if the notice of the rescheduling is given to TPUK twenty-eight days (including weekends) or more prior to the commencement of Service delivery; or

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(b) 10% of the total cost of the Services if the notice of the rescheduling is given to TPUK less than twenty-eight days prior to the commencement of Service delivery.

12.3 Cancellation by TPUK

In the event of TPUK having to cancel the training course(s) because of a trainer's illness, other emergency, or a Force Majeure Event, SIB and TPUK agree to reschedule the training course(s) to a mutually agreeable date. Furthermore, TPUK will pay to SIB actual third-party costs incurred by SIB relating to the cancelled training/accreditation prior to the receipt of the notice of cancellation which relate to items including but not limited to venue hire and accommodation and which cannot be recouped from the involved third-party.

12.4 Returns

Requests for the return of Training and Programme Resources are subject to TPUK's Resource Returns Policy and can be made by contacting TPUK's Orders department (orders@triplep.net).

12.5 Adjustments to Participant Numbers

Requests to change the number of participants attending each course must be made no later than the date nominated in Section 8 of this Letter of Agreement. It is the responsibility of SIB to inform TPUK of any changes to participant numbers. Changes made after this date will be subject to review and may incur extra charges. Please note that changes to the attendance numbers may result in an increase or decrease of the allocated accreditation days.

12.6 Force Majeure Event

If TPUK or SIB are unable to perform any of their obligations under this Agreement (other than an obligation to make payment) by circumstances beyond their reasonable control, including but not limited to Acts of God, governmental restrictions, continuing domestic or international problems such as wars or insurrections, strikes, fires, floods, work stoppages, epidemics and/or pandemics, embargoes, and/or lack of materials, then that Party will be excused from performance of that obligation for the duration of the relevant event.

13. DATA PROTECTION

13.1 In this clause:

(a) Data Protection Laws means all applicable and in force data protection and privacy, laws relating to the processing of personal data including:

- (i) The EU's *General Data Protection Regulation* ("GDPR"); and
- (ii) The UK's *Data Protection Act 2018* ("DPA") and the UK's *Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019*, which

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establish the post-Brexit data protection regime in the UK, known as the UK General Data Protection Regulation (UK GDPR).

- (b) the terms "processor", "controller" and "personal data" shall have the meanings set out in the Data Protection Laws.

13.2 TPUK and SIB will comply with the Data Protection Laws.

13.3 TPUK and SIB acknowledge that:

- (a) SIB is not a processor of any data controlled by TPUK.
- (b) TPUK and its related bodies corporate are not processors of personal data controlled by SIB.

- (i) With respect to the personal data associated with the Triple P Events: SIB will provide TPUK with the course participants' name and email addresses and may provide TPUK with further information, being the course participants' employer, job title and details of any Triple P courses they have previously attended (the "Enrolment Data"). TPUK will be an independent Data Controller for the Enrolment Data and will process the Enrolment Data to facilitate the provision of the Services.

- (ii) Prior to providing the Enrolment Data to TPUK, SIB will provide the course participants:

A. The Privacy Notice for Triple P Events in Estonia (Annexure E)

B. The Additional Need Disclosure Form (Annexure I)

- (iii) TPUK will provide SIB with the name and email address of the Trainer. SIB will be an independent Data Controller in respect to their own processing of that data.

- (iv) TPUK will collect personal data from the course participants themselves "(the Attendee Data"). This may include special category personal data via the Additional Needs Disclosure Form. TPUK will collect express consent from the data subjects to process the special category personal data and will not disclose that special category personal data to SIB. TPUK is the Data Controller for the Attendee Data.

- (v) TPUK will provide SIB with some personal data after the completion of the training and/or accreditation sessions and pre-accreditation workshop(s), either through email or in the reports which form part of the Services. Survey responses will be included in the reports, but in deidentified form. The personal information provided will be the names of the people who attended the session(s)/workshop(s), whether they met the minimum attendance

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requirements and whether they are accredited in the positive parenting program. SIB will be an independent Data Controller with respect to their own processing of this personal data.

- (vi) TPUK may provide additional personal data about the course participants. Trainers may from time to time, record their observations or opinions about course participants. This may include whether the participant stood out as being particularly skilled in an area of the course, whether the Trainer believes the participant would benefit from additional training or support, or whether the behaviour of the participant was problematic and negatively impacted on the delivery of the session or workshop. Should TPUK provide SIB with this type of personal data, SIB will be an independent Data Controller in respect to their own processing of that personal data.

(c) With respect to the personal data of OMS users:

- (i) Prior to either providing the OMS users' personal data to TPUK or entering the OMS users' personal data into the OMS, SIB will provide the OMS users with:
 - A. A copy of the Privacy Notice for the OMS (Annexure E)
 - B. A copy of the OMS Terms of Use (Annexure G).

(d) With respect to the personal data within the OMS relating to program users:

- (i) TPUK will provide users of the Baby Triple P Online programme, with access to the Privacy Notice for the Online Programmes (see Annexure H).
- (ii) Where SIB access the personal data of Baby Triple P Online users, through the OMS, SIB will be an independent Data Controller with respect to their processing of that personal data.

Where SIB is an independent Data Controller, SIB is subject to all the obligations of data controllers under applicable data protection laws. This includes the requirement to provide data subjects with a Privacy Notice that explains how SIB will use, store, share and secure the personal data etc. If there is anything in this Letter of Agreement about which you have any questions or about which you would like additional information, please email Courtney Trubshaw at courtney@triplep.net. If everything is satisfactory, please sign the agreement and return a scanned copy via email to courtney@triplep.net.

Backed by research. Proven by parents.

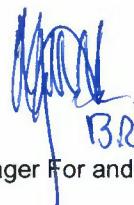
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Yours sincerely,

Bruce Cooper

Group General Manager For and on behalf of Triple P UK Limited

 BRUCE COOPER - Group General Manager

The terms of the Letter of Agreement are agreed and accepted by Estonian Social Insurance Board

by: 

(Signature of person accepting on behalf of Estonian Social Insurance Board, a person authorised to sign on behalf of Estonian Social Insurance Board)

Name of Person signing for Estonian Social Insurance Board (please print):

MARET MARIPUU

Designation of that person (please print): STATUTES OF THE SOCIAL INSURANCE BOARD
S10, SUBSECTION 1, CLAUSE 13

Contact Details for that person (please print)

Address: PALDISKI MNT. 80, TALLINN 15092 ESTONIA

Telephone: +372 612 1360

Fax: -

Email: info@sotsiaalkindlustusamet.ee

Certification: Value Added Tax Exemption

I, Maret Maripuu, am authorised to make this Certification on behalf of the Estonian Social Insurance Board. I hereby certify that the Estonian Social Insurance Board for the purposes of the Value Added Tax Act 1994, is not required to pay UK VAT on the goods and/or services being purchased from Triple P UK Ltd because Estonian Social Insurance Board qualifies for exemption under Item 5A, Group 6, Schedule 9 where:

"The provision of education or vocational training and the supply, by the person providing that education or training, of any goods or services essential to that provision, to the extent that the consideration payable is ultimately a charge to funds provided by (a) the Young People's Learning Agency for England under Part 3 of the Apprenticeships, Skills, Children and Learning Act 2009; (b) the Chief Executive of Skills Funding under Part 4 of that Act; or (c) the National Assembly for Wales under Part ii of the learning and Skills Act 2000"

Signature: 

Date: 28.03.2025

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Annexure A.

TABLE 1 - Details of Triple P Services to be conducted by the Trainer

Details of Triple P Services 2025 Course	Dates	No. of Practitioners
Training		
In person, 2025	To be confirmed	20
Pre-Accreditation Workshop		
2025 (online)	To be confirmed	20
Accreditation		
2025 (online)	To be confirmed	20

Details of Triple P Services 2026 Course <i>(confirmation of course by SIB in 2026)</i>	Dates	No. of Practitioners
Training		
2026	To be confirmed	20
Pre-Accreditation Workshop		
2026 (online)	To be confirmed	20
Accreditation		
2026 (online)	To be confirmed	20

Details of Triple P Services 2027 Course <i>(confirmation of course by SIB in 2026)</i>	Dates	No. of Practitioners
Training		
2027	To be confirmed	20
Pre-Accreditation Workshop		
2027 (online)	To be confirmed	20
Accreditation		
2027 (online)	To be confirmed	20

Backed by research. Proven by parents.

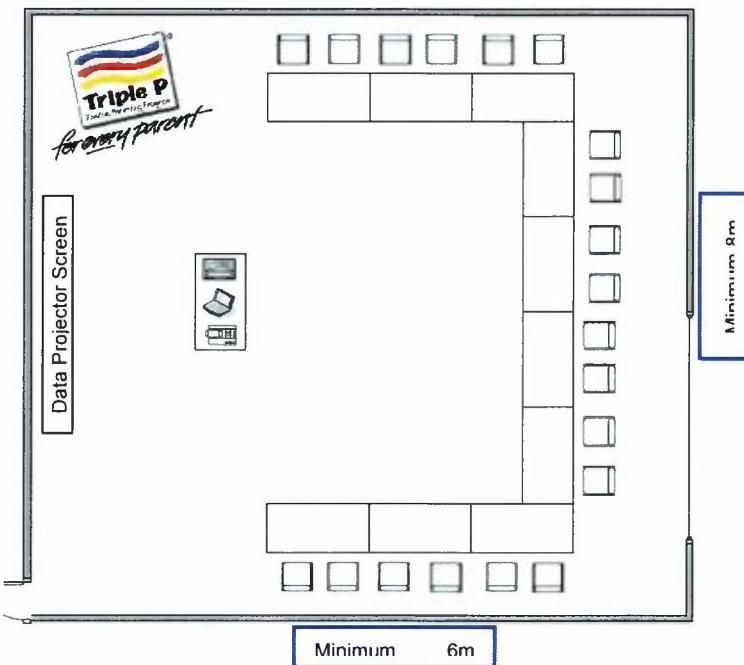
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Annexure B. Venue and Equipment Requirements

Training & Implementation Support

- Venue must be a minimum of 6 x 8 meters (20 x 26 feet) in size and have an area available for small group break-out activities close to the training room. Rooms larger than this will not require a break-out room.
- Ensuring the event complies with any relevant local guidelines for appropriate social distancing.
- Tables to be set up in a U-Shape with plenty of room for each participant and their resources (see diagram below).
- If U-Shape is not possible, 2 or 3 long tables may suffice. All participants must be able to face the front of the room comfortably.
- Please ensure the venue has sufficient lighting, adequate air-flow and is a comfortable temperature.
- Data Projector, screen & speakers (for the Trainer to connect to their laptop and deliver MS-PowerPoint presentations).
- Whiteboard, pens and eraser (Flipchart also acceptable).
- Provide name badges for each participant - need to be available at the venue each day of training.



Accreditation

- For 5 or less participants, the venue must be a minimum of 4 x 3 meters (12 x 9 feet) in size.
- For 6-10 participants, the venue must be a minimum of 6 x 4 meters (18 x 12 feet) in size.
- For full-day accreditation where lunch is provided, an area must be available for lunch breaks.
- Please ensure the venue has sufficient lighting, adequate air-flow and is a comfortable temperature.
- Ensuring the event complies with any relevant local guidelines for appropriate social distancing. Data Projector, screen & speakers (for the Trainer to connect to their laptop and deliver MS-PowerPoint presentations).
- Provide name badges for each participant - need to be available at the venue each day of training.

For more information refer to the Coordination Form.

Annexure C. Course Fee Inclusions

Backed by research. Proven by parents.

Triple P for Baby Provider Training Course | 2025

The fee for the Triple P for Baby Provider Training Course is €28,675.00 which is payment for the following:

- One 4-day training program for a maximum of 20 participants.
- One 1-day pre-accreditation workshop for a maximum of 20 participants
- Two 1-day accreditation workshops with 5 participants per ½ day to be undertaken 6-8 weeks post training program.
- Provision of training materials (i.e. participant notes, questionnaires /evaluation forms).
- Provision of Triple P Practitioner resources (i.e. Practitioner's Kit for Triple P for Baby (includes Practitioner's Manual and Triple P for Baby Workbook), and access to the Triple P for Baby video).
- Access to the Triple P Provider Network for each participant.

Triple P for Baby Provider Training Course | 2026 (facilitated before 30.06.2026)

The fee for the Triple P for Baby Provider Training Course is €28,675.00 which is payment for the following:

- One 4-day training program for a maximum of 20 participants.
- One 1-day pre-accreditation workshop for a maximum of 20 participants
- Two 1-day accreditation workshops with 5 participants per ½ day to be undertaken 6-8 weeks post training program.
- Provision of training materials (i.e. participant notes, questionnaires /evaluation forms).
- Provision of Triple P Practitioner resources (i.e. Practitioner's Kit for Triple P for Baby (includes Practitioner's Manual and Triple P for Baby Workbook), and access to the Triple P for Baby video).
- Access to the Triple P Provider Network for each participant.

Triple P for Baby Provider Training Course | 2027 (confirmation of course by SIB in 2026)

The fee for the Triple P for Baby Provider Training Course is €29,365.00 which is payment for the following:

- One 4-day training program for a maximum of 20 participants.
- One 1-day pre-accreditation workshop for a maximum of 20 participants
- Two 1-day accreditation workshops with 5 participants per ½ day to be undertaken 6-8 weeks post training program.
- Provision of training materials (i.e. participant notes, questionnaires /evaluation forms).
- Provision of Triple P Practitioner resources (i.e. Practitioner's Kit for Triple P for Baby (includes Practitioner's Manual and Triple P for Baby Workbook), and access to the Triple P for Baby video).
- Access to the Triple P Provider Network for each participant.

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Triple P Trainer-Facilitated PASS Sessions | 2025

The fee for 24 hours of Trainer-Facilitated PASS (Peer-Assisted Supervision and Support) Sessions is €4,920.00 for each course, which is payment for the following:

- Two-hour online sessions delivered to small groups of 4-5 Practitioners
- Peer led sessions facilitated by a Triple P Trainer.

Triple P Trainer-Facilitated PASS Sessions | 2026

The fee for 24 hours of Trainer-Facilitated PASS (Peer-Assisted Supervision and Support) Sessions is €4,920.00 for each course, which is payment for the following:

- Two-hour online sessions delivered to small groups of 4-5 Practitioners
- Peer led sessions facilitated by a Triple P Trainer.

Triple P Trainer-Facilitated PASS Sessions | 2027

The fee for 24 hours of Trainer-Facilitated PASS (Peer-Assisted Supervision and Support) Sessions is €5,040.00 for each course, which is payment for the following:

- Two-hour online sessions delivered to small groups of 4-5 Practitioners
- Peer led sessions facilitated by a Triple P Trainer.

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Annexure D. Translation and Translation Review of Triple P Resources

The Subject Triple P Resources to be translated to Estonian are as follows:

Triple P for Baby Resources

- Parent Workbook
- Parent PowerPoint Presentation
- Parent Video
- Practitioner Manual
- Training Participant Notes
- Training Video
- Training PowerPoint Presentation
- Training and Accreditation Forms
- Any additional forms and tools as agreed with SIB
- All Triple P for Baby Online Program text and scripts

All video resources will be ***subtitled NOT voice-dubbed***.

SIB will nominate one person as the point of contact as Translator and one other person as a point of contact as Translation Reviewer for the Triple P International Publications Team (Publications) to work with. The Translation Reviewer will be the key person because they will approve the final copy of the resources before anything is published.

The Translator and Translation Reviewer are two separate roles and should not be assigned to the same party (e.g. the review of a file should not be completed by the Translator). The Translator and Translation Reviewer must have access to the latest software for Adobe Reader and Microsoft Office.

The process will commence with communication from Publications. If there isn't a Subject Language Glossary of key Triple P terms already available, the Translator and Translation Reviewer will develop or update a Subject Language Glossary provided by Publications.

All files to be translated by the Translator will then be provided by Publications with further instructions on how to proceed. After the Translator has completed the translation, Publications will provide the files to the Translation Reviewer.

The Translation Reviewer will compare the translated resources with the English versions and ensure that all terminology is consistent with the approved Subject Language Glossary and Optimal Linguistic Consistency.

'Optimal Linguistic Consistency' means the duty of the person conducting the Services to ensure that the files

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adhere to the terminology in the Subject Language Glossary, as well as the grammatical styles, vocabulary, idioms and other linguistic features that have been used in the most recent Triple P Resource (if applicable) in the Subject Language.

The Translator shall incorporate the tasks outlined in Schedule 1 (below) into producing the final product to be published.

The Translation Reviewer shall incorporate the tasks outlined in Schedule 2 (below) into producing the final product to be published.

All Intellectual Property Rights (as defined in the Letter of Agreement) in the translated works will be assigned to TPUK in a written document to comply with the Copyright Act 1968. SIB's nominated translation Service Provider, including the individuals who perform the functions of Translator and Translation Reviewer, may not reproduce the materials or any part thereof in any format for any reason other than for the purposes of translating and reviewing the resources for TPUK.

TPUK will not pay any fees for the provision of the translated Services. For example, no fees are payable for the time taken to perform the Services.

Schedule 1: Translator's Tasks Checklist

When translating the Subject Triple P Resources, the Translator shall incorporate the following tasks into producing the final product.

- 1. Translate the text of the Subject Triple P Resources into the Subject Language using the Subject Language Glossary and Optimal Linguistic Consistency.**

- 2. Check that the following elements of the Subject Triple P Resources have been completed (where appropriate):**
 - The entire resource has been translated (unless otherwise specified by Publications).
 - The entire resource has been compared to the latest English version for discrepancies.
 - The terminology is consistent with the Subject Language Glossary and Optimal Linguistic Consistency has been used.
 - Ensure internal consistency both within each resource and within the suite of resources being translated. For example, translating headings, exercises, worksheets, chapter titles etc. the same way each time they're referenced.

- 3. Check that the document has no spelling, grammatical, typographical or punctuation errors.**

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4. Check and ensure the consistency and conformity of:

- Spelling.
- Hyphenation.
- Capitalisation.
- Abbreviations.
- Numbers, dates, percentages and symbols.

5. Check all cross-references and links, including:

- The list of contents, illustrations and tables against the text.
- In-text page references.
- Resource titles and references between corresponding resources.

Schedule 2: Translation Reviewer's Tasks Checklist

When conducting a translation review of the translated Subject Triple P Resources, the Translation Reviewer shall incorporate the following tasks into producing the final product.

- 1. Compare the translation to the English file to ensure that nothing has been missed in the translation from the Subject Triple P Resources.**
- 2. Review the translation of the Subject Triple P Resources ensuring that the translator has used the Subject Language Glossary and Optimal Linguistic Consistency.**
- 3. Check that the following elements of the Subject Triple P Resources have been completed by the translator (where appropriate):**
 - The entire resource has been translated (unless otherwise specified by Publications).
 - The entire resource has been compared to the latest English version for discrepancies.
 - The terminology is consistent with the Subject Language Glossary and Optimal Linguistic Consistency has been used.
 - Ensure internal consistency both within each resource and within the suite of resources being translated. For example, translating headings, exercises, worksheets, chapter titles etc. the same way each time they're referenced.
 - Any previous corrections have been correctly implemented.
- 4. Check that the document has no spelling, grammatical, typographical or punctuation errors.**
- 5. Check and ensure the consistency and conformity of:**
 - Spelling.

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- Hyphenation.
- Capitalisation.
- Abbreviations.
- Numbers, dates, percentages and symbols.

6. Check all cross-references and links, including:

- The list of contents, illustrations and tables against the text.
- In-text page references.
- Resource titles and references between corresponding resources.

7. Check the conformity and suitability of:

- Page breaks and word breaks at the ends of lines/paragraphs.
- The placement of tables, illustrations, captions and labels.
- Text and paragraph spacing.

8. All corrections are to be marked up using the Adobe Reader comment tools or MS Word track changes, or be made directly to the text, depending on the file format and as instructed by Publications.

Annexure E. Privacy Notice - Estonia Project



**Privacy Notice -
Estonia Project - Effec**

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Annexure F. Introduction to the Online Management System(s)



Introduction to the
Triple P Online Manaç

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Annexure G. Online Management System Terms of Use



Online
Management System

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Annexure H. Online Programmes Privacy Notice



**Global Privacy
Notice - Online Proc**

Backed by research. Proven by parents.

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Annexure I. Additional Need Disclosure Form

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ADDITIONAL NEED DISCLOSURE FORM

Triple P UK Limited (Triple P UK) is holding a Triple P Event (e.g., training and or accreditation sessions or workshops which may be held in-person or remotely) in the UK/Ireland and we understand you may want to attend the Event. Triple P UK and its related bodies corporate, the Triple P Group ("TPG"), are responsible for disseminating the Triple P-Positive Parenting Program® ("Triple P") throughout the world. Triple P is a parenting and family support strategy developed by Professor Matthew Sanders and colleagues at The University of Queensland in Brisbane, Australia.

You are asked to complete this form if you have an additional need which you believe may affect your participation in the Event. TPG (including Triple P UK) and the Trainer(s) who will run the course, need to be made aware of your additional need, so we can adequately accommodate your need, if possible, when providing the course. Whilst we will do our best to accommodate your need, it is important for you to understand that there may be situations where this isn't possible.

We understand that information about an additional need is sensitive in nature, and may include health information. The UK's data protection law treats information about health as a special category of personal data. There are limited circumstances where we may use this type of data. In order to process the information about your additional need, we need your explicit consent. That is why we ask you to complete and sign this Statement of Consent and return it to us at courtney@triplep.net.

The Trainer(s) may be TPG employees or independent contractors, and are all trained to deliver the Triple P Events. Further, all of the Trainers have undertaken training on the data protection requirements in Europe.

Please note when completing the statement of consent, you are required to select the individual check boxes, to provide the different consent sought. You can withdraw your consent at any time by emailing our Data Protection Officer ("DPO") at dpo@triplep.net.

You were sent a Privacy Notice with this Form. It provides information on why we collect information about your additional need, our legal basis for processing this information, how we protect your personal data and your rights in relation to that data. If you require another copy of the Privacy Notice or would like further information, please contact the Data Protection Officer.

Please ensure you read the Privacy Notice before completing the Statement of Consent.



STATEMENT OF CONSENT

With respect to my personal data regarding my additional need, which may include information about my health:

I have read the associated Privacy Notice:

Yes

I give the Triple P Group, including Triple P UK Limited, my consent to:

- Process my personal data for the purpose of adequately accommodating me as regards my additional need, if possible, in the provision of training/accreditation services.
- Disclose my personal data to the Trainer, so that the Trainer may adequately accommodate my additional need, if possible, in delivering the training/accreditation session(s). I acknowledge that the Trainer may be an independent contractor.
- Process my personal data for the purpose of data storage. I acknowledge that the Triple P Group is an international organisation that stores data in a number of ways and locations. I understand that the Triple P Group utilises a network of its own computers in multiple countries, private physical IT infrastructure in Australia and third-party service providers throughout the world, for the purpose of storing data. I understand that my data may be transferred to and stored in various countries, including Australia, as explained in the associated Privacy Notice.

I give the Trainer my consent to:

- Process my personal data for the purpose of adequately accommodating my additional need, if possible, in the delivery of the Triple P Event (i.e. in the provision of training/accreditation/workshop services). I acknowledge that the Trainer may be an independent contractor.

Information regarding my Additional Need [provide details]:

Full Name:

Signature:

Date:

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