

First Session of the Assembly
12-13 November 2018, Seoul

Agenda 14.2

DECISION 14-I-18R

Guidelines on the In-Kind Contributions

The Assembly of the Asian Forest Cooperation Organization (AFoCO),

With reference to Article 12 of the Agreement on the Establishment of AFoCO (Agreement), in regards to the Budget and Finance of AFoCO;

Decides to approve the Guidelines on the In-Kind Contributions as below.

I. General Policy for In-Kind Contributions

1. Eligible in-kind contributions shall include provisions of goods, facilities, or services that are directly related to achieving the objectives of AFoCO and to support the activities approved by the Assembly within annual Work Plan and Budget or through its relevant decisions.
2. These contributions in kind will be considered *budgetary*, i.e., the donated goods or services would replace commodities that have been budgeted for and would have been purchased by AFoCO in the normal execution of its work. Contributions of this type are recorded by AFoCO in its financial statements in a similar way as cash contributions.
3. Contributions in kind should be formally agreed by an exchange of letters (a template for in-kind match request attached as **Annex-1**) with the Executive Director beforehand. It is not possible for AFoCO to recognize contributions in kind, of either goods, facilities or services, retroactively.
4. In extraordinary circumstances, the Parties may propose to provide specific goods, facilities, or services that fall outside the budgeted activities under the annual work plan of AFoCO. In such cases, the Parties are requested to provide the Secretariat with detailed specification of the contributing items in order for the Secretariat to determine the need and technical suitability of the contribution intended.

II. Goods or Facilities In-Kind

5. Goods or facilities in-kind are those items made available to AFoCO and considered being needed or useful in the operation of the Secretariat or for the conduct of the approved Work Plan and Budget or the activities approved by the relevant decision of the Assembly.

6. Example of goods or facilities in-kind potentially possible include:

- Payment for travel expenses for the delegates to attend the sessions of the Assembly or other meetings of which plan approved by the Assembly;
- Accommodation provided free of charge to support the delegates to Assembly meetings or other meetings of which plan approved by the Assembly; and
- Equipment provided free of charge either for use by AFoCO.

7. Documentation of goods or facilities provided in kind should be completed within three (3) months after the end of each financial year using a template provided in **Annex-2**.

III. Services In-Kind

8. Services are activities that facilitate AFoCO's operations and are put at AFoCO's disposal for a defined period of time. Contributions in kind of services should be "self-contained" and should not result in additional managerial or physical resources being required by AFoCO, i.e. they should approximate to services contracted by AFoCO from a competent organization or company.

9. Examples of services in-kind potentially possible include:

- Salaries paid to the Fellowship Officials in accordance with the rate internally established in each respective government of the Parties;
- Services of government officials rendered to host official meetings or Assembly sessions of AFoCO; and
- Lectures, policy advice, or other types of services of the experts to support the operation of the Assembly sessions or other AFoCO activities of which plan approved by the Assembly.

10. Normally compensation for government officials in each Party shall not be counted as services in-kind, however, the actual cost of releasing certain government officials from their ordinary duties to solely support the work of AFoCO can be an eligible contribution.

11. Documentation of services provided in kind should be completed within three (3) months after the end of each financial year using a template provided in **Annex-2**.

IV. Valuation

12. Values of all in-kind contributions received by AFoCO will be determined principally by the donor valuations supported by objective and external evidence.

In-kind Match Request Form

[Contributing Party] wishes to provide the following items in-kind as for the mandatory contribution charged for [Financial Year].

A. Goods or Facilities In-Kind

Description of Donated Goods or Facilities	Expected Date of Provision	Estimated Value

B. Services In-Kind

Date(s) of Service	Total Hours to be Worked	Location(s) of Service	Type of Service to be Performed

[Signature]

Submitted by [Name of the Representative]
On behalf of [Contributing Party]

(The Executive Director shall signify approval or rejection by indicating in the box below, then signing and dating here. If the request is rejected, the Executive Director will provide an explanation for the rejection.)

Approving Authority	Approve/Reject	Signature	Date
Executive Director			

This request is rejected and returned to the Parties because of the following reasons:

Specific Contribution	Reason for Rejection

Annex-2 (Decision 14-I-18R)

Statement of expenditure to be credited as the in-kind contribution

A. Goods or Facilities In-Kind

Contributing Party:

Name of the Representative:

Approved In-kind Match Request

- Document No.
- Approved Date

Description of Donated Goods or Facilities	Date Provided or Used	Fair Market Value	Reference Code for Supporting Documents*

**Values estimated for each donated goods or facilities should be presented with supporting documents properly matched by the corresponding reference code*

B. Services In-Kind

Contributing Party:

Name of the Representative:

Approved In-kind Match Request

- Document No.
- Approved Date

Date(s) of Service	Total Hours Worked	Location(s) of Service	Service Performed	Fair Market Value of Service

Rate based on:	<i>(Specify the policy or regulations on which the valuation of service is based)</i>
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