



## SOUTHEAST ASIAN MINISTERS OF EDUCATION SECRETARIAT

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**Ref:** 12.116.4/521/13

15 May 2013

Dr Ramon C Bacani  
Centre Director  
SEAMEO Regional Centre for Educational  
Innovation and Technology (SEAMEO INNOTECH)  
Commonwealth Avenue, UP Diliman Campus  
Quezon City 1011, Metro Manila  
The PHILIPPINES

Dear Dr Bacani,

**Letter Contract for the Organization of the SEAMEO  
Learning Session on Corporate Social Responsibility  
Quezon City, The Philippines, 27 to 29 May 2013**

As agreed upon during the 2012 SEAMEO Centre Directors Meeting, and following the concept paper on the project titled *Partnership for Business, Social Responsibility and Promoting Southeast Asian Living Culture* approved during the 35<sup>th</sup> SEAMEO High Officials Meeting, we wish to invite you to undertake the above-mentioned activity in cooperation with the SEAMEO Secretariat.

The specific deliverables and activities to be undertaken are detailed in the work plan given as Annex 1 hereof. SEAMEO INNOTECH, in close consultation with the SEAMEO Secretariat, will be principally responsible for the technical organization and preparation to develop the content and programme of the learning activity, engage resource persons, manage the day to day activities in the learning sessions, undertake an evaluation of the activity and submit a report on the outcomes of the activity. The specific tasks and activities are outlined thus:

1. Prepare a work plan and budget for the organization of a regional activity and mobilize a dedicated professional team for the activity;
2. Identify and select resource persons and speakers in the learning session and provide the necessary support services for their engagement;
3. Manage and provide logistic support for about 40 participants from SEAMEO Centers, Network and the Secretariat, as well as resource persons and guests;
4. Design and develop a programme of activities for the learning session comprising lecture-discussion sessions at SEAMEO INNOTECH, school visits and a partnership and networking forum with representatives of private corporations, CSR practitioners and related organizations;
5. Manage school visits, associated cultural/social activities and other support services;
6. Organize in-country transport, including airport arrival and departure assistance to all participants; and

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7. Submit a report of proceedings to the SEAMEO Secretariat, including a short financial statement upon completion of the contract activities.

The SEAMEO Secretariat shall provide a total contribution of Ten Thousand United States Dollars (US\$10,000.00) for the organization of the three-day learning session by bank transfer, in keeping with the set practice for inter-center activities.

Dr Tinsiri Siribodhi, Deputy Director for Communications and Administration and Ms Piyapa Su-Angavatin, External Relations Officer, of the SEAMEO Secretariat are designated as the focal points for the implementation of the activities. Kindly communicate with them directly for the specific actions and the detailed arrangements.

If you agree to the foregoing terms and conditions, please sign four (4) copies of this Letter-Contract and return one original signed copy to the SEAMEO Secretariat.

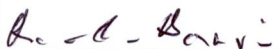
Thank you very much for your continued cooperation.

Very truly yours,



Witaya Jeradechakul  
Director

CONFORME:

  
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Dr RAMON C. BACANI  
Centre Director  
SEAMEO INNOTECH

20 May 2013  
Date