

Martin Braganza

From: Peter Van Praagh [peterjvanpraagh@...com]
Sent: Monday, July 25, 2011 3:33 PM
To: Martin Braganza
Cc: Jeff Mullen; Paul Owens
Subject: Re: Additional Info

Dear Martin--

Thanks for the opportunity to clarify. Please find answers below:

1. See separate email to be forwarded to you.
2. Roles:

Hattaway: Hattaway Communications will provide worldclass strategic communications to the Halifax International Security Forum. This includes, but is not limited to, all press relations including developing media advisories, soliciting professional moderators, and attracting local and global media attention. Leading up to the November event, Hattaway will develop and implement branding strategies to maximize local and international recognition; this includes website design and maintenance. At the November conference Hattaway is responsible for briefing all Forum participants in advance of their appearance and developing realtime stories for the press. After the conference, Hattaway will work with media contacts to develop longer, feature stories about Halifax International Security Forum.

Council on Foreign Relations and Foreign Affairs magazine: Foreign Affairs magazine is owned by the Council on Foreign Relations. Foreign Affairs magazine is the leading source for ideas and analysis on foreign policy and international relations. Foreign Affairs will work with Halifax International Security Forum to develop the agenda for the November event. This includes regular consultation between Foreign Affairs' expert staff, its parent, CFR, and Halifax International Security Forum to ensure that the agenda attracts top political and intellectual leaders. The articles in the November-December edition of Foreign Affairs magazine will highlight the November Halifax Forum agenda. Additionally, Halifax International Security Forum will have access to Foreign Affairs' network of international experts to invite to the Forum as participants and speakers. Live video of the November conference will be available on the Foreign Affairs website. There will be Halifax branding on all Foreign Affairs products including the magazine, a HISF banner on its website and highlighting on its Twitter/Facebook/YouTube pages. Information about Halifax will be distributed on its e-news letter to 87,000 people. Finally, copies of Foreign Affairs will be distributed to all HISF participants.

3. Personnel Costs of \$225K includes salaries for Peter Van Praagh; Joe Hall; Dakota Korth; Jen Young. The consulting cost of \$735K includes: Fees for Concept and Production, : \$350K; Fees for Hattaway Communications: \$250K; Other consultants include: website and app designers, security expertise, and fundraising advice. I will be employed by HISF Inc.

Please let me know if you need anything else. Thanks again, Peter.

s.19(1)

s.20(1)(d)

From: Martin Braganza <Martin.Braganza@acoa-apeca.gc.ca>
Date: Mon, 25 Jul 2011 14:04:53 -0300
To: Peter Van Praagh <peterjvanpraagh@...com>
Cc: Jeff Mullen <Jeff.Mullen@acoa-apeca.gc.ca>, Paul Owens <Paul.Owens@acoa-apeca.gc.ca>
Subject: Additional Info

Hi Peter,

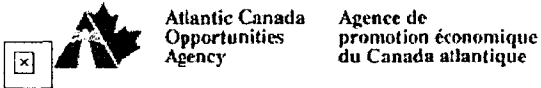
I need some extra info for the project summary. If you can help me out here, that would be great.

1. Application
2. Partners – need to clarify what role each organization will play in the Halifax Forum. Please specify the roles of Hattaway, The Council on Foreign Relations, Foreign Affairs and if they are being paid under eligible project costs (this may be covered under #3 below).
3. Costs – need to clarify Personnel costs \$225K. Is this Hattaway Personnel? Also need to clarify Consulting costs \$735K. Which consulting firms? Also, will you be employed through HISF Inc, Hattaway, or as a consultant?

Thanks,

s.21(1)(c)

Martin Braganza
Account Manager, Enterprise Development
Atlantic Canada Opportunities Agency
Phone: (902) 426-9108
Toll Free: (800) 565-1228
Fax: (902) 426-2054
Email: martin.braganza@acoa-apeca.gc.ca



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Thank you.

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L'information contenue dans ce courriel peut être de nature confidentielle et elle est destinée à une personne précise dans un but précis. L'information est privée et protégée par la loi. Si vous n'êtes pas le destinataire du message, vous êtes, par la présente, avisé que toute divulgation, reproduction, distribution ou action prise en s'appuyant sur cette information sont strictement interdites. Si vous avez reçu ce message par erreur, veuillez en informer l'expéditeur sur-le-champ, par téléphone ou par courriel.

Merci.



Atlantic Canada
Opportunities
Agency

Agence de
promotion économique
du Canada atlantique

Atlantic Canada Opportunity Agency
Nova Scotia
Agence de promotion économique
du Canada atlantique - NS
REC'D AUG 04 2011
FILE #
REF TO

Project no. / N° du projet

ACOA BUSINESS DEVELOPMENT PROGRAM
APPLICATION FOR ASSISTANCE

PROGRAMME DE DÉVELOPPEMENT
DES ENTREPRISE DE L'APECA
DEMANDE D'AIDE

INSTRUCTIONS

DIRECTIVES

- Submit a completed and signed application form, along with any attachments, to the ACOA office in the province where you plan to locate the proposed project.
- Please call your nearest ACOA office if you have any questions.
- Envoyez la formule de demande dûment remplie et signée, accompagnée des documents pertinents, au bureau de l'APECA dans la province où le projet sera exécuté.
- Veillez téléphoner au bureau de l'APECA le plus près si vous avez des questions.

<p>1 - Legal name of applicant and operating name, if different: Dénomination sociale du requérant et nom commercial, s'il diffère du premier : HALIFAX INTERNATIONAL SECURITY FORUM</p> <p>Mailing address: Adresse postale : 1717 RHODE ISLAND AVENUE NW SUITE 650 WASHINGTON, DC 20036</p> <p>Business identification number: Numéro d'identification d'entreprise : _____</p>	<p>2 - Name and title of person to whom enquiries may be directed: Nom et titre de la personne pouvant répondre aux questions:</p> <p>Name: Nom : PETER VAN PRAAGH</p> <p>Telephone no.: N° de téléphone : 202.316.6857 (bus /bur.) _____ (res./rés.)</p> <p>E-mail/Courriel : peter@halifaxtheforum.org</p> <p>Fax no. N° de télécopieur : _____</p>												
<p>3 - Form of organization / Genre d'organisation :</p> <p>Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Cooperative <input type="checkbox"/> Not-for-profit organization <input checked="" type="checkbox"/> Société Société de personnes Coopérative Organisme sans but lucratif</p> <p>To be incorporated <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Other (specify) <input type="checkbox"/> À constituer en société Entreprise individuelle Autre (préciser) _____</p>													
<p>4 - Principal owners / Propriétaires principaux :</p> <table border="1"> <thead> <tr> <th>Name / Nom</th> <th>% Ownership / % de propriété</th> <th>Title / Titre</th> </tr> </thead> <tbody> <tr> <td><u>Jonathan Weisstub</u></td> <td><u>N/A</u></td> <td><u>Chairman of the Board of Directors</u></td> </tr> <tr> <td><u>Jonathan Tepperman</u></td> <td><u>N/A</u></td> <td><u>Director</u></td> </tr> <tr> <td><u>David Kramer</u></td> <td><u>N/A</u></td> <td><u>Director</u></td> </tr> </tbody> </table>		Name / Nom	% Ownership / % de propriété	Title / Titre	<u>Jonathan Weisstub</u>	<u>N/A</u>	<u>Chairman of the Board of Directors</u>	<u>Jonathan Tepperman</u>	<u>N/A</u>	<u>Director</u>	<u>David Kramer</u>	<u>N/A</u>	<u>Director</u>
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<u>David Kramer</u>	<u>N/A</u>	<u>Director</u>											
<p>5 - Is any part of your business owned by a government? Un gouvernement est-il propriétaire d'une partie de votre entreprise? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non Oui</p> <p>Name of parent company (if applicable): Nom de la société mère (le cas échéant) : <u>N/A</u></p> <p>Name of subsidiary companies (if applicable): Nom des filiales (le cas échéant) : <u>N/A</u></p>													
<p>6 - Location of project: Lieu du projet : Halifax, Nova Scotia</p>													

7 - Brief description of project / Décrivez brièvement votre projet : The Halifax International Security Forum is a major international event hosted every November in Halifax, Nova Scotia. Launched in 2009, Halifax Forum has developed a reputation for serious, forward looking Global Security Agenda debate with like-minded policy makers and opinion leaders from North America, Europe, Asia, Latin America, and the Middle East—and in the future Africa.

8 - Have you considered all environmental requirements? / Avez-vous examiné votre projet en fonction des exigences environnementales? Yes No
 Oui Non
 You should be in a position to discuss potential environmental impacts of your project. ACOA's brochure "How to prepare a business plan" provides good information on issues to be addressed.
 Vous devriez être en mesure de discuter des répercussions possibles que votre projet pourrait avoir sur l'environnement. La brochure "Comment préparer un plan d'affaires" publié par l'APECA est une bonne source d'information sur les sujets à traiter.

9 - Summary of estimated project costs: / Sommaire des coûts estimés du projet :

Project costs / Coûts du projet

Description:	(\$)
Personnel	675,000
Travel	900,000
Meetings	1,605,000
Professional Services	2,205,000
Production and Outreach	1,995,000
Supplies and Communication	90,000
Total	7,470,000

10 - Proposed financing of project: / Financement proposé pour le projet :

Project financing / Financement du projet

Description:	(\$)
ACOA	7,470,000
Total	7,470,000

11 - Have you made any financial or legal commitments for the project? / Avez-vous pris des arrangements financiers ou juridiques pour votre projet?
 No Yes Provide details: / Fournir des détails :
 Non Oui

12 - Estimated start date of project: / Date approximative de début du projet : 6/17/2011
 Estimated completion date of project: / Date approximative de fin du projet : 03/31/2014

13 - Employment / Emplois

	Average during the last year/ Moyenne durant la dernière année	Estimated to be created by this project/ Approximatif créé par le projet
Permanent full-time / Permanents à temps plein :		3
Permanent seasonal / Permanents saisonniers :		30 (Halifax based)
Permanent part-time / Permanents à temps partiel :		3 (Halifax based)
TOTAL		36

14 - Business plan

Please ensure that the following is included with your signed application form:

FOR ALL PROJECTS (EXCEPT STUDIES)

- A history and description of the business, including the products manufactured or services rendered.
- Supporting data on major items to be purchased/built, e.g. cost quotations (make, model, etc.), labour quotes for building or construction, size of building, etc.
- Sufficient market data on project, e.g. who are competitors, where are they, what is the proposed market, how will product be promoted?
- Outline of management structure of business, résumés of key people, experience in type of proposed business, etc.
- For an existing business

Financial Statements for last fiscal year and one year projected Statement of Income and Expenses. If project is over \$200,000, three year projected statements are required including Cash Flow, Source and Application of Funds, and Balance Sheet. Include key assumptions which make up projections.

- For a new business
- Copy of projected Opening Balance Sheet and one year projected Statement of Income and Expenses. If project is over \$200,000, three year projected statements are required including Cash Flow, Source and Application of Funds, and Balance Sheet. Include key assumptions which make up projections.
- Personal Net Worth Statement.

FOR MARKETING, TRAINING AND QUALITY PROJECTS

- Detailed implementation plan (3 years) outlining costs of various activities to be undertaken.
- If applying for a qualified person, include a detailed job description and résumé of proposed person to be hired.
- Latest financial statements.

FOR INNOVATION PROJECTS

- Complete description of the proposed project.
- Latest financial statements.

FOR STUDY PROJECTS

- Proposal from consultant.
- Latest financial statements.
- Personal net worth statement.

The extent of information required will be dependent on the complexity and size of the business or project. For larger, more complex projects, a more detailed Business Plan, Feasibility Study and/or Marketing Study will be required. Contact your ACOA representative for guidance.

14 - Plan d'entreprise

Veillez inclure les données suivantes avec votre formule de demande dûment signée.

POUR TOUS LES PROJETS (À L'EXCEPTION DES ÉTUDES)

- L'historique et une description de l'entreprise; y compris les produits fabriqués ou les services offerts.
- Des données à l'appui pour les gros achats (devis pour chaque marque et modèle d'appareil, etc.) ou les gros travaux de construction (devis pour les travaux, taille de l'immeuble, etc.).
- Des données commerciales suffisantes concernant le projet (Qui sont les concurrents? Où sont-ils situés? Quel est le marché ciblé? Comment le produit sera-t-il commercialisé?).
- Exposé de la structure de gestion de l'entreprise, curriculum vitae des principaux intervenants, expérience dans le genre d'entreprise proposée.
- Entreprise existante

États financiers du dernier exercice et état des revenus et des dépenses prévus pour la prochaine année. Si le projet est évalué à plus de 200 000 \$, les prévisions doivent s'échelonner sur trois ans (mouvements de trésorerie, provenance et utilisation des fonds, bilan). Mentionner les principaux éléments des prévisions.

- Nouvelle entreprise
- Une copie du bilan d'ouverture et un état des revenus et des dépenses prévus pour la prochaine année. Si le projet est évalué à plus de 200 000 \$, les prévisions doivent s'échelonner sur trois ans (mouvements de trésorerie, provenance et utilisation des fonds, bilan). Mentionner les principaux éléments des prévisions.
- État de la valeur nette personnelle.

PROJETS DE MARKETING, FORMATION ET QUALITÉ

- Plan de marketing triennal énumérant le coût des diverses activités qui seront entreprises.
- Si la demande est pour un spécialiste en marketing, inclure une description de poste détaillée et le curriculum vitae de la personne qui sera embauchée.
- Derniers états financiers.

PROJETS D'INNOVATION

- Description complète du projet proposé.
- Derniers états financiers.

ÉTUDES

- Proposition du consultant.
- Derniers états financiers.
- État de la valeur nette personnelle.

La quantité de données à fournir dépend de la complexité et de la taille de l'entreprise ou du projet. Pour les projets plus complexes, il faut envoyer un plan d'entreprise, une étude de faisabilité et/ou une étude de marché plus détaillées. Communiquer avec un représentant de l'APECA pour obtenir des conseils.

15 - Applicant's professional references (if applicable) / Références professionnelles du requérant (le cas échéant) :

	Name of firm or agency Nom de la firme ou de l'organisme	Contact person Personne-ressource	Telephone Téléphone
Financial institution / Établissement financier :	_____	_____	_____
Accountant / Comptable :	_____	_____	_____
Lawyer / Avocat :	_____	_____	_____
Insurance company / Compagnie d'assurance :	_____	_____	_____
Consultant :	_____	_____	_____

16 - Official language preferred for correspondence. Choix de langue pour la correspondance :	English <input checked="" type="checkbox"/> Anglais	French <input type="checkbox"/> Français
17 - Notice and consent TO THE MINISTER FOR THE ATLANTIC CANADA OPPORTUNITIES AGENCY (ACOA):	17 - Avis et consentement AU MINISTRE DE L'AGENCE DE PROMOTION ÉCONOMIQUE DU CANADA ATLANTIQUE (APECA) :	
(a) I certify that the information given is, to the best of my knowledge and ability, complete, true and correct and this will also apply to all information given in the future in connection with the implementation of the project and the program.	(a) Je confirme qu'à ma connaissance, l'information fournie dans les présentes est complète, véridique et exacte, et que cela sera le cas de toute information qui sera fournie à l'avenir par rapport à la mise en oeuvre du projet et du programme.	
(b) I certify that financial assistance from ACOA is a significant factor in the decision to proceed with this project.	(b) Je confirme que la décision de donner suite au projet repose dans une large mesure sur l'aide financière consentie par l'APECA.	
(c) I also authorize ACOA to make any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit economic development organizations, to collect and share information with them, as ACOA deems necessary in order to reach a decision on this application, to administer and monitor the implementation of the subject project, and to evaluate the results of the project and this program after project completion.	(c) J'autorise également l'APECA à entrer en communication avec toute personne, toute entreprise, toute société, tout organisme ou ministère fédéral ou provincial et tout organisme de développement économique sans but lucratif afin de demander ou de donner des renseignements, selon ce qu'elle jugera nécessaire pour prendre une décision relativement à la présente demande, pour gérer et contrôler la mise en oeuvre du projet, et pour évaluer les résultats du projet et du programme une fois le projet terminé.	
(d) Information provided to ACOA will be treated in accordance with the Access to Information Act and the Privacy Act. These laws govern, protect and limit the collection, use and disclosure of personal, financial and technical information by federal government departments and agencies. Information provided to ACOA is secured from unauthorized access.	(d) L'information transmise à l'APECA sera traitée conformément à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels. Ces lois régissent et limitent la collecte, l'utilisation et la diffusion de renseignements personnels, financiers et techniques par les ministères et les agences du gouvernement. Toute l'information transmise à l'APECA est protégée contre l'accès non autorisé.	
I read and understood the Notice and Consent. I voluntarily consent to the collection, use and disclosure as described. (You should keep a signed copy for your records).	Je déclare avoir lu et compris le présent avis. Je consens volontairement au rassemblement, à l'utilisation et à la divulgation de l'information décrite ci-dessus. (Vous devriez garder une copie signée pour vos dossiers).	
<p><i>TODAYAN WEISSER - CHAIRMAN of the Board</i></p> <p>Name and title of authorized official / Nom et titre de l'agent autorisé</p>		
<p>Signed at <u>Washington, D.C.</u> ^{TORONTO, ON} this <u>26th</u> day of <u>July</u> 2011</p> <p>Signé à <u>Washington, D.C.</u> ^{TORONTO, ON} le <u>26th</u> jour (d'/de) <u>July</u> 2011</p>		

ACOA REGIONAL OFFICES

ACOA NEW BRUNSWICK
570 Queen Street, P.O. Box 578
Fredericton, New Brunswick E3B 5A6
Toll Free: 1-800-561-4030
Telephone: (506) 452-3184
Fax: (506) 452-3285

ACOA NEWFOUNDLAND AND LABRADOR
The John Cabot Building
10 Barter's Hill, 11th Floor
P.O. Box 1060, Station "C"
St. John's, Newfoundland A1C 5M5
Toll Free: 1-800-668-1010
Telephone: (709) 772-2751
Fax: (709) 772-2712

ACOA NOVA SCOTIA
Suite 600, 1801 Hollis Street
P.O. Box 2284, Station "M"
Halifax, Nova Scotia B3J 3C8
Toll Free: 1-800-565-1228
Telephone: (902) 426-6743
Fax: (902) 426-2054

ENTERPRISE CAPE BRETON CORPORATION (ECBC)
Silicon Island
70 Crescent Street
P.O. Box 1750
Sydney, Nova Scotia B1P 6T7
Telephone: (902) 564-3600
Fax: (902) 564-3825

ACOA PRINCE EDWARD ISLAND
100 Sydney Street, 3rd Floor, Royal Bank Building
P.O. Box 40
Charlottetown, Prince Edward Island C1A 7K2
Toll Free: 1-800-871-2596
Telephone: (902) 566-7492
Fax: (902) 566-7098

ACOA 271 (11/08/04) (4 of 4)

BUREAUX RÉGIONAUX DE L'APECA

NOUVEAU-BRUNSWICK
570, rue Queen, C.P. 578
Fredericton (Nouveau-Brunswick) E3B 5A6
Sans frais : 1-800-561-4030
Téléphone : (506) 452-3184
Télécopieur : (506) 452-3285

TERRE-NEUVE-ET-LABRADOR
L'immeuble John Cabot
10 Barter's Hills, 11^e étage
C.P. 1060, Succursale "C"
St. John's (Terre-Neuve) A1C 5M5
Sans frais : 1-800-668-1010
Téléphone : (709) 772-2751
Télécopieur : (709) 772-2712

NOUVELLE-ÉCOSSE
Pièce 600, 1801, rue Hollis
C.P. 2284, Succursale "M"
Halifax (Nouvelle-Écosse) B3J 3C8
Sans frais : 1-800-565-1228
Téléphone : (902) 426-6743
Télécopieur : (902) 426-2054

CAP-BRETON (SECB)
Silicon Island
70, rue Crescent
C.P. 1750
Sydney (Nouvelle-Écosse) B1P 6T7
Téléphone : (902) 564-3600
Télécopieur : (902) 564-3825

ÎLE-DU-PRINCE-ÉDOUARD
Immeuble Banque Royale
100, rue Sydney, 3^e étage, C.P. 40
Charlottetown (Île-du-Prince-Édouard) C1A 7K2
Sans frais : 1-800-871-2596
Téléphone : (902) 566-7492
Télécopieur : (902) 566-7098

Print Form



President

Président

Head Office
P.O. Box 6051
Moncton, N.B.
Canada E1C 9J8

Siège social
B.P. 6051
Moncton (N.-B.)
Canada E1C 9J8

(506) 851-2271

(506) 851-2271

JUL 27 2011

MEMORANDUM

TO: The Honourable Bernard Valcourt
FROM: Paul J. LeBlanc
SUBJECT: Halifax International Security Forum
PURPOSE:

To request your approval of funding for the Halifax International Security Forum.

ACTION REQUIRED:

Your signature on the attached project summary form for assistance in the amount of \$7.47 million for the Halifax International Security Forum over three years.

BACKGROUND:

The Halifax International Security Forum is a high-profile annual event that brings international leaders in the defence and security sectors to Halifax, Nova Scotia, to discuss issues of mutual interest. It is the first North American-based conference of its kind.

The Government of Canada provided financial support (\$1.9 million) for the inaugural Halifax Forum in 2009 and followed up with a financial commitment of \$9.96 million for the event over the next four years (2010 through 2013). The federal contribution was cost-shared on a 50/50 basis with the Department of National Defence (DND) under a memorandum of understanding. In 2009 and 2010, the German Marshall Fund of the United States (GMF) was responsible for the event. The GMF is no longer the organizer (applicant) of the Halifax Forum.

.../2

Canada

The new applicant is the Halifax International Security Forum (HISF), which is a not-for-profit entity organized exclusively for charitable and educational purposes. Washington, D.C.-based Hattaway Communications will provide world-class strategic communications to the Halifax Forum. This includes, but is not limited to, all press relations such as developing media advisories, soliciting professional moderators, and attracting local and global media attention.

The Council on Foreign Relations Inc./Foreign Affairs Magazine is the exclusive event partner of the Halifax Forum. The Council on Foreign Relations is an independent, non-partisan membership organization, think tank and publisher. The Council's magazine, Foreign Affairs, addresses current issues on American foreign policy and global affairs.

This project will enable the applicant to deliver the next three Halifax Forums, to be held in November each year starting in 2011. ACOA-DND funding will amount to \$2.49 million a year, or \$7.47 million over three years, ending in fiscal 2013-2014. This amounts to \$1,245,000 a year from each federal department (reduced by Partnership Funds secured in each year of the event).

RATIONALE:


The Halifax Forum provides national and international media exposure for Halifax and Atlantic Canada. The Forum supports the Government of Canada's priorities, including the Global Commerce Strategy and enhances Canada's place in the world. It also positions Canada as a key player in international defence and security issues and positions Halifax and Nova Scotia as the crossroads between Europe and North America. In addition, the forum provides economic benefits in the form of travel, hotel and dining expenditures made by participants, as well as spinoff benefits for local merchants and tourism operators.

Moving forward, the Agency and its partners are working to identify key initiatives to enhance economic activity in the Atlantic region. The Halifax Forum is an integral part of the Agency's efforts to enhance the region's profile and will advocate for specific sectors such as aerospace, defence and security, information and communications technology, and energy. A partnership network will result in sustainability for the Halifax Forum at the conclusion of the 2013 event.

.../3

RECOMMENDATION:

That you sign the attached project summary form for assistance in the amount of \$7.47 million over three years for the Halifax International Security Forum.



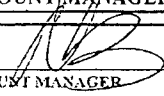
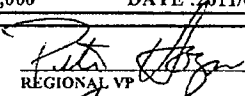
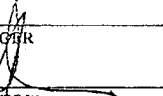
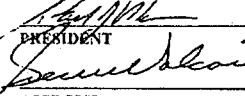
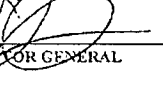


Paul J. LeBlanc

Attachment

Client N : Halifax International Security Forum
 Account Manager: Martin Braganza

QA File ID: 199652

ACCOUNT MANAGER RECOMMENDATION:	APPROVAL	\$7,470,000	DATE 2011/06/29
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 ACCOUNT MANAGER	July 26/11 DATE	 REGIONAL VP	July 26/2011 DATE
 MANAGER	July 26/11 DATE	 PRESIDENT	JUL 27 2011 DATE
 DIRECTOR	July 26/11 DATE	 MINISTERIAL DIRECTION	JUL 28 2011 DATE
 DIRECTOR GENERAL	July 26/11 DATE		
		DO NOT APPROVE	DATE

CLIENT PROFILE:

RISK ASSESSMENT: N/A

The Halifax International Security Forum (Halifax Forum) will be delivered by the Halifax International Security Forum (HISF).

Halifax International Security Forum (HISF) is a not-for-profit entity incorporated in Washington, DC on July 13, 2011 (certificate of incorporation on file). The Corporation is organized exclusively for charitable and educational purposes. These purposes include: (i) the promotion of democracy, opportunity and peace; (ii) facilitating cooperation among global leaders from the military, government, business and other strategic sectors through events and publications; and (iii) providing opportunities for the generation of new ideas about foreign and security policy, and opportunities for putting such ideas into action.

The Project Manager of Halifax Forum is Peter Van Praagh. Mr. Van Praagh was instrumental in delivering the Halifax Forum(s) in 2009 and 2010.

HISF Board members are:

- Jonathan Tepperman - Managing Editor, Foreign Affairs Magazine (New York, NY)
- David Kramer - President, Freedom House (Washington, DC)
- Jonathan Weisstub - Head of New Partnerships, Infrastructure Ontario (Toronto, ON)

HISF has been setup to deliver the Halifax Forum from 2011 onwards. The German Marshall Fund of the United States (GMF) delivered the Halifax Forum in 2009 and 2010. GMF will no longer be the delivery partner of the event.

CO-BORROWER:

None

PROJECT COSTS:			PROJECT FINANCING:		
<u>Capital Costs/Other Costs</u>	<u>Eligible</u>	<u>Total</u>	<u>ACOA Contribution</u>	<u>Stack %</u>	
Other (operating)	7,470,000	7,470,000	Non-Repayable	100.0%	7,470,000
Total Capital Costs	\$0	\$0	Total Departmental		\$7,470,000
Total Other Costs	\$7,470,000	\$7,470,000	<u>Other Financial</u>		
Total ACOA Costs	\$7,470,000	\$7,470,000	Total Other		\$0
OGD Eligible	\$0		TOTAL FINANCING		\$7,470,000
TOTAL COSTS	\$7,470,000	\$7,470,000	MOU:		0.000%
			Tax Credits	0.0%	0
			Total Stacking	100.0%	

PROGRAM:

Business Development Program (620)

SUB PROGRAM:

Business Development Program (620)

PROGRAM ELEMENT:

Business Support

NAICS:

919110 International and Other Extra-Territorial Public Administration

PROGRAM ACTIVITY ARCHITECTURE (PAA)

PROGRAM SUB ACTIVITY (PRINCIPAL): 1.3.2 Advocacy
OUTCOME (PRINCIPAL): Development of strategic sectors of the Atlantic economy

PROGRAM SUB ACTIVITY: 1.3.3 Coordination
OUTCOME: Coherent approach to achieving federal priorities by federal departments in the Atlantic region

PROGRAM SUB ACTIVITY: 1.1.3 International Business Development
OUTCOME: Pursuit of International Business Opportunities

PROJECT DESCRIPTION:

This project will enable the Applicant to deliver the next three annual Halifax Forums, beginning in November 2011. The event will bring together leaders, policy makers, and experts from both sides of the Atlantic to discuss the challenges to transatlantic security. This three year initiative is funded equally (i.e. 50% share per government department) with the Department of National Defence. The upcoming event will take place on November 18 - 20, 2011.

Est Commencement Date : August 31, 2011

Est Completion Date : March 31, 2014

POSITIONING:

In 2009 and 2010, the Government of Canada (ACOA and Department of National Defence) and the German Marshall Fund of the United States (GMF) successfully launched this pilot initiative called the Halifax International Security Forum (Halifax Forum) as the first major international security conference on the North American continent. In each year, the event attracted more than 300 leaders and opinion makers on global defence and security, from over 35 countries to participate in two days of spirited debate and discussion which has been tabulated in a series of papers. In addition to the official participants, others at the conference included delegation staff, security personnel, spouses, volunteers, vendors and event employees. In all, the forum brought more than 600 people through the Westin Nova Scotian, contributing to a dynamic, vibrant conference atmosphere. Approximately 55% of the conference budget was spent on Canadian and Nova Scotia products and services. The 2011 event will build on the success of the past two conferences.

Increasingly over the initial two years, the Halifax Forum has evolved to become a premier event. Its unique format, stronger presence and profile of North American interests differentiated this event from GMF's European conferences. In 2009 (project #196052) and 2010 (project #197160), the GMF was responsible for the event, as "The Organizer".

The costs associated with the 2009 Halifax Forum are complete. The 2010 Halifax Forum costs have been audited and the Agency is determining the potential for a final claim of approximately \$100K. Upon determination of a final claim, the remaining funds associated with GMF project #197160 will be de-committed.

Given the success of the past two events and the momentum created in establishing Halifax as a premier defence and security conference, the Agency has developed a go-forward strategy with a new delivery partner to strengthen the Halifax Forum.

The Applicant:

s.21(1)(b)

s.21(1)(c)

Halifax International Security Forum - not-for-profit entity incorporated in Washington, DC (The Organizer).

Mr. Van Praagh remains critical to the success of this project and will be retained under the employ of the new Applicant as Project Manager, to deliver the Halifax Forum.

Event Partners:

Hattaway International LLC and Hattaway Communications Inc. (Hattaway)

Hattaway's Role = Hattaway Communications will provide worldclass strategic communications to the Halifax Forum. This includes, but is not limited to, all press relations including developing media advisories, soliciting professional moderators, and attracting local and global media attention. Leading up to the November event, Hattaway will develop and implement branding strategies to maximize local and international recognition; this includes website design and maintenance. At the November conference, Hattaway is responsible for briefing all Forum participants in advance of their appearance and developing realtime stories for the press. After the conference, Hattaway will work with media contacts to develop longer, feature stories about Halifax Forum.

The Council on Foreign Relations/Foreign Affairs Role = Foreign Affairs will work with HISF to develop the agenda for the November event. This includes regular consultation between Foreign Affairs' expert staff, its parent, The Council, and HISF to ensure that the agenda attracts top political and intellectual leaders. The articles in the November-December edition of Foreign Affairs magazine will highlight the November Halifax Forum agenda. Additionally, Halifax Forum will have access to Foreign Affairs' network of international experts to invite to the Forum as participants and speakers. Live video of the November conference will be available on the Foreign Affairs website. There will be Halifax branding on all Foreign Affairs products including the magazine, a Halifax Forum banner on its website and highlighting on its Twitter/Facebook/YouTube pages. Information about Halifax will be distributed on its e-news letter to 87,000 people. Finally, copies of Foreign Affairs will be distributed to all Halifax Forum participants.

Over the last two years, the Halifax Forum has developed a reputation for high-level conferences that utilize a variety of formats designed to maximize participation. The defining characteristic is the less-formal setting for serious debate and in-depth discussion. Halifax Forum will continue to achieve this through three different formats of debate: main sessions with an audience of 200 - 250, which take place in a formal setting and are open to the media; night owl and breakfast sessions with audiences of 40-80, which take place in an informal, off-the-record setting; and dinner conversations with 20 participants, designed as intimate policy discussions. The Applicant and its event partners carefully select the moderators of these sessions in order to maximize the interactive and lively quality of the debates.

The application of three different session formats sets the Halifax Forum apart from other comparable conferences. This model provides participants with the opportunity to discuss a range of topics that are otherwise difficult to share in a formal, on-the-record setting. At the same time, some participants prefer to speak on-the-record in order to use the forum's media presence to raise the visibility of their comments to a wider public. By giving participants access to a range of different options, Halifax Forum ensures a more diversified program with a broad range of topics.

This project is considered to be highly strategic from the perspective of the Government of Canada. The project will promote the interests of the GoC by branding Atlantic Canada. It will raise awareness of key transatlantic issues with a Canadian focus.

The Agency is mandated by its legislation to co-ordinate policies and programs of the Government of Canada in relation to opportunities for economic development of Atlantic Canada. ACOA's co-ordination function engages a range of economic partners to address the economic priorities of the Atlantic region through a coherent and collaborative approach to development, including federal-provincial initiatives, roundtables, and expert panels. The Agency also co-ordinates with other federal departments in regards to regional development efforts.

As outlined in the Speech from the Throne (Jun.3/11), the GoC has made it a priority to build the jobs and industries of the future by investing in Canadians' skills and education, keeping taxes low, opening markets to Canadian goods and services, and creating the conditions for continued success of industries that are the foundation of Canada's prosperity. In addition, the Speech from the Throne reflects the GoC's broader agenda, one that reflects Canadians' values and focuses on efforts to contribute to positive change on world issues such as global security, the theme of this project. The GoC, consistent with its international leadership, is advancing this goal in Atlantic Canada.

Canada's Global Commerce Strategy identifies global value chains and new economic forces as offering opportunities, but also presenting competition for Canada. To strengthen the country's position in international markets, the strategy proposes to take advantage of emerging global opportunities, and to strengthen Canada's image internationally as a preferred business partner and premier investment destination. In an uncertain global environment, the GoC will continue to pursue a stable, principled foreign policy that advances Canada's interests.

More specifically, this project will serve as a vehicle for co-ordination and consensus building for transatlantic affairs and global issues. The project will deliver an event that will draw international exposure and through its format and agenda, brand the Atlantic region as an excellent place to do business. Exporting is one of the nation's leading engines of economic growth. It builds revenues, fuels business opportunities, and generates jobs. To pursue these opportunities, the Agency and the Department of National Defence (DND), on behalf of the Government of Canada (GoC), will play a leading role in strengthening the Atlantic regions value proposition.

This project will increase awareness of the region among foreign leaders, policy makers, experts and investors, thereby increasing potential FDI in Atlantic Canada. The Agency works to promote economic growth by championing the region's strengths in partnership with Atlantic Canadians. It plays an important role in developing and supporting policies and programs that strengthen the region's economy.

Under the Business Support element of the Business Development Program, this project will provide non-commercial support to build networking relationships and information sharing among high-level officials from all over the world. This project will further the global relevance and awareness of the Atlantic region and it will promote Atlantic Canada and Halifax as a centre that can hold a world class Security and Defence conference. The event is expected to bring global attention to Halifax and the Atlantic region. It will also establish clear trade and investment networks as this event provides a platform to promote the region and the region's aerospace and defence industry to global industry leaders and government officials from around the world.

This project is in line with the GoC's strategic priorities, and is recommended for approval.

EXPECTED RESULTS:

Estimated Jobs: (Created 0, Maintained 0, Potential 0, Short Term 0)

The 2009 Halifax Forum was the first of its kind in North America. This initial project was not only intended to raise the global awareness and profile of Atlantic Canada, but was intended to be the first annual event in the fashion of the annual Brussels Forum. The 2009 and 2010 Halifax Forum's have been successful in positioning Atlantic Canada as a geographically important region for global security, energy, environment, development, aerospace, defence, etc. Serious conferences about regional and global security have traditionally taken place outside of the United States and Canada. By bringing together leading policy and opinion makers from around the world, the Halifax Forum has helped to shape a new transatlantic security agenda which is focused squarely on Atlantic Canada.

The first Halifax Forum was a success. It was well attended and it paved the way for future conferences in Halifax. As the Halifax Forum develops the reputation of a leading global security event, the Atlantic Canadian community is expected to benefit from increased tourism visits during an off-peak season. It will also draw international attention to the region through extensive media coverage. The event is also expected to bring important business opportunities for local defence, aerospace and security firms in Atlantic Canada, whose profile will be expanded through the annual forums.

In 2010, the event communications team, in partnership with DND and ACOA, built on the first year's (2009) effort and saw improvements across the board. The Halifax Forum registered 84 journalists in advance, adding another dozen during the weekend. Halifax Forum generated more than 150 unique news stories on the conference and more than 900 hits, including reprints of the originals. The international coverage included articles and columns in the New York Times, International Herald Tribune, Washington Post, McClatchy Newspapers, CNN, the Associated Press, Agence France Presse, Reuters, Tagesspiegel, and Sueddeutsche Zeitung. In Canada, extensive coverage aired on CBC, CTV, and Global and appeared in the Globe and Mail, National Post, Canadian Press, and Chronicle Herald. CBC and CPAC conducted extensive reporting from stand-up positions just outside the main plenary room.

Collaboration with CPAC produced a weekend full of nationally broadcast sessions, and even more hits for their web stream online. It also led to increased pickup for the video feed from national and international broadcast networks, including CNN, AP, and Reuters.

Halifaxforum.org saw a 21 percent increase in traffic compared to the first year (2009), and the hosts online streaming saw 5,625 viewers watching an average of 48 minutes of content each. The total content served on this stream was more 187 days' worth.

The organizers also arranged a handful of press conferences and roundtables throughout the course of the weekend, providing journalists with additional access to conference speakers. There were five press releases throughout the weekend based on the news generated from the public sessions.

Finally, the Halifax Papers, a compendium of newsworthy security topics distributed at the conference and posted on Halifaxforum.org, features seven prominent writers, including Mircea Geoana, President of the Romanian Senate, and Peter Van Praagh, who offer different interpretations of American and Western influence. Bruno Tertrais of the Foundation for Strategic Research in France discusses the consequences of a nuclear-armed Iran for NATO. Shlomo Avineri, a political science professor and former director-general of Israel's Ministry of Foreign Affairs, explains the political history of Israel's struggle for power and its quest for peace. Raja Mohan, a prominent commentator in India, addresses India's growing influence and alignment with the West. Janice Stein, who directs the Munk School of Global Affairs, writes of global governance and the dynamics shaping new international organizations such as the G-20.

The current project plans to build on the success of 2009 and 2010. It will bring together leaders, policy makers, and experts from all over the world. It is expected that the annual Halifax Forums will further the outcomes of the previous year's event. In addition to the following important outcomes from 2009 and 2010, continued funding through this project will "engrain" the Halifax Forum in the mind of the global community. The establishment of the Halifax Brand will help maintain the event well into the future. After the 2013 event, the Halifax Forum hopes to have gained sufficient investments and potential other stakeholder interest such that this event will no longer require ACOA assistance. This funding Agreement will establish the necessary conditions to assist in engaging these stakeholders for the future sustainability of the event.

Sustainability has been flagged as a key risk factor in this project. To date, the Halifax Forum has generated positive results in its efforts to generate Partnership Funds (external funding) which are applied directly to project costs.

In 2009, the Halifax Forum generated \$107,000 in Partnership Funds and in the following year (2010) \$70,383 in Partnership Funds.

In each year, every dollar of Partnership Funds raised, reduces the GoC contribution by an equal amount. Prior to final disbursement for each event, the Applicant must provide the Agency with the details of all Partnership Funds raised in order to offset (reduce) eligible project costs.

A Partnership network has been established to develop stronger ties with industry and to ensure the future sustainability of the Halifax Forum. The network consists of representatives from (but not limited to) HISF, the Agency, NSBI, Trade Centre Limited, and Hattaway.

Going forward, greater emphasis will be placed on the Partnership network to include additional relevant members that can contribute to the Halifax Forums sustainability.

The project is expected to continue to:

- 1) Foster a broader dialogue and build a closer relationship among Canada, the United States, South America, Asia and Europe, centered on a new and forward-looking global security agenda;
- 2) Forge transatlantic partnerships through high-level collaboration that recognizes the ever changing global agenda confronting North America and Europe;
- 3) Establish a "front of mind" presence within Atlantic Canada on security issues in the Atlantic region; s.20(1)(b)
- 4) Support and promote knowledge sharing to ensure that countries on both sides of the Atlantic are speaking and listening to each other; s.21(1)(b)
- 5) Promote Canada's image internationally as a leader in global security issues;
- 6) Create economic spin-offs from the delegates staying in Halifax during the event, during pre and post-event industrial development opportunities, as well as broader tourism opportunities by creating market awareness.

The event will be a mix of plenary sessions, major keynote addresses, and smaller breakout sessions, all to be developed by the Applicant in close consultation with ACOA, the Department of National Defence (DND) and event partners. It will promote interactive conversations and provide opportunities for intellectual exchange with past and current transatlantic leaders and experts.

Those targeted to participate at the conference will be distinguished individuals from various fields. Approximately 250 diverse conference participants will be recruited from government organizations, international think tanks and media.

The target audience for the event will be made up of top international leaders in government, industry and academics. The event will attract senior government officials from Canada; Cabinet-level and senior Congressional participation from the US, as well as US State Governors; with the European side represented by the leadership of the European Union, NATO and national capitals. High-level representatives from the private sector, NGO's and think tanks, as well as leading scholars and journalists, will be targeted as well.

The Halifax Forum provides national and international media exposure for Halifax and Atlantic Canada. It also positions Canada as a key player in international defence and security issues and positions Halifax and Nova Scotia as the crossroads between Europe and North America. In addition, the forum provides economic benefits in the form of travel, hotel and dining expenditures made by participants, as well as spinoff benefits for local merchants and tourism operators.

Moving forward, the Agency and its partners are working to identify key initiatives to enhance economic activity in the Atlantic region. The Halifax Forum is an integral part of the Agency's efforts to enhance the region's profile and will advocate for specific sectors such as (but not limited to) aerospace, defence and security, information and communications technology, and energy.

The success of the past two Halifax Forums has led to this multi-year initiative to further strengthen Atlantic Canada's positive influence on global security issues.

ABILITY & CAPACITY TO IMPLEMENT:

The Applicant (HISF) and its event partners, Hattaway, The Council and Foreign Affairs, propose to broaden the reputation of the Halifax Forum as the leading security and defence conference on the international calendar. In partnership with the Atlantic Canada Opportunities Agency (ACOA) and the Department of National Defence (DND), the Applicant and its event partners will carry out the Halifax Forum each November from 2011 to 2013. The Applicant will maintain the existing core team, led by Peter Van Praagh, to administer the Halifax Forum.

Halifax International Security Forum (HISF) is a not-for-profit entity organized exclusively for charitable and educational purposes. HISF has been setup to deliver the Halifax Forum from 2011 onward. HISF has created a Partnership network that will result in the development of sustainability measures for the Halifax Forum at the conclusion of this three year Agreement.

Hattaway International is a Washington, DC-based firm whose clients have included a variety of high-profile leaders and organizations involved in international affairs. The team at Hattaway has years of experience managing communications for international events, as well as developing and executing communications programs to raise awareness of international issues and institutions among policy-makers, opinion leaders, and the general public.

Hattaway International LLC is the international operating division of Hattaway Communications Inc. Financial statements and US Income Tax Return for Hattaway Communications Inc. for 2010.

Hattaway's Role - will be to provide world class strategic communications to the Halifax Forum.

The Council on Foreign Relations is an independent, non-partisan membership organization, think tank and publisher dedicated to improving the understanding of U.S. foreign policy and international affairs through the free exchange of ideas. The Council is committed to being a resource for its members, government officials, business executives, journalists, educators and students, civic and religious leaders, and other interested citizens in order to help them better understand the world and the foreign policy choices facing the United States and other countries. Founded in 1921, the Council takes

no institutional positions on matters of policy.

The Council Magazine, Foreign Affairs, was founded one year later in 1922. Foreign Affairs addresses current issues of international interest. The publication has been the leading forum for serious discussion on American foreign policy and global affairs.

With its long history in providing a forum for serious discussion of global issues, Foreign Affairs is confident it can continue the success of the Halifax Forum. Foreign Affairs' world-class reputation will attract participation from high-profile opinion formers, policy-makers and business leaders, who can provide exclusive insights into the ever-changing and increasingly complex world of international security. Moreover, Foreign Affairs' marketing platforms-including its Web site, print journal, and newsletter, will provide Halifax Forum with unprecedented branding opportunities for the Government of Canada, and more specifically the Atlantic region.

The Council on Foreign Relations Inc. (Foreign Affairs Magazine) Role - will be the exclusive event partner of the Halifax Forum and responsible for developing the agenda and attracting top political and intellectual leaders.

The Project Coordinator/Manager associated with the project is as follows:

Peter Van Praagh, Project Manager - Halifax International Security Forum (HISF)

Peter Van Praagh will be employed by HISF and is considered critical to the successful delivery of this project.

Mr. Van Praagh was a Senior Transatlantic Fellow with the German Marshall Fund of the United States where he oversaw all aspects of the Halifax International Security Forum, held in November 2009 and 2010 in Halifax, Nova Scotia. Van Praagh was Senior Director at GMF between 2007-2010. In that capacity, he led the Foreign Policy and Civil Society program overseeing GMF's work on wider Europe, including its offices in Ankara, Belgrade, Bratislava, and Bucharest, as well as the Balkan Trust for Democracy, the Black Sea Trust, and the Mediterranean, Russia, and Asia programs. Van Praagh produced the April 2008 Bucharest Conference on the sidelines of the NATO summit and the November 2009 and 2010 Halifax International Security Forums. He also initiated and directed Transatlantic Take, GMF's international weekly opinion-editorial series.

Furthermore, Mr. Van Praagh served as deputy vice president of the National Endowment for Democracy in Washington, DC, (2004-06) and country director for the National Democratic Institute both in the former Soviet Union and in Turkey (1998-2004). Van Praagh is a graduate of University College, the University of Toronto and the London School of Economics.

The Board of Directors of HISF is as follows:

David J. Kramer, President of Freedom House (Washington, DC)

David Kramer is the President of Freedom House, which he joined in October 2010.

Kramer served as Assistant Secretary of State for Democracy, Human Rights, and Labor from March 2008 to January 2009. He also was a Deputy Assistant Secretary of State for European and Eurasian Affairs, responsible for Russia, Ukraine, Moldova and Belarus affairs as well as regional non-proliferation issues. Previously, he served as a Professional Staff Member in the Secretary of State's Office of Policy Planning. Before that he served as Senior Advisor to the Under Secretary of State for Global Affairs. He also was Executive Director of the U.S. Advisory Commission on Public Diplomacy in Washington. Prior to joining Freedom House, Kramer was a Senior Transatlantic Fellow at the German Marshall Fund of the United States and was an Adjunct Professor at the Elliott School for International Affairs at The George Washington University.

Before the U.S. Government, Kramer was a Senior Fellow at the Project for the New American Century, Associate Director of the Russian and Eurasian Program at the Carnegie Endowment for International Peace, and Assistant Director of Russian and Eurasian Studies at the Center for Strategic and International Studies, all in Washington.

Prior to moving to Washington, he was a Lecturer in Russian Studies at Clark University in Worcester, Mass. and a Teaching Fellow at Harvard University. He also served as an analyst for the Christian Science Monitor Network during the collapse of the Soviet Union. A native of Massachusetts, Kramer received his M.A. in Soviet studies from Harvard University and his B.A. in Soviet Studies and Political Science from Tufts University.

Freedom House is an independent watchdog organization that supports the expansion of freedom around the world. Freedom House supports democratic change, monitors freedom, and advocates for democracy and human rights. Since its founding in 1941 by prominent Americans concerned with the mounting threats to peace and democracy, Freedom House has been a vigorous proponent of democratic values and a steadfast opponent of dictatorships of the far left and the far right. Eleanor Roosevelt and Wendell Willkie served as Freedom House's first honorary co-chairpersons.

Jonathan Tepperman, Managing Editor of Foreign Affairs magazine (New York, NY)

Jonathan Tepperman was appointed Managing Editor of Foreign Affairs in January 2011. He previously worked at Foreign Affairs from 1998-2006 before moving to Newsweek International, where he was Deputy Editor in charge of Asia, Europe, Africa, and Middle East coverage, and then to Eurasia Group, where he was Managing Editor and a director. He has written for a range of publications including The New York Times, The Washington Post, The Wall Street Journal, The International Herald Tribune, The New Republic, The American Prospect, and others. He has law degrees from Oxford and New York University.

Jonathan Weisstub, Head of New Partnerships, Infrastructure Ontario (Toronto, ON)

Mr. Weisstub joined Infrastructure Ontario as Head of New Partnerships after leading government wide expenditure management initiatives as Assistant Deputy Minister and Head of the Program Review Secretariat, Ontario Ministry of Finance.

Prior to joining the Ontario Public Service, Mr. Weisstub served as Vice President, Corporate Affairs for Gabriel Resources, a TSX listed gold company.

Prior to joining Gabriel Resources, Jonathan practiced with the law firm of Stikeman Elliott LLP in the area of securities and corporate law, specializing in public and private mergers and acquisitions, as well as private equity transactions and corporate finance.

Jonathan has also served as Senior Policy Advisor to the Prime Minister of Canada. Jonathan has a B.A. from McGill University, a M.Phil in Politics from Oxford University and a law degree from the University of Toronto. He is a member of the Law Society of Upper Canada and the New York State Bar Association.

The Strategic Communications expertise will be provided by Hattaway:

Douglas Hattaway, President and CEO Hattaway International LLC (operating division of Hattaway Communications Inc.)

Doug Hattaway graduated from the renowned Medill School of Journalism at Northwestern University in 1986 with a Bachelor of Science in Journalism and a Major in Political Science. He earned his Master of Arts in English at the Florida State University. Over the past 20 years, he has served as an adviser and consultant to high-profile figures in politics, government and advocacy in the U.S. and around the world. Doug has served as the National Spokesman for Vice President Al Gore's election campaign in 2000, Communications Director for Senate Majority Leader Tom Daschle and Communications Adviser to Secretary of State Hillary Clinton.

EXPERIENCE/PREVIOUS PROJECTS:

The new Applicant (HISF) will build on the success of the 2009 and 2010 Halifax Forums. The Applicant will contract or retain expertise who worked specifically on the 2009 and 2010 events. In addition to this, HISF in conjunction with Hattaway's outreach expertise and Foreign Affairs' intellectual capacity and global network, is expected to take the Halifax Forum up to the next level to make it a truly major global annual event in Halifax, Nova Scotia.

The Applicant has assembled a team whose members are considered to be leaders in global affairs and as such, recognized as unique and valuable contributors to the promotion of Atlantic Canadian interests.

INCREMENTALITY & NEED:

This project would not be undertaken in Atlantic Canada and certainly not in the proposed time frame and scope, without the recommended assistance from the Government of Canada.

Prior to the 2009 Halifax Forum, the original event partner did not have an international conference presence in North America. The current Halifax Forum is a three year project and is the continuation of a fully incremental project to Halifax, Canada and North America as well as to ACOA and the new event partner/Applicant (HISF). As a funding condition, the Applicant will provide the Agency with a representation that all costs incurred under this project are incremental. This will include the time allotted to this project through direct labour and consultants, along with attestations that (1) dedicated personnel will be assigned solely to this project and (2) all costs submitted by the Applicant for reimbursement are directly related to the Halifax Forum event and incremental to all parties. Such attestations are subject to audit verification.

As a three year undertaking, this project is intended to be transitioned into a self-sustaining, industry engaged initiative. As per the Project Reviews in clause #9 of our Special Conditions, the Agency will gauge the degree of achievement in critical decision areas, including but not limited to economic impact, sponsor/partners funding, participation of the Agency and partners. This project approval is recommended in the understanding that government support will decrease over time directly proportional to levels of partnership funds secured, eventually resulting in full sustainability.

Sustainability is considered to be a major risk for a project of this nature. The Agency considers it to be an achievable target given the potential for direct engagement of industry partners pre-event, during and post event. In order to effectively transition the project to becoming self sufficient, the Applicant must demonstrate the ongoing value associated with being a part of the Halifax Forum as well as its Partnership network. Lasting value will only be created by delivering a successful event year over year for the next three years, thereby branding the Halifax Forum as North America's premier defence and security conference.

To date \$177,383 in Partnership Funding has been raised to offset the GoC annual commitments to this project.

- This project has strong links with the GoC's strategic priorities as it will deliver an event that will draw international exposure and through its format and agenda, brand the Atlantic region as an excellent place to do business. It will increase awareness of the region among foreign leaders, policy makers, experts and investors, thereby increasing potential FDI in Atlantic Canada. These Trade and Investment outcomes will be complemented by advocacy outcomes, promoting the interests of Atlantic Canada by raising awareness of Atlantic Canadian competencies and capabilities.

- This project hopes to generate strong linkages with the private sector including investment and participation. The Applicant will put in place a strategy to engage both local and international industry to 1) undertake the event, 2) raise investment in the event/region, and 3) make the event sustainable as a uniquely Halifax event.

In addition, the Applicant will agree to establish formal working groups with the Agency in any sector of potential interest, including but not limited to Tourism, Information and Communication Technology, Energy and Aerospace and Defence. These outcomes will be measured annually.

- This three year project is considered incremental, and it would not take place without assistance from the GoC. The event is expected to become self sustainable over time, through industry partnerships and private sector involvement.

- In 2009, the Halifax Forum was approved as the inaugural project. As a result of a successful project and audit, the GoC (DND/ACOA) committed to a four year initiative to expand the successful outcomes from year one. This represents the follow through on the final three years of the original commitment. New partnerships will be formed between Atlantic stakeholders and global leaders in the public sector, private industry and academia.

- This project is global in scope. Halifax, as the Hub of Atlantic Canada, in hosting this event will focus the world's attention on Atlantic Canada as a region that is "open for business". Over time, it will contribute to drawing new investment, skilled labour and innovative ideas to the region.

- ACOA Nova Scotia will develop this project in conjunction with DND as both parties were fully engaged in the initial project undertaken in 2009 as well as the follow up project in 2010.

- The GoC will be fully recognized in all communications as indicated in the following clause:

"The Applicant shall acknowledge the Government of Canada's support in any communications materials related to this event with the phrase "the Halifax Forum is receiving support from the Government of Canada". Other communications considerations will be decided by consultation between the client and the Agency/Department of National Defence and after agreement from the GoC funding partners.

FINANCING JUSTIFICATION:

Stacking (total government assistance as a percentage of eligible costs) exceeds 90%

The Applicant (HISF) has requested \$2,490,000 per year to undertake the Halifax Forum in 2011, 2012 and 2013. As a three year initiative, this would amount to \$7,470,000. In each year, the total eligible costs reimbursable by the GoC (\$2.49M) will be reduced by the Partnership Funding raised.

Funding under this project has been set at \$2,490,000, an amount outside of our recommendation; however, at the end of each year of funding, the Agency shall reassess the Halifax Forum event going forward. Specifically, as a condition of this offer, the level of GoC assistance will be set annually and based on but not limited to annual project reviews/audits, economic impacts, private sector involvement and partnership funds confirmed. Based on

such reviews, the Agency reserves the right to be solely responsible for adjusting the annual contribution from the GoC.

The Agency Department of National Defence (DND) and the Applicant will collaborate in order to undertake this project. As per a condition in the Letter of Offer, in order for the Applicant to receive disbursements above 50% of the contribution, it shall provide the Agency with a claim for costs incurred, less fundraising collected. Fundraising will reduce the stacking element with every dollar above that which is outlined in the Statement of Work.

For a project of this nature, the BDP Manual rules for Stacking of Government Support [2031 (b)] under a non-commercial project is as follows:

For non-commercial projects, the maximum level of total government assistance is normally 90% of eligible costs. The remaining 10% can be qualified as an in-kind contribution from either the applicant or other partners. Not-for-profit business support and community development organizations engaged in activities at the request of ACOA such as planning, facilitating project development, training, conferences, networking, community outreach and the provision of direct services to business such as counseling and access to information may be supported at 100% of eligible project costs.

In all cases, total government assistance should be limited to the minimum amount required in order to ensure the undertaking of the project.

Client Name: Halifax International Security Forum
Account Manager: Martin Braganza

QA File ID: 199652

SPECIAL CONDITIONS:

1. At the discretion of the Agency, a 50% advance payment may be made to the Applicant. To request an advance payment, the Applicant must submit a completed copy of the Advance Payment Request Form (provided by the Agency), including a monthly cash flow forecast of requirements for the Eligible Costs to be incurred during the advance period. Such documentation must demonstrate that an advance payment is essential to the successful completion of the project. Each advance payment must be accounted for, to the satisfaction of the Agency, within forty-five (45) days of the end of the advance period for which that advance was made. Should the Agency determine that an advance payment will be made, such payment will be made in accordance with the Treasury Board Policy on Transfer Payments.

The Agency shall not make any disbursements to the Applicant, above 50% of project assistance, without a claim for costs incurred to-date, less sponsorship funds raised to-date.

2. Direct labour (personnel) costs shall be eligible up to a maximum of \$225,000 per year as reflected in the statement of work.
3. The Applicant shall inform the Agency promptly in writing of any other government (federal, provincial or municipal) or private assistance received or to be received for the Project (except DND's agreement to reimburse 50% of the Agency's contribution), and the Agency shall adjust the amount of the assistance to take into account the amount of any such other assistance that is to be received.
4. The Applicant shall acknowledge the Government of Canada's support in any communications materials related to this event with the phrase "the Halifax Forum is receiving support from the Government of Canada". Other communications considerations will be decided after consultation between the client and the Agency/Department of National Defence and after agreement from the Government of Canada funding partners.
5. At the request of the Agency, the Applicant shall provide all the necessary documentation to perform an internal audit of the project. An external audit may be requested at the expense of the Agency.
6. The Applicant shall commit to working with the Agency and its partners to identify key initiatives to enhance economic activity in the Atlantic region. It shall commit to be a part of the process to enhance the profile of the region and become an advocate for specific sectors such as Aerospace, Defence and Security.
7. The Applicant shall create a Partnership network that will result in sustainability for the Halifax Forum at the conclusion of this three year Agreement. This will include the active participation of ACOA, the active pursuit of industrial partnerships (e.g. Industrial Regional Benefits), and, at the discretion of the Agency, the engagement of a consulting firm to develop industry partnerships to facilitate long term sustainability. The Applicant shall provide a plan which demonstrates sustainability before the end of this agreement.
8. The Applicant shall establish a separate accounting and segregation of funds earmarked for the Halifax Forum including the creation of a verifiable account for any Partnership Funds raised for each Forum.
9. Eligible costs shall be reviewed, on a yearly basis, in relation to available Partnership funds. The review shall be concluded no later than June 30 of each year. The determination of Partnership funds, eligible costs, and total federal funding for the period under review, is solely at the discretion of the Agency.
10. The Agency shall undertake Project Reviews at the end each year of this Agreement. The Project Reviews will take place within 120 days following the final claim submission (January 31), and serve as decision points to gauge the degree of achievement in critical decision areas. Decision areas include, but are not limited to: (i) economic impact assessments; (ii) partnership funding levels; and (iii) participation / activity levels of the Agency and its partners. Such Reviews, conclusions thereto, including decisions regarding project continuance and/or changes in approach, are solely the responsibility and determination of the Agency.
11. By June 30 of each year of the Agreement, the Agency shall reassess the anticipated annual cost for the upcoming annual Halifax Forum. The level of funding will be determined by but not limited to (1) annual project review(s), (2) annual project audit(s) and (3) project revenues and will be solely at the Agency's discretion.
12. The Applicant agrees that this three year funding agreement is contingent upon annual project reviews. The decision to fund each year of this three year project is solely the responsibility of the Agency. Federal funding shall be estimated at a maximum of \$2,490,000 per year for eligible costs over a three year period and subject to adjustment based on confirmation of Partnership funding.
13. The final project claim for any given year, except the final year, shall be submitted to the Agency, on appropriate Agency forms, no later than January 31 of the following year. The final project claim for the third and final year of this Agreement, shall be submitted no later than March 31 the following year. The final disbursement will take into consideration the actual Partnership funding levels, as well as annual project audits, in determining the conclusive level of funding from the Government of Canada.
14. In recognition of the application for assistance in Canadian dollars from the Government of Canada, the Applicant shall source Canadian goods and services wherever practicable.
15. The Applicant shall provide the Agency with a representation that all costs incurred under this project are incremental, including attestations that (1) dedicated personnel as well as contracted consultants will be assigned solely to this project and (2) all costs submitted by the Applicant for reimbursement are directly related to the Halifax Forum event and incremental to all parties. Such attestations are subject to audit verification.
16. In as much as Peter Van Praagh is considered critical to the success of this initiative and whose participation will yield proper file management and achievement of desired outcomes, the Applicant shall maintain Peter Van Praagh or an acceptable replacement to the Agency, as project manager for the duration of the control period.

PRIOR TO DISBURSEMENT:

- Prior to final annual disbursement, the Applicant shall provide the Agency with a comprehensive report of the year's event.

OTHER GOVERNMENT CONSULTATIONS:

The Agency will collaborate with the Department of National Defence (DND) to implement the project. An existing MOU is in place and covers the annual events up to November 2013 (2013-2014 fiscal year). The MOU reflects an ACOA/DND full partnership, meaning DND will cover an equal share of the eligible project assistance (50% per year). DND will transfer funds to the Agency, via the Supplementary Estimates due at the beginning of December every year, based on a revised forecast of the expenditures for the Halifax Forum held in November every year of the Agreement.

The existing MOU will be amended to:

- 1) change "The Organizer" from the German Marshall Fund of the United States to Halifax International Security Forum
- 2) update the "Director General, Advocacy and Industrial Benefits" for the Agency.
- 3) revise project time lines, etc.

Existing MOU copied below:

DND Identification Number: 2009110004

Memorandum of Understanding

Between

The Department of National Defence

And

The Atlantic Canada Opportunities Agency

Concerning

ASSISTANCE IN THE FUNDING OF THE HALIFAX INTERNATIONAL SECURITY FORUM

Introduction

1. This Memorandum of Understanding (MOU) is an Arrangement between the Department of National Defence (The Department) and the Atlantic Canada Opportunities Agency (The Agency).
2. The German Marshall Fund of the United States (the Organizer) is a nonpartisan American public policy institution dedicated to promoting greater cooperation and understanding between North America and Europe. It will hold a prestigious, high-level conference annually, to discuss transatlantic security and defence issues in Halifax- the Halifax International Security Forum. This annual Halifax Forum will build on the success of the 2009 conference which was the organizer's first major international security conference in North America.
3. The Government of Canada is financially supporting the Forum through partial funding from the Department and the Agency.
4. The Department and the Agency concur that the Agency will manage a contribution to the Organizer through the Agency's Business Development Program.

Definitions

5. For the purposes of this Memorandum of Understanding, the following definitions will apply:
 - a. "The Department" means "The Department of National Defence";
 - b. "The Agency" means "The Atlantic Canada Opportunities Agency";
 - c. "The Organizer" means "The German Marshall Fund of the United States";
 - d. "The Forum" means "The Halifax International Security Forum", scheduled to take place annually in Halifax, Nova Scotia, Canada;
 - e. "MOU" means "Memorandum of Understanding".

Objectives and Scope

6. The Department and the Agency concur that the objective of this MOU is to set out the arrangements and responsibilities between them with respect to the transfer of funds for the purpose of the provision of an annual contribution to the Organizer to assist in the organization and delivery of the Halifax International Security Forum, in 2010-2011, 2011-2012, 2012-2013 and 2013-2014. Each annual contribution will not exceed \$3,000,000.
7. The Participants acknowledge that notwithstanding the wording used in this MOU, neither the MOU as a whole nor any part of its parts taken separately are, or ever have been, intended to be a contract and no contractual obligations are incurred by the Participants as a result of the existence of this MOU.
8. The MOU is in no way intended to be a procurement instrument. Any material procurement resulting from, or required by, the implementation of the MOU must be accomplished in accordance with the applicable procurement laws and regulations.

Financial Arrangements

9. The Department will annually reimburse to the Agency 50% of eligible expenditures in accordance with the approved terms and conditions of the Agency's Business Development program, of the Government of Canada's contribution up to a yearly maximum of \$3,000,000.
10. The Department will transfer funds to the Agency, via the Supplementary Estimates due at the beginning of December every year, based on a revised forecast of the expenditures for the Forum normally held in November every year.
11. Should the Government of Canada's contribution amount be less than \$3,000,000 for any given year, the Agency will reimburse the Department's

share for any excess contributions via the Supplementary Estimates process, in the following year. In 2010-2011, the Agency will reimburse the Department for the unspent funds from 2009-2010 for an amount of \$327,685 via the Supplementary Estimates process.

12. The Agency will submit, to the Department, a listing of all eligible expenditures submitted by the organizer, categorized by purpose (eg. accommodation, travel, etc.). The Agency will submit this listing to the Department once it is received from the organizer and finalized.
13. Should the Organizer submit additional invoices after the original listing is submitted, an additional transfer of funds between the Department and the Agency is possible, subject to the provisions outlined in paragraph 9, through the next Supplementary Estimates remit in accordance with the expenditure management cycle. The Agency will submit a listing of these additional invoices to the Department prior to the end of the fiscal year in which the forum took place.
14. All funds transferred from the Department to the Agency in accordance with this Arrangement will be made in Canadian dollars.
15. The Department will not be responsible for any costs incurred by the Organizer and charged to the Agency prior to the date the contribution agreement is signed between the Organizer and the Agency.

Cost Recovery

16. In the event that further adjustment (recovery of an overpayment or additional transfer) is required, it will be sought via the Supplementary Estimates process.

Auditing

17. In the case that an audit is performed, both the Department and Agency will keep records of the costs of the Forum for a period of 6 years from the time the Agency starts considering eligible expenditures (i.e. the date the contribution agreement is signed by the Agency and the Organizer).

Disclosure of Information

18. Notwithstanding any provisions of this MOU, the information to be shared or exchanged between the Participants under this MOU will not include information for which disclosure is restricted by the applicable privacy laws of the Participants, and/or by an Act of Parliament, including the Access to Information Act and Privacy Act.

Settlement of Disputes

19. Any disputes regarding the interpretation or implementation of this MOU will be resolved only by consultation between the Participants, and will not be referred to a national or international tribunal, or other third party for settlement.

Amendment

20. This MOU may be amended with the mutual written consent of the Participants.

Duration, Withdrawal and Termination

21. This MOU will remain in effect until the later of 28 February 2014, or the transfer of all funds for eligible expenditures or return of over payments, from the effective date.
22. This MOU may be terminated at any time, effective immediately, with the mutual written consent of the Participants.
23. Should the Participants terminate the MOU, they will consult with one another and the Organizer to ensure the mitigation of risks and minimizing disruptions to the Forum up to and including the date of actual termination. Additionally, the Participants will remain responsible for any eligible expenditures incurred by the Organizer for the Forum in accordance with the contribution agreement concluded with the Organizer.
24. Any responsibilities incurred by a Participant during the active period of this MOU will remain that Participant's responsibility, until fulfilled, notwithstanding termination or expiry of this MOU.

25. The designated contact offices for the purpose of communication and notification pursuant to this MOU are:

For The Agency:

Craig Rowsell, Director General Advocacy and Industrial Benefits, (613) 954-0437

For The Department:

Ian Miller, Director of Cabinet Liaison, (613) 999-8273

Effective Date and Signature

26. This MOU becomes effective on the date of the later signature.

For the Department:

Jill E. Sinclair
Assistant Deputy Minister (Policy)

For the Agency:

Peter Hogan
A/Vice President Nova Scotia

Note: The MOU was signed Nov.15, 2010 by the Department and Nov.24, 2010 by the Agency.

MTN/FTA IMPLICATIONS:

n/a

TRAINING HUMAN RESOURCES DEVELOPMENT:

n/a

CANADIAN ENVIRONMENT ASSESSMENT ACT COMMENTS:

n/a

Client Name: Halifax International Security Forum
 Account Manager: Martin Braganza

QA File ID: 199652

PREVIOUS ASSISTANCE:

Project Number	Date Of Offer	Fin. Stat.	ACOA Assistance	Assistance Type	Program Prg. Element	Disbursed (Net)	Principal Repaid	Principal Outstanding	Prin. In Arrears/ Amt. Written Off
			0.00			0.00	0.00	0.00	0.00
TOTALS:			0.00			0.00	0.00	0.00	0.00

Comments on Previous Assistance:

Although the Applicant (HISF) is a new client with the Agency, the Project Manager has been instrumental in delivering the 2009 and 2010 Halifax Forums and has assembled a team with a solid reputation for delivering international events.

The Applicant has retained Peter Van Praagh, Project Manager, to manage the file and shall maintain his position as he is considered critical to the success of the project.

BACKGROUND:

The Halifax International Security Forum is a high-profile annual event that brings international leaders in the defence and security sectors to Halifax, Nova Scotia, to discuss issues of mutual interest. It is the first North American-based conference of its kind.

The Government of Canada provided financial support (\$1.9 million) for the inaugural Halifax Forum in 2009 (project # 196052) and followed up with a financial commitment of \$9.96 million for the event over the next four years (2010-2013: project # 197160). The federal contribution for 2009-2013 was cost-shared on a 50/50 basis with the Department of National Defence under a Memorandum of Understanding. The 2010 Halifax Forum is now complete and all costs associated with the event have been submitted. The Agency is currently finalizing the audit of the 2010 event and will determine the potential for a final claim of approximately \$100K. Once the final claim has been completed, the balance outstanding in committed funds will be removed.

As of March 24, 2011 the Agency has developed a go-forward strategy with a new delivery partner (the Applicant). By transitioning the project to the new proponent, the Agency will ensure that the legacy of the 2009 and 2010 Halifax Forums is preserved. The new project creates an opportunity for the Agency and its partners to solidify the goal of generating increased economic activity in the region, specifically through industry participation (aerospace, defence, security, digital, energy, etc). The Agency remains committed to strengthening the Atlantic economy and laying the foundation for long-term economic prosperity. In line with the Global Commerce Strategy, the Agency will work with its partners in promoting Atlantic Canada as a competitive business partner and a valuable link in the global supply chain. These linkages are expected to help the Halifax Forums achieve sustainability beyond 2013.

s.21(1)(b)

s.21(1)(c)

s.23

Client Name: Halifax International Security Forum

Account Manager: Martin Braganza

QA File ID: 199652

Contact Name	Peter Van Praagh
Title	Project Manager
Phone	
Fax	
Cell	
Email	

Client Name: Halifax International Security Forum
 Account Manager: Martin Braganza

QA File ID: 199652

Project Information - Core Data

**** WARNING **** : REVIEW FIELDS BELOW TO ENSURE THEY ARE POPULATED WITH ACCURATE INFORMATION. DATA INTEGRITY IS AN ESSENTIAL PART OF COMPLETING THE PSF.

PRODUCT: Communications and event management

NAICS: 919110

PROJECT DESCRIPTION:

This project will enable the Applicant to deliver the next three annual Halifax Forums, beginning in November 2011. The event will bring together leaders, policy makers, and experts from both sides of the Atlantic to discuss the challenges to transatlantic security. This three year initiative is funded equally (i.e. 50% share per government department) with the Department of National Defence. The upcoming event will take place on November 18 - 20, 2011.

CONTROL DATA

ELEMENT	Element Costs \$	Eligible Costs \$	% Assistance	Authorized Assistance \$
Business Support	7,470,000	7,470,000	100.000	7,470,000

Commercial: Non-Commercial
 NAICS Code: 919110
 NAICS Desc.: International and Other Extra-Territorial Public Administration
 Program Element: Business Support
 Sub-Program Element: Networking
 Sector of Interest: None of the Above

Flags:	
--------	--

EXISTING COMPANY SALES	DOMESTIC:
	EXPORT:
EXISTING No. of EMPLOYEES:	4
VIABILITY RISK: PROGRESS REPORT: ENVIRONMENTAL CODE:	0

HOLDBACK % ON EACH CLAIM : 0 %

CASHFLOW

Fiscal Year	Amount
2011/2012	2,490,000.00
2012/2013	2,490,000.00
2013/2014	2,490,000.00
Total	\$7,470,000.00

Allotment Code: 210 BDP - Contribution
 Activity Code: G01 Advocacy
 Responsibility Centre: 650 NS-Director-Enterprise Development

Client Name: Halifax International Security Forum
 Account Manager: Martin Braganza

QA File ID: 199652

ANNEX I-D

COST AND FINANCING

	COSTS		ACOA	
	Total Cost	Eligible Cost	Rate of Assistance	ACOA Contribution
CAPITAL COSTS				
<u>Building and Major Renovations</u>				
Sub-total	0	0	0.00%	0
<u>Other Capital Costs</u>				
Sub-total	0	0	0.00%	0
OPERATING COSTS				
<u>Wages and Salaries</u>				
Sub-total	0	0	0.00%	0
<u>Other Operating Expenses</u>				
Other (operating)	7,470,000	7,470,000	100.000%	7,470,000
Sub-total	7,470,000	7,470,000	100.00%	7,470,000
Total Cost	\$7,470,000	\$7,470,000	100.00%	\$7,470,000
Eligible cost per Other Government Programs		0		
Total Eligible Costs for Stacking Purposes		\$7,470,000		

COMMENTS ON COSTS

Other (operating) = Personnel, Travel and Meetings, Professional Services, Production/Outreach, and Supplies and Communication (as outlined in the project budget).

The costs above (\$7.47 million) are for a multi-year project, eligible at a maximum of \$2.49 million per year and adjusted by the Agency according to annual project reviews.

Annual Project Costs:

\$225,000 Personnel (maximum of \$225K per year)

\$200,000 Airfare
 \$50,000 Staff Travel
 \$50,000 Ground transportation

\$175,000 Hotel costs
 \$135,000 Catering
 \$225,000 Conference space

\$735,000 Consulting

\$140,000 Technical services (computers, IT, Webmaster, etc)
 \$425,000 Audio Visual and set design
 \$40,000 Publications (Agenda, Participants' List, Program, etc)
 \$25,000 Branding Materials
 \$25,000 Translation
 \$10,000 Photographer

\$30,000 Supplies and Communication

 \$2,490,000 Total Project Expenses

Additional info:

- Personnel Costs of \$225K includes salaries for Peter Van Praagh, Joe Hall, Dakota Korth, Jen Young.
- Consulting Costs of \$735K includes fees for concept and production, event management and coordination \$350K; fees for strategic communications \$250K; Other consultants include: website and app designers, security expertise, and fundraising advice \$135K.

2011 project costs are considered reasonable based on the previous year's event. An audit has been performed on the 2009 and 2010 HF. Original invoices and proof of payment have been submitted for examination by the Agency.

See Special Conditions #2, 5, 9, 10, 11 and 15 for annual cost controls on the project.

Government Funding		Assistance Type	Conf	Contribution	Stacking
Dept Name	Program				
ACOA	Business Development Program	Non-Repayable	<input type="checkbox"/>	7,470,000	100.000%
Subtotal - Government Programs				\$7,470,000	100.000%
Proponent Contribution					
Subtotal - Proponent Contribution			Conf	\$0	
Other Financing					
Source	Type		Conf	\$0	0.000%
Subtotal - Other Financing				\$0	0.000%

TOTAL FINANCING		
	\$7,470,000	
Tax Credit Available	\$0	0.000%
Total Stacking		100.000%
MOU	0.00%	

COMMENTS ON FINANCING

** Details of Other Government Financing and in kind contributions*

The Department of National Defense (DND) will form a full partnership with ACOA on project financing under a multi-year written agreement (DND approval on file - MOU amendment required to modify the Applicant/Organizer). Each entity has agreed to provide 50% financing towards the event for four (4) years (subject to Annual Reviews) beginning with the November 2010 event. The DND contribution will be exercised through a transfer of funds* to ACOA. DND acceptance Nov.15/10 and ACOA acceptance Nov.24/10 (MOU on file).

* The Department will reimburse the Agency annually through a vote transfer of funds via the Supplementary Estimates process (clause #14 in the MOU between DND/ACOA).

The Applicant (HISF) - All Partnership Funds raised are to be applied towards eligible costs in each year of the event.

Assistance will be adjusted based on fundraising levels (Partnership Funds).

Note:

The Applicant is requesting project costs of \$2,490,000 per year which amounts to \$7,470,00 in project costs over the three year period ending fiscal 2013/2014.

ACOA/DND funding will amount to \$2,490,000 per year or \$7,470,000 over three years. This amounts to \$1,245,000 per year from each federal department (reduced by Partnership Funds secured in each year of the event).

Annually:

\$1,245,000 ACOA

\$1,245,000 DND

\$2,490,000 Total Project per year

Multi-Year Project:

\$3,735,000 ACOA

\$3,735,000 DND

\$7,470,000 Total 3 Year Project

Client Name: Halifax International Security Forum

Account Manager: Martin Braganza

QA File ID: 199652

ANNEX 1-E

PAA / INITIATIVES

PROGRAM ACTIVITY ARCHITECTURE (PAA):

STRATEGIC OUTCOME: 1.0 - A competitive Atlantic Canadian economy

PRINCIPAL ACTIVITY: 1.3 - Policy, Advocacy and Coordination

DESCRIPTION: ACOA's Policy, Advocacy and Coordination (PAC) Program Activity is central to identifying and effectively responding to opportunities and challenges facing the regional economy. PAC provides intelligence, analysis and well-grounded advice on a broad range of issues and topics, and informs and supports decision making by the Agency and the Minister. In offering strategic, researched policy positions that reflect the region's potential; influencing national policies and programs that affect Atlantic Canada's development and interests; and in coordinating other policies and programs within the region to form integrated approaches to development, PAC helps carry the Agency's agenda forward and helps ensure that ACOA overall remains relevant and responsive to the opportunities and challenges in Atlantic Canada.

PROGRAM SUB ACTIVITY (PRINCIPAL): 1.3.2 - Advocacy

DESCRIPTION: Federal decision makers must understand and consider Atlantic Canada's interests, and regional stakeholders must remain well informed of federal government actions and opportunities that are relevant to the economic interests of the region. ACOA's advocacy activities such as sectoral and horizontal issues capacity building and agenda management, aim to advance the region's interests in national policy and program development, and to pursue regional industrial benefits from public sector procurement, particularly major Crown projects, to improve the position of Atlantic industries.

OUTCOME (PRINCIPAL): Development of strategic sectors of the Atlantic economy

PROGRAM SUB ACTIVITY: 1.3.3 - Coordination

DESCRIPTION: The Agency is mandated by its legislation to [co ordinate] policies and programs of the Government of Canada in relation to opportunities for economic development of Atlantic Canada. ACOA's co ordination function engages a range of economic partners to address the economic priorities of the Atlantic region through a coherent and collaborative approach to development, including federal-provincial initiatives, roundtables, and expert panels. The Agency also co-ordinates with other federal departments in regards to regional development efforts, including the Federal Regional Councils.

OUTCOME: Coherent approach to achieving federal priorities by federal departments in the Atlantic region

PROGRAM SUB ACTIVITY: 1.1.3 - International Business Development

DESCRIPTION: Canada's Global Commerce Strategy identifies global value chains and new economic forces as offering opportunities, but also presenting competition for Canada. To strengthen the country's position in international markets, it prescribes to take advantage of emerging global opportunities, and to strengthen Canada's image internationally as a preferred business partner and premier investment destination. Consistent with this strategy, ACOA's International Business Development (IBD) sub-activity pursues international opportunities with a view to increasing the number of exporters and the volume of export sales, to attract foreign direct investment, and to commercialize technology. Further, IBD aims to project an image of Atlantic Canada as a source of energy, a centre of innovation, a skilled labor pool, a reliable supplier of quality products at competitive prices, and the gateway to the North American market. An important role of IBD is to coordinate the efforts of Atlantic Canadian organizations active in trade, investment and international commercialization. This sub-activity is supported by the International Business Development Agreement (IBDA) and the Business Development Program (BDP).

OUTCOME: Pursuit of International Business Opportunities

Client Name: Halifax International Security Forum
Account Manager: Martin Braganza

QA File ID: 199652

PSF ATTACHMENT RESULTS TRACKING

PROJECT DESCRIPTION:

This project will enable the Applicant to deliver the next three annual Halifax Forums, beginning in November 2011. The event will bring together leaders, policy makers, and experts from both sides of the Atlantic to discuss the challenges to transatlantic security. This three year initiative is funded equally (i.e. 50% share per government department) with the Department of National Defence. The upcoming event will take place on November 18 - 20, 2011.

Results Tracking

Expected Project Results	1) Foster a broader dialogue and build a closer relationship among Canada, the United States, South America and Europe, centered on a new and forward-looking global security agenda; 2) Forge transatlantic partnerships through high-level collaboration that recognizes the ever changing global agenda confronting North America and Europe; 3) Establish a "front of mind" presence within Atlantic Canada on security issues in the Atlantic region; 4) Support and promote knowledge sharing to ensure that both sides of the Atlantic are speaking and listening to each other; 5) Promote Canada's image internationally as a leader in global security issues; 6) Create economic spin-offs from the delegates staying in Halifax during the event, during pre and post-event activities, as well as broader tourism opportunities by creating market awareness.
Means of Verification	Annual reporting, annual project audits and annual project reviews.

Client Name: Halifax International Security Forum
 Account Manager: Martin Braganza

QA File ID: 199652

Canadian Environmental Assessment Act Assessment Procedures	
INITIAL ENVIRONMENTAL ASSESSMENT	
RESPONSIBILITY CENTRE:	PROJECT NUMBER: 199652
APPLICANT: Halifax International Security Forum	APPLICANT CONTACT: Peter Van Praagh
	TELEPHONE:
LOCATION: NON-CANADIAN CENSUS SUB-DIVISION	
DESCRIPTION: This project will enable the Applicant to deliver annual Halifax Forums, beginning in November 2011 and this project is to fund the next three such forums. The event will bring together leaders, policy makers, and experts from both sides of the Atlantic	

PART 1: CHECKLIST OF EXCLUSIONS: Is the project restricted to only the following elements or activities?	
Code "0" Marketing Activities	Code "1"

PART 2: CHECKLIST OF ACTIVITIES: Does the project include any of the following elements or activities?
--

Part 3: CODES and COMMENTS
Code '0' - Not a "Project" under the CEAA

ACOA Responsible Officer: Martin Braganza



Atlantic Canada Opportunities Agency
Nova Scotia
Agence de promotion économique
du Canada atlantique n-é

REC'D AUG 04 2011

CTS# _____

FILE # _____

REF TO *J. Beaver*

Nova Scotia
Office
P.O. Box 2284
Station "C"
Halifax, N.S.
B3J 3C8

Bureau de la
Nouvelle-Écosse
Cassier postal 2284
Succ. "C"
Halifax (N.-É.)
B3J 3C8

JUL 29 2011

Halifax International Security Forum
1717 Rhode Island Avenue NW, Suite 650
Washington, District of Columbia
20036

Attention: Mr. Peter Van Praagh, Project Manager

Dear Mr. Van Praagh:

Re: Contribution under Atlantic Canada Opportunities Agency's - Business
Development Program - Project number 199652

In response to your application received June 17, 2011, the Atlantic Canada Opportunities Agency ("the Agency"), hereby offers to make a Contribution to Halifax International Security Forum ("the Recipient"). The Contribution will be made pursuant to the Business Development Program ("the Program") and will be subject to the following terms and conditions:

1. **Definitions**

"Control Period" means the period commencing on the Project Commencement Date and ending two years after the Project Completion Date.

"Costs Incurred" means the costs for goods and/or services that have been received by the Recipient and for which the Recipient has paid for, or has a legal obligation to pay in the future.

"Eligible Costs" means those costs which, in the opinion of the Agency, are reasonable incremental costs that are necessary to carry out the Project as described in Schedule 2 (Statement of Work).

"Parties" means the Agency and the Recipient.

Canada

“Partnership Funds” means the development of relationships with other organizations to provide long-term funding to enable the Halifax Forum to become self-sustaining after the conclusion of this project.

“Project” means an undertaking that meets the Program eligibility and is further described in Schedule 2 (Statement of Work).

“Project Commencement Date” is **August 31, 2011**.

“Project Completion Date” is **March 31, 2014**.

“Statement of Work” means the work described in Schedule 2 (Statement of Work) which forms part of this Agreement.

2. Documents Forming Part of this Agreement

2.1 The following attached documents form an integral part of this Agreement:

These Articles of Agreement
Schedule 1 - General Conditions
Schedule 2 - Statement of Work
Schedule 3 – Claims and Project Costs Principles
Schedule 4 – Progress and Results Reporting Requirements
Schedule 5 - Project Fact Sheet for News Release

2.2 In the event of conflict or inconsistency, the order of precedence amongst the documents forming part of this Agreement shall be:

These Articles of Agreement
Schedule 1 - General Conditions
Schedule 2 - Statement of Work
Other Schedules

3. The Project

3.1 The Recipient shall commence the Project on or before **August 31, 2011**, which date is the Project Commencement Date.

3.2 The Recipient shall complete the Project on or before **March 31, 2014**, which date is the Project Completion Date.

3.3 The Recipient will carry out the Project as described in Schedule 2 (Statement of Work), will make claims in accordance with Schedule 3 (Claims and Project Costs Principles), will issue the reports under Schedule 4 (Progress and Results Reporting Requirements) and will fulfill its other obligations hereunder in a diligent and professional manner using qualified personnel.

4. The Contribution

- 4.1 Subject to all other provisions of this Agreement, the Agency shall make a conditional Contribution ("the Contribution") to the Recipient, with respect to the Project, by installments over a three year period. Each installment will be conditional upon Agency review as described in Article 4.3 as well as in compliance with all other terms of the Agreement. The Recipient agrees that this three year funding Agreement is contingent upon annual project reviews. The decision to fund each year of this three year project is solely the responsibility of the Agency. Federal funding shall be estimated at a maximum of \$2,490,000 per year for eligible costs over a three year period and subject to adjustment based on confirmation of Partnership funding.
- 4.2 In the event annual funding is granted in each year of the three year period the total contribution will be calculated as the lesser of:
- (a) **100%** of Eligible Costs, estimated to be **\$7,470,000**, and
 - (b) **\$7,470,000**.
- 4.3 By June 30 of each year of the Agreement, the Agency shall conduct an annual review, assessing the anticipated annual cost for the upcoming annual Halifax Forum. The level of funding will be determined by the Agency in consideration of, but not limited to, the following:
- (i) annual project review(s),
 - (ii) annual project audit(s) and
 - (iii) project revenues.
- 4.4 Direct labour (personnel) costs shall be eligible up to a maximum of \$225,000 per year.
- 4.5 The Recipient may be required to repay the Contribution where all of the Terms and Conditions of the Agreement are not met to the satisfaction of the Agency.
- 4.6 The Contribution will be applied to costs associated with this Project only.
- 4.7 The Recipient shall provide the Agency with a written representation that all costs incurred under this project are incremental, including attestations that:
- (1) dedicated personnel, as well as contracted consultants, will be assigned solely to this project; and
 - (2) all costs submitted by the Recipient for reimbursement are directly related to the Halifax Forum event and incremental to all parties.
- 4.8 The Recipient shall establish a separate accounting and segregation of funds earmarked for the Halifax Forum including the creation of a verifiable account for any Partnership Funds raised for each Forum.

- 4.9 Eligible costs shall be reviewed, on a yearly basis, in relation to available Partnership Funds. This review shall be concluded no later than June 30 of each year. The determination of Partnership Funds, eligible costs, and total federal funding for the period under review, is solely at the discretion of the Agency.
- 4.10 The final project claim and comprehensive report of the prior year's event and benefits (see Statement of Work) for any given year, except the final year, shall be submitted to the Agency, on appropriate Agency forms, no later than January 31 of the following year. The final project claim for the third and final year of this Agreement, shall be submitted no later than March 31 of the following year. The final disbursement will take into consideration the actual Partnership Funds available, as well as annual project audits, in determining the conclusive level of funding from the Government of Canada.
- 4.11 In recognition of the application for assistance in Canadian dollars from the Government of Canada, the Recipient shall source Canadian goods and services wherever practicable.
- 4.12 The Recipient shall develop an effective partnership agreement with the Council on Foreign Relations (or Foreign Affair magazine) and Hattaway International LLC (or Hattaway Communications) that is acceptable to the Agency and clearly outlines their commitment and support of this project for the duration of the Control Period.

5. Other Government Assistance

- 5.1 The Recipient shall promptly inform the Agency, in writing, of any assistance received or to be received from federal, provincial or municipal sources other than those identified in Article 8 which has been received or is to be received for the Project, and the Agency shall have the right to adjust the Contribution to take into account the amount of any such assistance received and may require repayment from the Recipient.

6. Payments

- 6.1 The Recipient shall, no later than 60 days following the Project Completion Date, submit to the Agency a claim in accordance with Schedule 3 (Claims and Project Costs Principles). The Agency shall not contribute to any project Cost incurred prior to **June 17, 2011**. Any Eligible Costs not claimed in accordance with the foregoing may, at the sole discretion of the Agency, be considered ineligible unless otherwise agreed to in writing by the Agency prior to the Project Completion Date.
- 6.2 The Agency shall not make any disbursements to the Recipient, above 50% of project assistance, without a claim for costs incurred to date, less sponsorship funds raised to date.
- 6.3 Advance Payment

6.3 Advance Payment

At the discretion of the Agency, a **50% advance payment may be made** to the Recipient.

To request an advance payment, the Recipient must submit a completed copy of the *Advance Payment Request Form*, provided by the Agency, including a monthly cash flow forecast of requirements for the Eligible Costs to be incurred during the advance period. Such documentation must demonstrate that an advance payment is essential to the successful completion of the Project.

Should the Agency determine that an advance payment will be made, such payment will be made in accordance with the *Treasury Board Policy on Transfer Payments*.

The Recipient must demonstrate that the advance payment was applied exclusively to the payment of Eligible Costs, to the satisfaction of the Agency, within 45 days of the end of the period for which the advance was made.

6.4 Progress Payment

At the request of the Recipient, the Agency may make progress payments to the Recipient based on claims for Eligible Costs which have been incurred. Each claim shall be completed in accordance with Schedule 3 (Claims and Project Costs Principles).

6.5 Joint Payment

At the discretion of the Agency or at the request of the Recipient, the Agency may make payments jointly to the Recipient and a third party for Eligible Costs which have been incurred.

6.6 Final Payment

Notwithstanding the foregoing, ten percent (10%) of the Contribution will, at the sole discretion of the Agency, be reserved for a final payment to be based on a claim submitted by the Recipient.

7. Canadian Environmental Assessment Agency

7.1 The Recipient, on or before the completion of the Project, shall comply with the environmental protection requirements of all regulatory bodies of appropriate jurisdiction.

8. **Financing**

- 8.1 The Recipient, **on or before the date of initial payment**, shall provide the Agency confirmation of commitment for all Project financing, in a form satisfactory to the Agency, upon request.
- 8.2 The Recipient shall inform the Agency promptly in writing of any other government (federal, provincial or municipal) or private assistance received or to be received for the Project, and the Agency shall adjust the amount of the Contribution to take into account the amount of any such other assistance that is to be received.

9. **Work Plan**

- 9.1 **Prior to the initial payment**, the Recipient shall provide the Agency with a comprehensive plan of the current year's event.

10. **Communications Plan**

- 10.1 The Recipient shall submit, prior to the Project Commencement Date, a communications plan satisfactory to the Agency. Where applicable, the Recipient shall invite the Agency to nominate a representative to participate in the discussions of the communications, marketing or promotional committees established to effectively execute the communications plan and related activities. The purpose of the Agency representative will be to advise the Recipient on Government of Canada and Agency communications requirements.
- 10.2 The Recipient shall acknowledge the Government of Canada's support in any communications materials related to this event with the phrase "the Halifax Forum is receiving support from the Government of Canada". Other communications considerations will be decided after consultation between the Recipient and the Agency/Department of National Defence and after agreement from the Government of Canada funding partners.

11. **Official Languages**

- 11.1 The Recipient, in carrying out the Project, will make reasonable efforts to support the Government of Canada's obligation under the *Official Languages Act* to enhance the vitality of the official language minority community, assist in the development and foster the full recognition and use of both English and French in Canadian society.
- 11.2 Where the Recipient communicates with members of the public regarding activities supported by the Contribution and/or where the Recipient provides services supported by the Contribution to members of the public, the Recipient shall:
- (a) Make available in both official languages any notice, advertisement, announcement, document of publication for the information primarily of members of the public,

- (b) Actively offer and provide, in both official languages, any services to be provided or made available to members of the public,
- (c) Encourage members of both official language communities to participate in its activities, and
- (d) Organize activities when appropriate to meet the needs of members of both official language communities.

12. Progress and Results Reporting

- 12.1 From the Project Commencement Date until the Project Completion Date, the Recipient shall submit **quarterly status reports** on the progress and results of the Project in accordance with Schedule 4 (Progress and Results Reporting Requirements).
- 12.2 The Agency shall undertake Project Reviews at the end of each year of this Agreement. The Project Reviews will take place within 120 days following the final claim submission (January 31), and serve as decision points to gauge the degree of achievement in critical decision areas. Decision areas include, but are not limited to:
 - (a) Economic impact assessments;
 - (b) Partnership funding levels; and
 - (c) Participation/activity levels of the Agency and its partners.

Such Reviews, conclusions thereto, including decisions regarding project continuance and/or changes in approach, are solely the responsibility and determination of the Agency.

13. Notice

- 13.1 Any notice or correspondence to the Agency, including the attached duplicate copy of this Agreement signed by the Recipient, shall be addressed to:

Atlantic Canada Opportunities Agency
P.O. Box 2284, Station Central
Halifax, Nova Scotia
B3J 3C8

Attention: Jeff Mullen

or to such address as is designated by the Agency in writing.

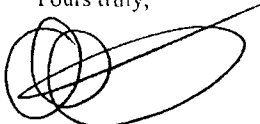
14. **Entire Agreement**

14.1 This Agreement, if accepted, including all Schedules, will constitute the entire Agreement between the Parties with respect to its subject matter. No amendments shall be made to the resulting Agreement unless confirmed in writing.

This Agreement is open for acceptance for sixty (60) days from the date that appears on its face. The date of acceptance shall be the date the duplicate copy of this Agreement, unconditionally accepted and duly executed by the Recipient is received by the Agency and shall thereafter constitute the Contribution Agreement between the Parties.

If further information is required, please contact Martin Braganza, the officer assigned to your Project, at (800) 565-1228, (902) 426-9108, or via e-mail at martin.braganza@acoa-apeca.gc.ca.

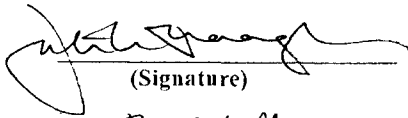
Yours truly,


for Peter Hogan
A/Vice-President
ACOA Nova Scotia

The foregoing Agreement is hereby accepted this _____ day of _____ 20_____.

(Project No.: 199652)

Halifax International Security Forum

Per:	 (Signature)
	<u>Project Manager</u> (Title)
Per:	_____ (Signature)
	_____ (Title)

GENERAL CONDITIONS
(Revised June, 2010)

1. Representations, Warranties and Undertakings

1.1 Power and Authority of Recipient

Where the Recipient is not an individual, it represents and warrants that it is duly incorporated and validly existing and in good standing and has the power and authority to carry on its business, to hold property and to enter into this Agreement and undertakes to take all necessary action to maintain itself in good standing and to preserve its legal capacity.

1.2 Authorized Signatories

Each Party represents and warrants that the signatories to the Agreement have been duly authorized to execute and deliver the Agreement.

1.3 Binding Obligations

Each Party represents and warrants that the execution, delivery and performance of the Agreement have been duly and validly authorized and that when executed and delivered, the Agreement will constitute a legal, valid and binding obligation enforceable in accordance with its terms.

1.4 No Pending Suits or Actions

The Recipient warrants that it is under no obligation or prohibition, nor is it subject to or threatened by any actions, suits or proceedings which could or would prevent compliance with the Agreement. The Recipient will advise the Agency forthwith of any such occurrence during the term of the Agreement.

1.5 No Gifts or Inducements

The Recipient represents and warrants that it has not, nor has any person offered or promised to any official or employee of Her Majesty the Queen in Right of Canada, for or with a view to obtaining the Agreement, any bribe, gift or other inducement, and it has not nor has any person on its behalf employed any person to solicit the Agreement for a commission, contingency fee or any other consideration dependant upon the execution of the Agreement.

1.6 Compliance

The Recipient shall apply, in relation to the Project, in all material respects, the requirements of all applicable environmental laws, regulations, orders and decrees and regulatory bodies having jurisdiction over the Recipient or the Project.

1.7 Other Agreements

The Recipient represents and warrants that it has not entered, and undertakes not to enter, without Agency's written consent, into any agreement that would prevent the full implementation of this Agreement by the Recipient.

1.8 Other Financing

The Recipient remains solely responsible for providing or obtaining the funding, in addition to the Contribution, required for carrying out the Project and fulfilling the Recipient's other obligations under this Agreement.

2. Successors and Assigns

2.1 This Agreement is binding on the Recipient and its successors and assigns.

3. Relationship with the Agency

3.1 The Agency and the Recipient declare that nothing in this Agreement shall be construed as creating an employment, partnership, joint venture or agency relationship between the Agency and the Recipient. The Recipient is not in any way authorized to make a promise, agreement or contract and to incur any liability on behalf of Her Majesty in Right of Canada, and shall be solely responsible for any and all payments and deductions required by the applicable laws. The Recipient shall indemnify and save harmless the Agency in respect of any claims arising from failure to comply with the foregoing.

4. Communications

4.1 The Recipient shall acknowledge the Agency's contribution in any public communications of the Project and shall obtain the approval of the Agency before preparing any announcements, brochures, advertisements, web content or other materials that will display the Agency logo or otherwise make reference to the Agency.

4.2 The Recipient consents to public announcements of the Project, by or on behalf of the Agency. The Agency shall inform the Recipient of the date on which the announcement is to be made and the Recipient shall keep this Agreement confidential until such date. After official announcement of the Project by the Agency, or sixty (60) days after the Recipient's acceptance of this Agreement, whichever is earlier, information appearing on Schedule 5 Project Fact Sheet, herein, will be considered to be in the public domain.

- 4.3 The Recipient will advise the Agency at least thirty (30) days in advance of any special event, such as but not limited to official opening, ribbon cutting, sod-turning, the Recipient organizes in connection with the Project. A ceremony shall be held on a date which is mutually acceptable to the Minister and the Recipient. The Recipient consents to having the Minister or designate participate in any such ceremony.
- 4.4 The Recipient agrees to the distribution by the Agency of information about the Project as part of public communication initiatives, including but not limited to, feature stories, news releases, speeches, web content, Agency promotional materials and special publications.

5. Material Changes

- 5.1 No material changes will be made to the estimated total scope or nature of any element of the Project without the prior written consent of the Agency which includes but is not limited to ownership, management, financing, location, size of facilities, timing, expected results, or other governmental contributions with respect to the Project.

6. Disposal of Assets

- 6.1 The Recipient shall retain possession and control of the Project assets, the cost of which has been contributed to by ACOA under the Agreement and shall not, prior to the end of the Control Period, cease to use, sell or otherwise dispose of Project assets without the written consent of the Agency except where the assets disposed of are immediately replaced by comparable assets of equal or greater value and used for the Project. Any funds recovered by the Recipient pursuant to the sale or disposal of assisted assets shall be paid to the Agency, will be applied first to interest and administrative charges owing and secondly to repayment installments in reverse order of maturity.

7. Insurance Coverage

- 7.1 The Recipient shall obtain insurance coverage on assets acquired for the Project, satisfactory to the Agency, and maintain this insurance until the end of the Control Period.

8. Monitoring

8.1 Agency's Right to Audit Accounts and Records

The Recipient will, at its own expense, preserve and make available for audit and examination by the Agency or the Agency's representatives, for a period of 36 months after the end of the Control Period, the books, accounts and records of the Project and the information necessary to ensure compliance with the Terms and Conditions of this Agreement, including payment of amounts to the Agency and to assess the success of the Project and the Program. The Agency will have the right to conduct such additional

audits at the Agency's expense as may be considered necessary using the audit staff of the Agency, the Audit Services Group of Consulting and Audit Canada, an independent auditing firm or the Recipient's external auditors.

8.2 Access to Premises

The Recipient will provide the representatives of the Agency reasonable access to the Recipient's premises to inspect and assess the progress of the Agreement or any element thereof and supply promptly on request such data as the Agency may reasonably require for statistical or Project evaluation purposes.

8.3 Access to Third-Party Information and Premises

The Recipient will assist the Agency with the implementation of the Agreement and facilitate access by the Agency to information from third parties and to the premises of third parties, relating to the Agreement.

9. Events of Default

9.1 The following constitute Events of Default:

- (a) The Recipient is in the opinion of the Agency, bankrupt or insolvent, goes into receivership, or takes the benefit of any statute from time to time in force relating to bankrupt or insolvent debtors,
- (b) An order is made or resolution passed for the winding up of the Recipient, or the Recipient is dissolved,
- (c) In the opinion of the Agency, the Recipient ceases to carry on business,
- (d) The Recipient submits false or misleading information to the Agency,
- (e) The Recipient makes a false or misleading statement concerning assistance by the Agency in a prospectus or other document related to raising funds,
- (f) The Recipient has not met or satisfied a term or condition to which the Contribution is subject,
- (g) In the opinion of the Agency, an adverse material change occurs in the Project, as described in section 6.1 of these General Conditions or in the Recipient's financial position or business operations,
- (h) The Recipient has not met or satisfied a term or condition under any other contribution agreement, or agreement of any kind, with the Agency, or

- (i) The Recipient has defaulted under the terms and conditions with any financial institution or creditor with rights to the property or assets of the Recipient.

10. Remedies on Default

- 10.1 If an Event of Default has occurred, or in the opinion of the Agency is likely to occur, the Agency may exercise either or both of the following remedies:
 - (a) Terminate any obligation by the Agency to contribute or continue to contribute to the Costs of the Project, including any obligation to pay an amount owing prior to the date of such termination, and/or
 - (b) Require the Recipient to repay part of or all of the Contribution forthwith to the Agency, and that amount is a debt due to Her Majesty in right of Canada and may be recovered as such.
- 10.2 The Recipient acknowledges the policy objectives served by the Agency's agreement to make the Contribution, that the Contribution comes from the public monies, and that the amount of damages sustained by the Crown in an Event of Default is difficult to ascertain and therefore that it is fair and reasonable that the Agency be entitled to exercise any or all of their remedies provided for in this Agreement and to do so in the manner provided for in this Agreement if an Event of Default occurs.

11. Right to Set-off

- 11.1 Without limiting the scope of set-off rights provided under the *Financial Administration Act*, it is understood that the Agency may:
 - (a) Set off against any amount that may be payable to the Recipient pursuant to the Agreement by any amount that the Recipient owes to her Majesty the Queen in Right of Canada under legislation or other agreements of any kind, and
 - (b) Set off against any payments arrears that may be payable to the Agency by the Recipient.

12. Repayment

- 12.1 Where for any reason:
 - (a) The Recipient is not entitled to the Contribution,
 - (b) The Recipient fails to make a payment as required by the terms of this Agreement,
 - (c) The Agency determines that the amount of the Contribution disbursed exceeds the amount to which the Recipient is entitled, or

(d) The Agency exercised a repayment remedy under the Agreement, the Recipient will repay to the Agency, promptly and no later than 30 days from notice from the Agency, the amount of the Contribution disbursed, the amount of the overpayment, or the repayment amount. Any such amount is a debt due to Her Majesty in Right of Canada and may be recovered as such.

12.2 The Recipient shall pay, in addition to any amount payable as a result of an Event of Default, interest on that amount in accordance with the *Interest and Administrative Charges Regulations*. The interest, calculated daily and compounded monthly, shall accrue commencing upon the date of the Event of Default as specified in the Demand for Payment. The rate of interest shall be equal to three percent (3%) higher than the average Bank of Canada discount rate for the previous month.

12.3 When any payment is received from the Recipient on account of a Contribution, the Agency shall apply that payment first to reduce any accrued interest and administrative charges owing and then, if any part of the payment remains, to reduce the outstanding principal balance of the debt due.

13. Annual Appropriations

13.1 Parliamentary Allocation

Any payment by the Agency under this Agreement is subject to there being an appropriation for its fiscal year, beginning on April 1 and ending on the following March 31, in which the payment is to be made and to cancellation or reduction in the event that departmental funding levels are changed by Parliament.

13.2 Lack of Appropriation

In the event the Agency is prevented from disbursing the full amount of the Contribution due to a lack or reduction of appropriation or departmental funding levels, the Parties agree to review the effects of such a shortfall in the Contribution on the implementation of the Agreement and to adjust, as appropriate, the expected results from the Project specified in Schedule 2 (Statement of Work).

14. Notice

14.1 Any notice required to be given with respect to this Agreement shall be in writing and shall be effectively given if delivered or if sent by ordinary or registered mail, telegram, fax or telex addressed to the party for whom the notice is intended. Any notice shall be deemed to have been received on delivery; any notice sent by telegram, fax or telex shall be deemed to have been received one (1) working day after being sent; any notice mailed shall be deemed to have been received eight (8) calendar days after being mailed.

15. No Assignment of Agreement

15.1 This Agreement shall not be assigned by the Recipient without the prior written consent of the Agency.

16. Values and Ethics

16.1 No member of the House of Commons of Canada or the Senate of Canada shall be admitted to any share or part of this Agreement or to any benefit to arise therefrom.

16.2 No current or former public office holder or public servant who is not in compliance with the *Conflict of Interest Act*, the *Conflict of Interest and Post-employment Code for Public Office Holders* and the *Values and Ethics Code for the Public Service* shall derive a direct benefit from this Agreement.

17. Lobbying

17.1 The Recipient represents and warrants that any person who lobbies on their behalf to obtain this Agreement, or any benefit thereunder, does so in compliance with the *Lobbying Act*.

18. Compensation

18.1 The Recipient shall indemnify and save harmless the Agency from and against all claims, losses, damages, costs and expenses relating to any injury to, or death of, a person or loss or damage to property caused or alleged to be caused by the Recipient or its servants or agents in carrying out the Project or any of the Recipient's activities.

19. Cancellation of Agreement

19.1 The Agency may, at any time, by 30 days notice to the Recipient, cancel this Agreement if, in the Agency's opinion, Schedule 2 (Statement of Work) has not been executed in a satisfactory manner, or the progress and objectives outlined in the Agreement have not been met.

20. Access to Information Act and Privacy Act

20.1 All information obtained by the Agency from the Recipient pursuant to an application or during the course of this Agreement will be treated in accordance with the *Access to Information Act* and the *Privacy Act*.

STATEMENT OF WORK

Project Description

This Project will enable the Recipient to deliver the next three annual Halifax Forums. The first of the Halifax Forums will be held November 18-20, 2011 with subsequent forums held in 2012 and 2013. The forums will bring together leaders, policy makers, and experts from both sides of the Atlantic to discuss the challenges to transatlantic security.

The Recipient shall create a Partnership Fund that will result in sustainability for the Halifax Forum at the conclusion of this three year Agreement. This will include the active participation of the Agency, the active pursuit of industrial partnerships (e.g. Industrial Regional Benefits), and, at the discretion of the Agency, the engagement of a consulting firm, or firms, to develop industry partnerships to facilitate long term sustainability. The Recipient shall provide a plan, which demonstrates sustainability before the end of this Agreement.

In as much as Peter Van Praagh is considered critical to the success of this initiative and whose participation will yield proper file management and achievement of desired outcomes, the Recipient shall maintain Peter Van Praagh, or an acceptable replacement to the Agency, as project manager until the Project Completion Date.

Project Location: Halifax, Nova Scotia

Project Cost and Financing:

Eligible Costs		Financing Source	
Other Operating Costs	\$7,470,000	ACOA BDP Non-Repayable Contribution	\$7,470,000
Total Costs	\$7,470,000	Total Financing	\$7,470,000

Expected Results from the Project:

The federal government requires that the identified results from Projects receiving federal funding be achieved. The Agency will require follow-up on the following results identified for your Project:

1. Foster a broader dialogue and build a closer relationship among Canada, the United States, South America and Europe, centered on a new and forward-looking global security agenda;

2. Forge transatlantic partnerships through high level collaboration that recognizes the ever changing global agenda confronting North America and Europe;
3. Establish a "front of mind" presence within Atlantic Canada on security issues in the Atlantic region;
4. Support and promote knowledge sharing to ensure that both sides of the Atlantic are speaking and listening to each other;
5. Promote Canada's image internationally as a leader in global security issues; and
6. Create economic spin-offs from the delegates staying in Halifax during the event, during pre-and post-event activities, as well as broader tourism opportunities by creating market awareness.
7. The Recipient shall commit to working with the Agency and its partners to identify key initiatives to enhance economic activity in the Atlantic region. It shall commit to be a part of the process to enhance the profile of the region and become an advocate for specific sectors such as Aerospace, Defence and Security.

Means of Verification

Annual reporting, annual project audits and annual project reviews.

CLAIMS AND PROJECT COSTS PRINCIPLES

CLAIMS

1. Prior to the first disbursement of the Contribution by the Agency, the Recipient shall complete and submit the *Pre-authorized Debit / Direct Deposit Authorization (PAD)* form to be provided by the Agency.
2. No claim shall be paid if the Recipient is not in compliance with the conditions of this Agreement.
3. The Agency will make payments to the Recipient, in respect of Eligible Costs incurred, based on claims:
 - (a) Submitted on a **monthly** basis ("Claim Period"),
 - (b) Submitted on claim forms provided by the Agency, within 45 days of the end of each Claim Period,
 - (c) Accompanied with details of all Costs being claimed, which will be substantiated by such documents as may be required by the Agency and presented in accordance with the structure contained in Schedule 2 (Statement of Work),
 - (d) Certified by the Recipient's authorized signing authority or other person satisfactory to the Agency, and
 - (e) Which include a certificate as to whether or not any amounts are due to Her Majesty the Queen in Right of Canada pursuant to any obligation other than this Agreement and provide details of any such amounts.
4. The total amount of Contribution paid to the Recipient, including advances in respect to Costs which have been incurred but not paid to the suppliers, should never exceed 50% of the total authorized annual Contribution.
5. When submitting a claim supporting documents do not need to be included. However, purchase orders, cancelled cheques, invoices, receipts and all other supporting documentation must be retained and readily available for an examination by the Agency during any payment verification or audit and until 36 months following the end of the Control Period.

6. Within 120 days of the submission of the final claim, the Recipient shall submit a statement certified by a person authorized to sign on behalf of the Recipient attesting to the Eligible Costs for the entire Project having been incurred and paid.
7. No claim for the Contribution will be processed if there are any Progress Reports, as required in Schedule 4 (Progress and Results Reporting Requirement), outstanding.

PROJECT COSTS PRINCIPLES

1. General Principles

- 1.1 The total Eligible Costs of the Project shall be the sum of the applicable direct costs, which are, or will be reasonably and properly incurred, in the performance of the Project, less any applicable credits and/or holdbacks as appropriate.
- 1.2 Eligible Costs include all those costs which, in the opinion of the Agency, are reasonable incremental costs that are necessary in order to carry out the Project.

2. Reasonable Costs

- 2.1 A cost is reasonable if, in nature and amount, it does not exceed that which would be incurred by an ordinary prudent person in the conduct of competitive business.
- 2.2 In determining the reasonableness of a particular Cost, consideration shall be given to:
 - a. Whether the Cost is of a type generally recognized as normal and necessary for the conduct of the performance of the Project,
 - b. The restraints and requirements by such factors as generally accepted sound business practices, arm's length bargaining, federal, provincial and local laws and regulations, and Agreement terms,
 - c. The action that prudent business persons would take in the circumstances, considering their responsibilities to the owners of the business, their employees, customers, the Government and public at large,
 - d. Significant deviations from the established practices of the Recipient which may unjustifiably increase the Eligible Costs, and
 - e. The specifications, delivery schedule and quality requirements of the particular Project as they affect Costs.
- 2.3 The Agency shall not contribute to any Cost that is not a reasonable and proper direct cost of the Project, or to any cost which is not substantiated by satisfactory supporting documentation.

- 2.4 Travel costs claimed as Eligible Costs are reasonable if comparable to the *Treasury Board Travel Directive* for the Public Service and exclude items such as entertainment and first-class air fare, etc. and are incurred solely in performance of the Project.
- 2.5 In house wages claimed as Eligible Costs are reasonable if the Agency is satisfied with the qualifications and experience of the personnel involved. Existing employees may be deemed as eligible to the extent that they are incremental to the operating costs. Hourly employees are considered incremental while salaried employees are normally considered incremental only when hired specifically for the Project or when replaced in their normal duties by additional employees. In the later case the incremental costs would be based on the cost of the replacement employee.
- 2.6 Direct labour costs claimed for owners of a proprietorship or partnership are not eligible costs.

PROGRESS AND RESULTS REPORTING REQUIREMENTS

1. From the Project Commencement Date until the Project Completion Date the Recipient shall submit status reports as required in this Schedule, on the progress and results of the Project in a form satisfactory to the Agency. .

2. Quarterly Progress Reports

The Recipient shall submit progress reports on a quarterly basis, within 45 days of each quarter. For the purposes of this Agreement each progress report shall contain:

- (a) A description of the progress made in the fulfillment of Schedule 2 (Statement of Work) during the quarter, detailed as defined in Schedule 2 (Statement of Work).
- (b) An assessment of any significant delay in completing the Project or the attainment of any expected result identified in Schedule 2 (Statement of Work), the reasons for such delay, and mitigation measures being taken. and
- (c) The Recipient's revised Projections of Project cash flows for the current fiscal year, if any significant change is expected.

3. Annual Reporting .

- 3.1 By **January 31, 2012**, and by the same date each year thereafter, until the end of the Control Period, the Recipient shall provide the Agency a written progress report containing:

- (a) A description of the progress in completion of the Project activities, in comparison with the schedule and milestones contained in Schedule 2 (Statement of Work) and the related Project expenditures for that segment of Project activities,
- (b) The Recipient's revised estimated Cost breakdown by category and by fiscal year,
- (c) An indication of any delay in completing the Project and the reasons for such delay, together with the Recipient's revised schedule and any proposed revisions to Schedule 2 (Statement of Work),
- (d) An update on the expected results as set out in Schedule 2 (Statement of Work) where appropriate, and
- (e) Evidence satisfactory to the Agency that the Project continues to operate within agreed upon standards.

- 3.2 The Recipient shall submit to the Agency, within 90 days of the end of each fiscal year which commences before the end of the Control Period, a copy of its **audited** financial statements.
- 3.3 Upon the request by the Agency, the Recipient shall provide elaboration of any report required under this Agreement, promptly and at no cost to the Agency.
- 3.4 At the request of the Agency, the Recipient shall provide all the necessary documentation to perform an annual internal audit of the project. An external audit may be requested at the expense of the Agency.

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SCHEDULE 5

PROJECT FACT SHEET FOR NEWS RELEASE

Program: ACOA Business Development Program	Project No: 199652
Name and Address of Recipient: Halifax International Security Forum 1717 Rhode Island Avenue NW Washington, District of Columbia 20036	Recipient Contact: Name: Peter Van Praagh Title: Project Manager Telephone: (202) 316-6857 Fax:
Project Location: Halifax, Nova Scotia	Project Type: Business Support

Project Description and Anticipated Results:

This project will enable the Recipient to deliver the next three annual Halifax Forums. The first of the Halifax Forums will be held November 18-20, 2010 with subsequent forums held in 2012 and 2013. The forums will bring together leaders, policy makers, and experts from both sides of the Atlantic to discuss the challenges to transatlantic security.

Total Project Costs: \$7,470,000	Eligible Costs: \$7,470,000
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Authorized Assistance: \$7,470,000	Total Government Funding: \$7,470,000
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Estimated Project Commencement Date: August 31, 2011

Estimated Project Completion Date: March 31, 2014

Please note: The date November 18-20, 2010, as stated above in the section "Project Description and Anticipated Results" should read November 18-20, 2011.

John K...
John K...
Abroad, Erb Dev.

Joanne Beaver

From: Paul Owens
Sent: Saturday, July 30, 2011 11:49 AM
To: Joanne Beaver; Soraya Liscano
Cc: Martin Braganza
Subject: Fw: Halifax International Security Forum - Payment Request #1
Attachments: 11.07.29 Advance Payment Request.pdf; 11.07.29 Direct Deposit Authorization.pdf

Please put this advance request into the system.

We can call either Dakota or Peter Van Praagh on tuesday for details/clarification of the request.

Enjoy the remainder of the weekend.

Paul

From: Dakota Korth [<mailto:dakota@halifaxtheforum.org>]
Sent: Friday, July 29, 2011 05:37 PM
To: Paul Owens
Cc: Martin Braganza; Jeff Mullen; Peter Van Praagh <peter@halifaxtheforum.org>
Subject: Halifax International Security Forum - Payment Request #1

Hi Paul,
I hope this note finds you well; glad to be working with you and everyone else at ACOA again on this project. Please find two documents attached to this email: our first advance request for payment and our signed authorization for direct deposit of funds. Please let me know if you have any questions or further requests, and I'll work to turn those around quickly. Thanks for all your help with this, and looking forward to collaborating again on the Halifax International Security Forum.

All the best,
Dakota

Dakota Korth
Halifax International Security Forum

email: dakota@halifaxtheforum.org
phone: +1 202
web: <http://www.halifaxtheforum.org>

s.19(1)



Atlantic Canada
Opportunities
Agency

Agence de
promotion économique
du Canada atlantique

APPENDIX 2

CLAIM FOR AN ADVANCE PAYMENT

Applicant Name: <i>Halifax International Security Forum</i>	Project No: <i>199652</i>	Claim No: <i>1-2011</i>
Address: <i>1717 Rhode Island Ave NW, Suite 650 Washington DC 20036</i>	Contact Name: <i>Peter Van Praagh</i>	
	Telephone No.: <i>+1 202 688 2470</i> Fax No:	
Is this a new address? Yes <input type="checkbox"/> No <input type="checkbox"/>		

PLEASE REFER TO THE INSTRUCTIONS IN APPENDIX 1.

Forecasted Cash Requirements

Period Covered From *June 17, 2011* To *August 31, 2011* (Maximum 3 Months)

Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month 3	Total Amount
<i>Communications Partner</i>	<i>Hattaway</i>				<i>125,000</i>
<i>Production</i>					<i>155,000</i>
<i>Hotel - Westin Nova Scotia</i>					<i>150,000</i>
<i>Web + app development</i>					<i>50,000</i>
<i>IT</i>					<i>15,000</i>
<i>Office supplies</i>	<i>various</i>				<i>10,000</i>
<i>Personnel</i>	<i>HISF</i>				<i>150,000</i>
TOTALS					<i>655,000</i>

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I hereby certify that the above noted costs are eligible costs of the project, and that the forecasted amounts and payment dates are accurate and complete. I confirm that the requested funds are required to enable the project to be satisfactorily completed and I agree that any contribution provided as a result of this claim will be applied directly and only to the eligible costs of the project.

[Signature] *July 29, 2011*
Authorized Signing Authority Date



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du Canada atlantique



Canada

Pre-authorized Debit / Direct Deposit Authorization (PAD)

Applicant Name: Halifax International Security Forum

ACOA Project Number:

A- Pre-authorized Debits - Please attach a voided cheque and complete the following:

Name of Account Holder(s) (If different from above)

If you are not providing a voided cheque, please have the following information completed and confirmed by your financial institution:

Branch No.: 25012 _____ Institution No.: _004 _____

Account No.: _____ Name(s) of Account Holder(s): Halifax International Security Forum

Financial Institution: Toronto Dominion Bank, 22 Bay St, E&Y Tower, Toronto M5K 1A2

Address: _____ Telephone No.: 416-983-0773

_____ s.20(1)(b) _____

Signature of Financial Institution Official

Date

All information obtained by the Atlantic Canada Opportunities Agency (the Agency) will be treated in accordance with the *Access to Information Act* and the *Privacy Act*.

B- Direct Deposit:

Progress and final payments of the contribution can be deposited directly in the above-mentioned bank account. Do you wish to take advantage of this service?

___ No Yes

If yes, Email Address: dakota@HalifaxTheForum.org

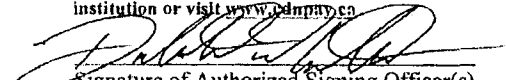
I/We hereby authorize the Agency to debit the bank account identified above, as per the repayment terms of the contribution agreement(s) and any subsequent amendments. If I/we have checked YES for the Direct Deposit Service, I/we hereby authorize the Agency to credit the bank account identified above.

I/We hereby authorize the Agency to debit the bank account identified above with a service fee of \$15.00 if a PAD is returned due to insufficient funds.

I/We may revoke my/our authorization at any time, subject to providing written notification from me/us of its change or termination. This notification must be received by the 15th day of the month prior to the next scheduled payment. To obtain a sample cancellation form, or for more information on my/our right to cancel a PAD agreement I/we may contact my/our financial institution or visit www.ednpay.ca. I/we acknowledge that this cancellation does not terminate any obligation that I/we may have with the Agency.

I/we acknowledge that I/we must continue to make payments according to the contribution agreement by a method acceptable to the Agency until the contribution is repaid in full. Should I/we stop making payments, I/we will be in default of the contribution agreement(s).

I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. To obtain more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.ednpay.ca


Signature of Authorized Signing Officer(s)
Dakota Korsh

12/2/11
Date

Signature of Authorized Signing Officer(s)

Date

ACOA Head Office
Blue Cross Centre, 3rd Floor
644 Main Street
PO Box 6051
Moncton, New Brunswick, Canada
E1C 9J8
(Courier Address: E1C 1E2)
General Enquiries: 506-851-2271
Toll Free (In Canada and the United States): 1-800-561-7862
Facsimile: 506-851-7403

Newfoundland and Labrador Regional Office
John Cabot Building, 11th Floor
10 Bartter's Hill
PO Box 1060 STN C
St. John's,
Newfoundland and Labrador, Canada
A1C 5M5 (Courier Address: A1C 6M1)
General Enquiries: 709-772-2751
Facsimile: 709-772-2712
Toll Free: 1-800-668-1010

Nova Scotia Regional Office
1801 Hollis Street, Suite 600
PO Box 2284 STN C
Halifax, Nova Scotia, Canada
B3J 3C8 (Courier Address: B3J 3N4)
General Enquiries: 902-426-6743
Facsimile: 902-426-2054
Toll Free: 1-800-565-1228

Prince Edward Island Regional Office
Royal Bank Building, 3rd floor
100 Sydney Street
PO Box 40
Charlottetown, Prince Edward Island, Canada
C1A 7K2 (Courier Address: C1A 1G3)
General Enquiries: 902-566-7492
Facsimile: 902-566-7098
Toll Free: 1-800-871-2596

New Brunswick Regional Office
570 Queen Street, 3rd Floor
PO Box 578
Fredericton, New Brunswick, Canada
E3B 5A6
(Courier Address: E3B 6Z6)
General Enquiries: 506-452-3184
Facsimile: 506-452-3285
Toll Free: 1-800-561-4030

Enterprise Cape Breton Corporation
Silicon Island
70 Crescent Street
PO Box 1750
Sydney, Nova Scotia, Canada
B1P 6T7 (Courier Address: B1S 2Z7)
General Enquiries: 902-564-3600
Facsimile: 902-564-3825
Toll Free: 1-800-705-3926

Date modified: August 2010

Soraya Liscano

From: Dakota Korth [dakota@halifaxtheforum.org]
Sent: Monday, August 01, 2011 4:32 PM
To: Paul Owens
Cc: Soraya Liscano; Martin Braganza; peter@halifaxtheforum.org; joe@halifaxtheforum.org
Subject: Re: Halifax International Security Forum - Payment Request #1

Sure, Paul. I will put that together. I can make it look similar to the advance payment request I sent on Friday, if that works for you. Thanks.
-Dakota

On Aug 1, 2011, at 3:26 PM, Paul Owens wrote:

Dakota:

Do you have a spreadsheet or something of the cost by month by major category or supplier or anything that would show us where or whom the funds will be going?

Paul

----- Original Message -----

From: dakota@halifaxtheforum.org [mailto:dakota@halifaxtheforum.org]
Sent: Monday, August 01, 2011 02:47 PM
To: Paul Owens
Cc: Martin Braganza; Jeff Mullen; 'peter@halifaxtheforum.org' <peter@halifaxtheforum.org>; Soraya Liscano; joe@halifaxtheforum.org <joe@halifaxtheforum.org>
Subject: Re: Halifax International Security Forum - Payment Request #1

Hi Paul,
Thank you for responding so quickly, especially on a holiday weekend.
Below is the monthly breakdown for August, September, and October.
Regarding the claim for costs incurred through the end of July, we included that amount in the advance request I sent to you on Friday.
If you would prefer for us to fill out a claim for costs incurred request for that amount separately, I will send that to you on Monday.
Thanks again, Paul, and let me know what else I can do to help the process along.

Estimated monthly expenses:
August - \$466,916
September - \$216,916
October - \$341,917
Total - \$1,025,748

Best regards,
Dakota

Quoting Paul Owens <Paul.Owens@acoa-apeca.gc.ca>:

Dakota:

I need a little clarification on the advance request.

I need estimated cost by month for the next 3 months (ie august, sept and oct)..

Also, you can put in a claim for the cost from the date of the application to the end of July.

Regards

Paul

From: Dakota Korth [<mailto:dakota@halifaxtheforum.org>]
Sent: Friday, July 29, 2011 05:37 PM
To: Paul Owens
Cc: Martin Braganza; Jeff Mullen; Peter Van Praagh
<peter@halifaxtheforum.org>
Subject: Halifax International Security Forum - Payment Request #1

Hi Paul,

I hope this note finds you well; glad to be working with you and everyone else at ACOA again on this project. Please find two documents attached to this email: our first advance request for payment and our signed authorization for direct deposit of funds. Please let me know if you have any questions or further requests, and I'll work to turn those around quickly. Thanks for all your help with this, and looking forward to collaborating again on the Halifax International Security Forum.

All the best,
Dakota

Dakota Korth
Halifax International Security Forum

email: dakota@halifaxtheforum.org<<mailto:dakota@halifaxtheforum.org>>

phone: +1 202 :

web: <http://www.halifaxtheforum.org>

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Thank you.

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Merci.

Soraya Liscano

From: Dakota Korth [dakota@halifaxtheforum.org]
Sent: Tuesday, August 02, 2011 12:20 PM
To: Paul Owens
Cc: Martin Braganza; Jeff Mullen; Peter Van Praagh; Soraya Liscano; Joe Hall
Subject: Re: Halifax International Security Forum - Payment Request #1
Attachments: HISF Projected Monthly Expenditures 11.08.02.pdf; ATT00001.htm

Hi Paul,

Please find attached to this email the projected monthly expenditures through the end of the year. Please let me know if this format and detail works for you, or if you need anything further from me. Thanks as always for your prompt help with this.

Best,
Dakota

Estimated Monthly Expenditures (with large expenditures highlighted)

Description of Costs	July	August	September	October	November	December	Total
HISF Personnel	\$70,833	\$70,833	\$70,833	\$70,833	\$70,833	\$70,833	\$425,000
Professional Services	\$142,833	\$142,833	\$142,833	\$142,833	\$142,833	\$142,833	\$857,000
Hattaway Communications							\$950,000
Business Development							\$150,000
Media Production							\$226,000
Website & App Development							\$40,000
							\$81,000
Travel & Meetings	\$143,957	\$143,957	\$143,957	\$143,957	\$143,957	\$143,957	\$863,742
Airfare							\$275,000
Ground Transportation							\$50,000
Westin Nova Scotian							\$402,742
Catering							\$135,000
Production	\$87,500	\$87,500	\$87,500	\$87,500	\$87,500	\$87,500	\$525,000
(Audio/Video Design)							\$425,000
Production Elements (Chairs, screens, etc.)							\$100,000
Publications/Outreach							\$86,000
Supplies & Communications							\$30,000
Total Estimated Budget:							\$2,786,742

s.20(1)(d)

Nancy Ives

From: Nancy Ives
Sent: Thursday, August 04, 2011 3:35 PM
To: Stephane Lagace
Subject: RE: German Marshall 2010-11 Supplementary Estimates C Transfer for the Halifax International Security Forum

Stephane:

Max amount to be paid this fiscal (the forum takes place in November 2011) is \$2.490 million
- cost shared 50/50 between ACOA and DND.

Regards,

Nancy

Nancy Ives, CA
Director, Corporate Services
Atlantic Canada Opportunities Agency
1801 Hollis Street, Suite 600
P.O. Box 2284, Station C
Halifax, Nova Scotia
B3J 3C8

Telephone: (902) 426-5968
Fax: (902) 426-2054
email: nancy.ives@acoa-apec.ca

-----Original Message-----

From: Stephane Lagace
Sent: Thursday, August 04, 2011 3:06 PM
To: Nancy Ives
Subject: Fw: German Marshall 2010-11 Supplementary Estimates C Transfer for the Halifax International Security Forum

Hi Nancy. Do you have the amt for this year? \$2.5M?

----- Original Message -----

From: DALIA.BARADEI@forces.gc.ca [mailto:DALIA.BARADEI@forces.gc.ca]
Sent: Thursday, August 04, 2011 02:51 PM
To: Stephane Lagace
Subject: RE: German Marshall 2010-11 Supplementary Estimates C Transfer for the Halifax International Security Forum

Hi Stephane,

Any news on this item?

Thanks,
Dalia

-----Original Message-----

From: Baradei D@ADM(Fin CS) DB@Ottawa-Hull
Sent: Friday, 29, July, 2011 16:13 PM

To: 'Stephane Lagace'
Subject: RE: German Marshall 2010-11 Supplementary Estimates C Transfer for the Halifax International Security Forum

Hi Stephane,

I hope all is well on your side!

With regards to the 2011-12 SEB, we have agreed that DND will transfer over the \$672K from last year's 2010-11 SEC. We will use the same letter and annex from Supps C, it's not necessary to create a new one (please see attached).

Now, I wanted to ask you if there will be a Security Forum in Halifax in November 2012? If so, can you estimate what ACOA's funding requirement will be, so that we know what DND's share is? I'd appreciate it if you can get back to me by 04 August 2011 on this.

Thanks and have a great weekend!

Dalia

Dalia Baradei, CMA
DB 4-5-2 Financial Systems Analyst/Analyste des Systèmes financiers Director Budget |
Directeur Budget National Defence/Défense nationale
Email/Courriel: dalia.baradei@forces.gc.ca
Tel/Tél: 613-995-3859

-----Original Message-----

From: Stephane Lagace [mailto:Stephane.Lagace@acoa-apeca.gc.ca]
Sent: Tuesday, 12, April, 2011 16:05 PM
To: Baradei D@ADM(Fin CS) DB@Ottawa-Hull
Subject: RE: German Marshall 2010-11 Supplementary Estimates C Transfer for the Halifax International Security Forum

Hi Dalia

We did a lot of work on this and for not much result!!

I was wondering how you see things happening for 2010-11.

Is your understanding that the \$672K that we have not received in 2009-10 will be added to the amount to be transferred in 2011-12?

I am preparing our budgets for next year and would like to make sure that we have the same understanding.

Thanks.

-----Original Message-----

From: DALIA.BARADEI@forces.gc.ca [mailto:DALIA.BARADEI@forces.gc.ca]
Sent: Thursday, November 25, 2010 5:49 PM
To: Stephane Lagace
Cc: ANNA.MARINELLI@forces.gc.ca; BJORN.LAGERLOF@forces.gc.ca; John MacDonald
Subject: RE: German Marshall 2010-11 Supplementary Estimates C Transfer for the Halifax International Security Forum

Hi Stephane,

We have finalized the transfer letter and annex for the Halifax International Security Forum as soon as we received a copy of the signed MOU this morning.

Attached is an electronic copy of the transfer letter and annex that you should be receiving next week.

Please note that we will be reporting the \$327,685 transfer from ACOA to DND of unused funding for the 2009 Halifax forum separately from the transfer from DND to ACOA for \$1 million for the 2010 Halifax forum as directed by our senior management (please see annex). This is to ensure visibility and audit trail.

The letter is in the process of obtaining our CFO's approval. I will notify you as soon as it has been mailed out.

Due to the short time frame, it would be most appreciated if you can send the letter to your CFO for her concurrence as soon as you receive it.

Thanks,
Dalia

Dalia Baradei, CMA
DB 4-5-2 Financial Systems Analyst/Analyste des Systèmes financiers Director Budget |
Directeur Budget National Defence/Défense nationale
Email/Courriel: dalia.baradei@forces.gc.ca
Tel/Tél: 613-995-3859

-----Original Message-----

From: Stephane Lagace [mailto:Stephane.Lagace@acoa-apeca.gc.ca]
Sent: Thursday, 25, November, 2010 16:26 PM
To: Baradei D@ADM(Fin CS) DB@Ottawa-Hull
Subject: German Marshall

Hi Dalia

I just got your email. John is away for the week. I will look into it and get back to you in the morning.

The information contained in this e-mail may contain confidential information intended for a specific individual and purpose. The information is private and is legally protected by law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this communication in error, please notify the sender immediately by telephone or return e-mail.

Thank you.

**

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Merci.

Recommendation Document - SCHEDULE A

Business Development Program

Sub-Program	GX Contract No.	QA File ID	Client ID	Supplier Code	Fiscal Year
620	6034344-1	199652	35169	G19540	2012

IDENTIFICATION

Payee (and joint payee, if applicable):			
Name(s):	HALIFAX INTERNATIONAL SECURITY FORUM	Principal in Arrears:	0.00
Address:	1717 Rhode Island Avenue NW, Suite 650, Washington, DC, 20036	Interest Due:	0.00
Attention:	Peter Van Praagh	Charges Due:	0.00

PROJECT DESCRIPTION AND AUTHORIZATION ASSISTANCE

Major Act: Business Support (2)	Offer Accepted: 2011/08/04	Project Start Date:
Location of Project Municipality, Province-Territory Washington District of Columbia		Est. End Date: 2014/03/31
Type of Assistance: B - Non-Repayable	Last Financial Statement Date:	
Payment Type: Cheque	Authorized Rate	% X
Email Notification (GX):	Eligible Costs	=
	100.000	% X
	7,470,000.00	=
		Total Authorized Assistance
		7,470,000.00

DEPARTMENT CASH FORECAST

Fiscal Year	2011/2012	2012/2013	2013/2014	2014/2015	Future Years
Committed	2,490,000.00	2,490,000.00	2,490,000.00	0.00	0.00
Expended	0.00	0.00			

Modified 2011/08/03 by Patricia Leyenaar

COSTS APPROVED

Cost Summary	TOTAL PRIOR CLAIMS			THIS CLAIM	TOTAL TO LATEST PERIOD END: 2011/10/31
	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)		
Costs Claimed	0.00	0.00	0.00	0.00	0.00
Adjustments/Deferrals/Deferral+	0.00	0.00	0.00	0.00	0.00
Eligible Costs Approved	0.00	0.00	0.00	0.00	0.00

PAYMENT CALCULATION

Approved Assistance:	\$0.00	
Less Applicable Holdback (0%):	\$0.00	Available Holdback: \$0.00
Assistance Payable:	\$0.00	
Outstanding Advances:	\$0.00	
Advance Settlement:	\$0.00	Unsettled Outstanding Advances: \$0.00
Amount Owning:	\$0.00	
New Advance:	\$1,188,000.00	Unsettled Outstanding Advances: \$1,188,000.00
Release Holdback:	\$0.00	Available Holdback: \$0.00
PAYE Payout:	\$0.00	Outstanding PAYE: \$0.00
Current Payment:	\$1,188,000.00	/
Disbursed (Net) before current payment:	\$0.00	
Disbursed (Net) after current payment:	\$1,188,000.00	

Period Covered From: 2011/08/01
Period Covered To: 2011/10/31

0) Deferred:	0.00
1) Deletion:	0.00
2) Addition:	0.00
3) Deferred+:	0.00
Total:	0.00

Claim No: 1
Claim Type: Initial (I)
GX Payment #: 6034344-1/001

Object Code	Amount
1104 - Advances/Settlements-NRC-Encourage Employment	1,188,000.00

Additional Claim Information Requested

Prepared By:	<i>H. Snajanz, C. MacLif</i>	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department signing Authorities: <i>P. Higgins</i>
Signature:	<i>[Signature]</i>	<i>[Signature]</i>
Title:	Payment Officer	<i>[Signature]</i> A/UP Acct NS
Date:	August 5, 2011	Aug 5/11

Inspection Review Report Problem Areas - SCHEDULE A-1

Project Summary

Applicant: Halifax International Security Forum
QA File ID: 199652
GX Contract No: 6034344 1
Payment Evaluation Officer: Soraya Liscano

Description of Problem

Claim # 1

- advance request for Jun 17 - Aug 31/11
- updated cash-flow forecast provided - advance changed accordingly

- 4.04 labour costs limited to 225K per year
- 4.10 final report for each year required by Jan 31st of following year
- 8.1 confirmation of financing - this project is funded 100% by ACOA, MOU with DND is being re-drafted - draft copy on file; DND concurrence on file, see tab
- 9.01 workplan provided with business plan
- 12.1 quarterly reports to be provided

Items to be followed up at: (Next Payment)

- substantiate outstanding advance



Project Summary

Applicant: Halifax International Security Forum
QA File ID: 199652
GX Contract No: 6034344 1
Payment Preliminary Review Officer: Soraya Liscano

Payment Checklist A

	<i>Ans</i>	<i>Ref</i>
1. GENERAL		
Are the costs claimed consistent with those allowed as per the Statement of Work?	N/A	advance request
Have prior claims been reviewed to ensure no costs have been claimed in duplicate on current claim?	N/A	
Are the required reports on file?	N/A	
Is there a Pre-Authorized Repayment (PAD) form on file?	N/A	
Were costs claimed at arms length?	N/A	
Are costs claimed on the schedules arithmetically correct?	N/A	
Has the Applicant submitted a detailed list of costs with signed claim (invoice #'s, dates and amounts)?	N/A	
Has the Applicant completed, signed, and dated the Certification portion at the bottom of the claim form?	N/A	
Has the project's HST/GST rebate status changed?	N/A	
Have financing conditions been met?	N/A	
Are the current Financial Statements on file? Has QAccess been updated with the latest info?	N/A	
Have equity requirements been met?	N/A	
Have you checked any outstanding items on previous claims (Schedule A-1)? Has a complete description of adjustments been recorded on the B-4 for use in the payment letter?	N/A	
Has cashflow been adjusted?	N/A	
Have you prepared a schedule A-1 or indicated any items to be followed up?	Yes	
Has the final payment certificate been submitted with the final claim? (Have cashflows and repayment schedules been adjusted?)	N/A	

Comments, Special Conditions and Observations :

Account Manager : _____ Date : Aug 5/11

Project Summary

Applicant: Halifax International Security Forum
QA File ID: 199652
GX Contract No: 6034344 1
Payment Evaluation Officer: Soraya Liscano

Payment Checklist B

	<i>Ans</i>	<i>Ref</i>
1. GENERAL		
Are you satisfied that all costs were incurred and contract commitments made after the receipt of the application by the department, and prior to the end of the control period/completion date?	N/A	
Have all significant changes from the original authorization received prior to approval?	N/A	
Are you satisfied the project is progressing as per the statement of work?	N/A	
Are you satisfied that assets are on-site (property titles transferred & adequate long term lease in place)	N/A	
Have all identified ineligible costs been deleted?	N/A	
Has there been any change in risk from the last assessment?	No	
If there has been a fixed asset disposition, transfer, or if the assets are no longer in use, are the appropriate adjustments reflected in this payment?	N/A	
Based on the Applicant's most recent financial statements, has equity been maintained?	N/A	
Is a subordination agreement required and, if so, is one on file?	N/A	
Is a CEAA report on file and client advised of all mitigations?	N/A	
Have all special conditions to the contract been met (financing, environment, other)?	Yes	see tabs
If a joint payee is required, is this indicated on the schedule A?	N/A	
Have any outstanding Audit issues been addressed?	N/A	

Comments, Special Conditions and Observations

Account Manager : _____ Date : Aug 5 / 11

Disbursement Details

Project Summary
Applicant: Halifax International Security Forum
QA File ID: 199652
GX Contract No: 6034344 1
Payment Evaluation Officer: Soraya Liscano

Decision
Rationale:
Summary of Costs:
Summary Of Advance:

Outstanding Claimed Items

Claim No.	Description	Supplier	Invoice Number	Invoice Date	Invoice Amount with HST/GST	HST/GST	Outstanding Invoice Amount with HST/GST	Outstanding HST/GST
					\$0.00	\$0.00	\$0.00	\$0.00

Decision Items

CRA Rebate Rate: 0 %

Claim No.	Category	Payment Item	Claim Cost	Adjustment	Eligible Cost	Invoice HST/GST	Eligible HST/GST	Assist. Rate (%)	Payment	Deferred	Object Code
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Advance Items

Claim Number	Description	Supplier	Month One	Month Two	Month Three	Total
1/1	Other operating		\$436,000.00	\$286,000.00	\$466,000.00	\$1,188,000.00
			\$436,000.00	\$286,000.00	\$466,000.00	\$1,188,000.00

Advance Item Decisions

Claim Number	Category	Description	Supplier	Requested	Adjustment	Eligible	Assist Rate (%)	Payment	Object Code
1/1	Other (operating)	Other operating		\$1,188,000.00	\$0.00	\$1,188,000.00	100.000	\$1,188,000.00	1104 - Advances/Settlements-NRC-Encourage Employment
				\$1,188,000.00	\$0.00	\$1,188,000.00		\$1,188,000.00	

Memorandum of Understanding (Amendment)
Between
The Department of National Defence
And
The Atlantic Canada Opportunities Agency
Concerning

ASSISTANCE IN THE FUNDING OF THE HALIFAX INTERNATIONAL SECURITY
FORUM

Re: Amendment Approval of the existing Memorandum of Understanding

The Atlantic Canada Opportunities Agency ("the Agency") hereby agrees to the following amendment:

1. **Delete clause 2.0:**

"The German Marshall Fund of the United States (the Organizer) is a nonpartisan American public policy institution dedicated to promoting greater cooperation and understanding between North America and Europe. It will hold a prestigious, high-level conference annually, to discuss transatlantic security and defence issues in Halifax - the Halifax International Security Forum. This annual Halifax Forum will build on the success of the 2009 conference which was the organizer's first major international security conference in North America."

and replace with the following:

"In 2009 and 2010, the German Marshall Fund of the United States (GMF) was responsible for delivering the event (the Organizer). The GMF is a nonpartisan American public policy institution dedicated to promoting greater cooperation and understanding between North America and Europe. The GMF is no longer the Organizer of the event.

The new delivery partner for the event is the Halifax International Security Forum (the Organizer). The Halifax International Security Forum is a not-for-profit entity incorporated in Washington, DC, organized exclusively for charitable and educational purposes.

It will hold a prestigious, high-level conference annually, to discuss transatlantic security and defence issues in Halifax – the Halifax International Security Forum. This annual

Halifax Forum will build on the success of the 2009 and 2010 events, as it is the first North American-based conference of its kind.”

2. Delete clause 5.0 (c):

““The Organizer” means “The German Marshall Fund of the United States”;

and replace with the following:

“The Organizer” for the event in 2011 and ongoing, means the “Halifax International Security Forum;”

3. Delete clause 21.0:

“This MOU will remain in effect until the later of 28 February 2014, or the transfer of all funds for eligible expenditures or return of over payments, from the effective date.”

and replace with the following:

“This MOU will remain in effect until the later of 31 March 2014, or the transfer of all funds for eligible expenditures or return of over payments, from the effective date.”

4. Delete clause 25.0:

“The designated contact offices for the purpose of communication and notification pursuant to this MOU are:

For The Agency: Craig Rowsell, Director General Advocacy and Industrial Benefits, (613) 954-0437

For The Department: Ian Miller, Director of Cabinet Liaison, (613) 999-8273”

and replace with the following:

“The designated contact offices for the purpose of communication and notification pursuant to this MOU are:

For The Agency: Jeff Mullen, Director, Enterprise Development, ACOA Nova Scotia, 902-426-8978

For The Department: Ian Miller, Director of Cabinet Liaison, 613-996-8273”

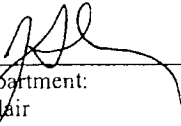
5. Delete clause 26.0:

“This MOU becomes effective on the date of the later signature.”

and replace with the following:

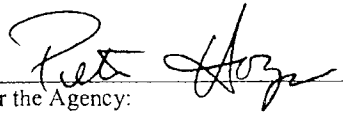
“This amended MOU becomes effective on the date of the later signature.”

All other terms and conditions of the MOU accepted by the Department on November 15, 2010 and accepted by The Agency on November 24, 2010, remain unchanged.



For the Department:
Jill E. Sinclair
Assistant Deputy Minister (Policy)

September 14, 2011
Date



For the Agency:
Peter Hogan
Vice President Nova Scotia

Aug. 31/2011
Date

Project No.: 199652

2011/08/30

Halifax International Security Forum
1717 Rhode Island Avenue NW
Suite 650
Washington, DC
20036

Attention: Mr. Peter Van Praagh

Dear Mr. Van Praagh:

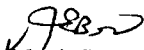
Re: Approval for Request for Payment

We are pleased to advise that approval has been given by this Agency for the disbursement of \$1,188,000.00 which represents payment number 01 of a Contribution under the Business Development Program. Accordingly, we have requisitioned a payment from Public Works and Government Services Canada, and you may expect to receive this payment by cheque. The method of calculating the amount of payment and approved costs is shown in the attached Annex 1.

It is a condition of accepting this payment that you agree to fulfill the terms and conditions set out in the Letter of Offer, the Agreement and the declaration made in the application. It is also a condition of the contract that you will retain all invoices, cancelled cheques and records pertaining to this project to be made available in the event that this project is chosen for a comprehensive audit.

If further information is required or if your payment is not received promptly, please contact the undersigned at (800) 565-1228, (902) 426-9108 or via e-mail at martin.braganza@acoa-apeca.gc.ca.

Yours truly,


Martin Braganza
Account Manager
Nova Scotia

Attachment

Halifax International Security Forum

Project # 199652

Detailed Calculation of Payment #01

Costs Claimed	\$0.00
Adjustment Amount	\$0.00
Claim Approved Costs	<u>\$0.00</u>
Gross Approved Costs	
.000% of \$0.00	\$0.00
Less: Holdback	\$0.00
Advance Settlement	\$0.00
Plus: Advance	\$1,188,000.00
Approved Payment	\$1,188,000.00
Plus: Prior Payments	<u>\$0.00</u>
Total Assistance Paid to Date	<u>\$1,188,000.00</u>

Note: If an advance has been issued, please refer to the *Advance Payment* clause outlined in our Letter of Offer.



DRAFT AGENDA FOR DISCUSSION

September 23, 2011

FRIDAY, NOVEMBER 18

- 1530-1600 INTRODUCTION
- 1600-1715 PLENARY 1: WHAT'S CHANGED SINCE 9/11?: OUR ENEMIES? OURSELVES? THE WORLD?
- 1800-1900 RECEPTION
1900-2100 GALA DINNER
- 2130 NIGHT OWLS
- 1: THE CHINESE CENTURY: DO WE PREPARE? OR CAN WE PREVENT?
2: IRAN: PIVOT OF THE MIDDLE EAST?
3: CLIMATE/SECURITY/MIGRATION
-

SATURDAY, NOVEMBER 19

- 830-945 PLENARY 2: WHAT IS THE RESPONSIBILITY TO PROTECT?: WHEN? WHERE? WHOM?
- 1015-1130 PLENARY 3: SPRING FORWARD, FALL BACK: REVOLUTIONS AND THEIR REMAINS
- 1200-1300 PLENARY 4: 它的经济, 瓜 (it's the economy, stupids)
- 1430-1545 PLENARY 5: THE UNITED STATES IN 2012: SUPER POWER, SUPER ENABLER OR STAY AT HOME PARENT?
- 1615-1730 PLENARY 6: BUT, CAN WE AFFORD IT? SMART SECURITY IN THE AGE OF LESS
- 1930-2130 SATURDAY NIGHT DINNER SESSIONS (See Page 3)



SUNDAY, NOVEMBER 20

900-1015

BREAKFAST SESSIONS

- 1: PAKISTAN: SERIAL PROLIFERATOR OR SERIOUS PARTNER?
- 2: FIXING THE FIXABLE: ISRAEL/PALESTINE M.E. PEACE
- 3: DEMOCRACY, SECURITY AND THE AMERICAS

1030-1145

PLENARY 7: THE FUTURE OF THE TRANSATLANTIC ALLIANCE

1215-1330

PLENARY 8: IT'S *THAT* TIME: SHARING GLOBAL RESPONSIBILITY

DRAFT NOT FOR DISTRIBUTION

Halifax International Security Forum
 "Yes" RSVP's 9.28

A		B		C		D		E		F	
1	First Name	Last Name	Position	Affiliation	RSVP	RSVP Date					
2	Jonathan	Kay	Managing Editor for Comment	National Post	Yes	2011/09/28					
3	Dov	Zakheim	Senior Advisor	Center for Strategic & Interr	Yes	2011/09/28					
4					Yes	2011/09/28					
5	Elena	Stefoi	Romanian Ambassador to Canada	Ministry of Foreign Affairs, F	Yes	2011/09/28					
6	Sotirag	Hroni	Executive Director	Institute for Democracy and Yes	Yes	2011/09/28					
7	Francois	Lafond			Yes	2011/09/27					
8	Rafal	Rohozinski	Principal	SecDev Group	Yes	2011/09/27					
9	Hakan	Altınay	Nonresident Senior Fellow, Global Econ	Brookings Institute	Yes	2011/09/27					
10	Dragan	Šutanovac	Minister of Defence	Serbian Ministry of Defence	Yes	2011/09/27					
11					Yes	2011/09/26					
12	Ljubica	Jelušič	Minister of Defence	Ministry of Defence, Sloveni	Yes	2011/09/26					
13	Kadri	Liik	Journalist		Yes	2011/09/26					
14	Victor	Toews	Minister of Public Safety	Public Safety Canada	Yes	2011/09/26					
15					Yes	2011/09/23					
16	Amos	Gilad	Director, Policy and Political Military	Israeli Ministry of Defense	Yes	2011/09/22					
17					Yes	2011/09/22					
18	Dan	Dugas	Director General	Transport Canada	Yes	2011/09/21					
19	Charles	Emmerson	Senior Research Fellow, Energy, Enviro	Chatham House	Yes	2011/09/21					
20	Joseph	Whited			Yes	2011/09/21					
21	GÅ©rard	Latulippe	President	Rights and Democracy	Yes	2011/09/21					
22	Edward	Lieberman			Yes	2011/09/21					
23	Andrew	Tabler	Next Generation Fellow	Washington Institute for Ne	Yes	2011/09/21					
24	Tom	Clark	Chief Political Correspondent	Global TV	Yes	2011/09/21					
25	Paul	Salem	Director	Carnegie Middle East Center	Yes	2011/09/20					
26	Nazanin	Afshin-Iam			Yes	2011/09/20					
27					es	2011/09/20					
28	Joanival Brito	Gonçalves	Legislative Counselor	Federal Senate, Brazil	Yes	2011/09/20					

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Halifax International Security Forum
 "Yes" RSVP's 9.28

	A	B	C	D	E	F
29	J				Yes	2011/09/20
30	Ehud	Barak	Minister of Defence	Israel	Yes	2011/09/14
31	Luisanvandan	Bold	Minister of Defense	Mongolia	Yes	2011/09/14
32	Walter	Natynczyk	Chief of the Defence Staff	Canadian Forces	Yes	2011/09/14
33	Johannha Mend	Forman	Senior Associate	Center for Strategic & Interr	Yes	2011/09/13
34					Yes	2011/09/13
35	Kenneth	Baer	Co-Founder, Co-Editor	Democracy: A Journal of Ide	Yes	2011/09/12
36	David	Ellis	Regional Chaplain	The Atlantic Jewish Council	Yes	2011/09/12
37					Yes	2011/09/12
38					Yes	2011/09/11
39	Jean-François	Godbout	Major	Canadian Army	Yes	2011/09/09
40	Barbara	Stegemann	CEO	The 7 Virtues Beauty Inc.	Yes	2011/09/08
41	Nusret	Cömert	Chairman of the Board	PETFORM	Yes	2011/09/06
42					Yes	2011/09/06
43	Peter	Semneby	EU Special Representative for the Sout Council of the European Uni		Yes	2011/09/02
44	Ishii	Masafumi	Ambassador of Policy Planning and Int	Ministry of Foreign Affairs, J	Yes	2011/09/01
45					Yes	2011/08/31
46					Yes	2011/08/31
47	Maryscott	Greenwood	Senior Managing Director	Mckenna Long & Aldrige	Yes	2011/08/31
48	James	Miley	Director, Government Relations	Cameco Corporation	Yes	2011/08/31
49	Peter	Lichtenbaum	Partner	Covington & Burlington LLP	Yes	2011/08/30
50	Yonca Poyraz	Doğan	Writer	Today's Zaman	Yes	2011/08/29
51	Jon	Western	Five College Associate Professor of Inte	Mount Holyoke College and	Yes	2011/08/29
52					Yes	2011/08/27
53	Radwan	Ziadeh	Executive Director	Syrian Center for Political an	Yes	2011/08/27
54	Janice	Stein	Director of the Munk School of Global ,	University of Toronto	Yes	2011/08/25
55	Mike	Geiger	Chief Operating Officer	CEO	Yes	2011/08/24
56	Diba Nigar	GÄlkselÄ	Editor-in-Chief	Turkish Policy Quarterly	Yes	2011/08/24

s.19(1)

Halifax International Security Forum
 "Yes" RSVP's 9.28

	A	B	C	D	E	F
57	Ken	Gude	Managing Director of the National Security Center for American Progress	Center for American Progress	Yes	2011/08/24
58	Brian	Katulis	Senior Fellow	Center for American Progress	Yes	2011/08/24
59					Yes	2011/08/24
60					Yes	2011/08/24
61					Yes	2011/08/24
62	Ilgar	Mammadov	Director	Baku Political Research and	Yes	2011/08/23
63					Yes	2011/08/23
64	Ian	Brodie	Strategic Advisor	Inter-American Development	Yes	2011/08/22
65					Yes	2011/08/19
66					Yes	2011/08/18
67	Dixon	Osburn	Director, Law & Security	Human Rights First	Yes	2011/08/18
68					Yes	2011/08/17
69	John	Glenn	Policy Director	U.S. Global Leadership Coalition	Yes	2011/08/17
70	Joseph	Wood	Senior Resident Fellow	The German Marshall Fund	Yes	2011/08/17
71	Nadim	Houry	Deputy Director of the Middle East and	Human Rights Watch	Yes	2011/08/17
72	Ray	Sturgeon	Senior Partner	CFN	Yes	2011/08/17
73					Yes	2011/08/16
74	Darrell	Bricker	Chief Executive Officer	Ipsos Global Public Affairs	Yes	2011/08/15
75	Josh	Busby	Assistant Professor of Public Affairs,	Ly University of Texas	Yes	2011/08/15
76	François	Géré	Director	Institut Français d'Analyse Stratégique	Yes	2011/08/15
77	Colin	Robertson	Vice President and Senior Fellow	Canadian Defence and Foreign	Yes	2011/08/15
78	Alan	Mendoza	Co-Founder and Executive Director	The Henry Jackson Society	Yes	2011/08/12
79					Yes	2011/08/11
80	Marcin	Zaborowski	Director	Polish Institute of International	Yes	2011/08/11
81					Yes	2011/08/10
82	Neyla	Arnas	Senior Research Fellow	Center for Technology and	Yes	2011/08/09
83	Edward	Chow	Senior Fellow, Energy and National	Security Studies	Yes	2011/08/09
84	Premvir	Das	Vice Admiral (Ret.)	Indian Navy	Yes	2011/08/09

Halifax International Security Forum
 "Yes" RSVP's 9.28

	A	B	C	D	E	F
85	Jill	Dougherty	Foreign Affairs Correspondent	CNN	Yes	2011/08/09
86	Rex	Hughes	Visiting Fellow for Cyber Security	Wolfson College, Cambridge	Yes	2011/08/09
87	Jackson	Janes	Executive Director of the American Ins	Johns Hopkins University	Yes	2011/08/09
88	Leo	Michel	Senior Research Fellow, Institute for N	National Defense University	Yes	2011/08/09
89	Daniel	Runde	Director, Project on Prosperity and Dex	CSIS	Yes	2011/08/09
90	Kurt	Volker	Managing Director and Senior Fellow	o Johns Hopkins SAIS	Yes	2011/08/09
91	Islam	Yusufi	International Policy Fellow	Center for Policy Studies, Bu	Yes	2011/07/28
92	Rinat	Akhmetshin			Yes	2011/07/28
93					Yes	2011/07/28
94					Yes	2011/07/28
95	Eric	Nonacs	Vice President, Alliances and Partnersh	Skoll Global Threats Fund	Yes	2011/07/28
96					Yes	2011/07/28
97					Yes	2011/07/28
98	Michael	Svetlik	Vice President, Programs	IFES	Yes	2011/07/28
99	Noboru	Yamaguchi	Speical Adviser to the Cabinet, Profess	National Defense Academy	Yes	2011/07/28
100	Shlomo	Avineri	Professor of Political Science	Hebrew University of Jerusa	Yes	2011/07/28
101					Yes	2011/07/28
102					Yes	2011/07/28
103	Brian	Jenkins	Senior Advisor	RAND Corporation	Yes	2011/07/28
104					Yes	2011/07/28
105					Yes	2011/07/28
106	Anne	Penketh	Program Director	British American Security Int	Yes	2011/07/28
107					Yes	2011/07/28
108	Robert	Vass	Secretary General	Slovak Atlantic Commission	Yes	2011/07/28
109	W. Bruce	Weinrod	Senior Fellow	The Potomac Foundation	Yes	2011/07/28
110	Michael	Werz	Senior Fellow, National Security Team	Center for American Progre	Yes	2011/07/28
111					Yes	2011/07/28
112					Yes	2011/07/28

s.19(1)

Halifax International Security Forum
 "Yes" RSVP's 9.28

	A	B	C	D	E	F
113	Steve	Covington	International Affairs Advisor to the Sup SHAPE		Yes	2011/07/28
114					Yes	2011/07/28
115	Suat	KARIN KILIAOYLU	Member of Parliament, AK Party Deputy Justice and Development Party		Yes	2011/07/28
116	Markus	Kaim	Head of Research Division International Science Foundation and P. Yes		Yes	2011/07/28
117	Jain	Kubiak	Executive Secretary United Nations Economic Commission for Europe		Yes	2011/07/28
118					Yes	2011/07/28
119					Yes	2011/07/28
120					Yes	2011/07/28
121	Arben	Qirezi	Executive Director Institute for Policy Support		Yes	2011/07/28
122	Konstantin	Samofalov	Member of Parliament National Assembly, Serbia		Yes	2011/07/28
123	Randall	Scheunemann	Owner and President Orion Strategies		Yes	2011/07/28
124					Yes	2011/07/28
125					Yes	2011/07/28
126	Michel	Miraillet	Director for Strategic Affairs Ministry of Defense, France		Yes	2011/07/28
127					Yes	2011/07/28
128					Yes	2011/07/28
129	Ho-Young	Ahn	Ambassador at Large for G20 and Deputy Minister of Foreign Affairs Ministry of Foreign Affairs, South Korea		Yes	2011/07/28
130					Yes	2011/07/28
131	Peter	Boehm	Ambassador Embassy of Canada		Yes	2011/07/28
132					Yes	2011/07/28
133					Yes	2011/07/28
134	David	Jacobson	Ambassador Embassy of the United States		Yes	2011/07/28
135	Patrick	Keller	Coordinator Foreign and Security Policy Konrad-Adenauer-Stiftung		Yes	2011/07/28
136					Yes	2011/07/28
137	Min-soon	Song	Congressman National Assembly, South Korea		Yes	2011/07/28
138	Chris	Taylor	CEO Mission Essential Personnel		Yes	2011/07/28
139					Yes	2011/07/28
140	Erik	Vilstrup Lorenzen	Ambassador Royal Danish Embassy		Yes	2011/07/28

Halifax International Security Forum
 "Yes" RSVP's 9.28

	A	B	C	D	E	F
141	Christoph	von Marschall	US Correspondent, Washington Bureau	Tagespiegel	Yes	2011/07/28
142	Jonathan	Weisstub	Assistant Deputy Minister	Ministry of Finance, Canada	Yes	2011/07/28
143					Yes	2011/07/28
144					Yes	2011/07/28
145	Karen	DeYoung	Associate Editor	Washington Post	Yes	2011/07/28
146					Yes	2011/07/28
147	Martin	Klingst	Bureau Chief Washington DC	Die Zeit	Yes	2011/07/28
148	Oliver	Moore	Atlantic Bureau Chief	Globe and Mail	Yes	2011/07/28
149	John	Vinocur	Columnist	International Herald Tribune	Yes	2011/07/28
150						

To / À: Paul J. LeBlanc, President

From / De: Peter Hogan, Vice-President (Nova Scotia)

Table with 2 columns: Label and Value. Rows include Security Classification, Our File - Notre référence, Your File - Votre référence (CTS 406750), and Date (2011-09-30).

Subject / Objet: Halifax International Security Forum Update - Meeting with Peter Van Praagh (October 4, 2011)

Message:

Background:

The Halifax International Security Forum (the Forum) is a high-profile annual event that brings international leaders in the defence and security sectors to Halifax, Nova Scotia, to discuss issues of mutual interest.

The Government of Canada provided financial support (\$1.9 million) for the inaugural Forum in 2009 and followed up with a financial commitment of \$9.96 million for the event over the next four years (2010 through 2013).

The new applicant is the Halifax International Security Forum (HISF), which is a not-for-profit entity organized exclusively for charitable and educational purposes.

The Council on Foreign Relations Inc/Foreign Affairs Magazine is the exclusive event partner of the Forum. The Council on Foreign Relations is an independent, non-partisan membership organization, think tank and publisher.

Peter Van Praagh has overall responsibility for the success of the Forum. He has an objective to maintain regular contact with the funding partners at a number of levels. He and his team currently communicate on a bi-weekly basis with a steering committee comprised of ACOA and DND officials as well as event management personnel. In addition, the Agency has created a broader team to help advance the economic development objective of the event through strategies and tactics focussed on tourism, aerospace and defence and promoting the region generally as a place to do business.

Some highlights of the most recent briefing are:

1. The HISF has received confirmation for 150 attendees (roughly 50% of expected participants and ahead of confirmations at this time last year).
2. The US Congressional delegation is confirmed (bi-partisan, including a 3rd visit from Senator John McCain).
3. Other notable attendees include the Ministers of Defence for Serbia and Slovenia.
4. [redacted] have been engaged to attract corporate investment and participation in the event.
5. Fifty-two volunteers have started training for the event this week and a communications plan will be circulated for discussion in the coming week.

Considerations:

The objective of the meeting on October 4, from Mr. Van Praagh's perspective, is to establish a direct line of ongoing communication with you on this major file. More specifically, he wishes to update you on the RSVPs to date (quality and quantity), speak about the agenda to gain your insight and to encourage your participation in the event, along with that of Minister Valcourt. This could include your perspective on Atlantic Canada's economic opportunities in such areas as securing and developing the far north, cyber security

Speaking Points:

You may wish to raise the following points with Mr. Van Praagh:

1. Detail on the strategies HISF is employing regarding long-term sustainability for the event.
2. [redacted]



Atlantic Canada
Opportunities
Agency

Agence de
promotion économique
du Canada atlantique

To: Paul J. LeBlanc
Pour: Paul J. LeBlanc

Date: 2011-09-30

Subject: Update - HSIF - For Meeting with Peter Van Praagh -
Objet: October 4, 2011

From: Peter Hogan
De: Peter Hogan

Via:

Your Signature
Votre signature

Information

For Comment
Observation

Material for the Minister
Documents pour le Ministre

Remarks:
Remarques:

CTS 406750

Sept 29/11

c.c.

Drafting Officer: Jeff Mullen
Rédacteur: (426-8978)

Canada

Jay George

From: Martin Braganza
Sent: Friday, October 21, 2011 6:04 PM
To: Jay George
Subject: FW: HISF Advance Request & Payment Info
Attachments: HISF October 2011pdf.pdf

October 2011 costs attached. Please add to claim.
I'm out on Monday but if you have any issues I'll be on the bb. Or you can check with Jeff M.
Cheers.

From: Dakota Korth [mailto:dakota@halifaxtheforum.org]
Sent: Friday, October 21, 2011 5:55 PM
To: Martin Braganza
Cc: Joseph Hall; Peter Van Praagh
Subject: Re: HISF Advance Request & Payment Info

Hi Martin,
Attached is our estimated profit & loss statement through the end of October. Please let me know if that works for you and the Payments Unit. I can work on this over the weekend, if needed. Otherwise, try to enjoy yours as well! Thanks, Martin.

-Dakota

Dakota Korth
Halifax International Security Forum

1717 Rhode Island Ave NW, Suite 610
Washington DC 20036

email: dakota@halifaxtheforum.org
phone: +1 202 499 5970 s.19(1)
mobile: +1 202
fax: +1 202 499 6980

On Oct 21, 2011, at 4:10 PM, Martin Braganza wrote:

Hi Dakota,

Not to worry, I understood your earlier email. The issue is that our Payments Unit cannot authorize another advance until the original advance is substantiated, or at least until most of it is cleared. I know you want to hold off on sending the October costs to keep the numbers organized, but for cash flow purposes you might want to consider submitting an additional claim for costs in October. I can have the costs added to your current claim and may be able to get more funding released for you.

Thanks,

Martin Braganza
Account Manager, Enterprise Development
Atlantic Canada Opportunities Agency
Phone: (902) 426-9108
Toll Free: (800) 565-1228
Fax: (902) 426-2054
Email: martin.braganza@acoa-apeca.gc.ca

<image001.gif>

From: Dakota Korth [mailto:dakota@halifaxtheforum.org]
Sent: Friday, October 21, 2011 4:47 PM
To: Martin Braganza
Subject: Re: HISF Advance Request & Payment Info

Hi Martin,
Sorry for not being more clear on my earlier email -- the projection for October's expenses is still correct for what we believe will be spent by month's end, which actually means we will be getting pretty close to a zero balance within the next two weeks. In addition, we certainly have incurred costs (e.g. hotel contract, production, etc.) far beyond what we requested in the first tranche. When Paul and I worked on the spreadsheet that I sent along, we were looking more at the time of payment rather than when the cost was incurred. In hindsight, your approach would have been wiser (and I'll follow that for the coming year). Does that help? Thanks again,
Martin.

-Dakota

Dakota Korth
Halifax International Security Forum

1717 Rhode Island Ave NW, Suite 610
Washington DC 20036

email: dakota@halifaxtheforum.org
phone: +1 202 499 5970
mobile: +1 202 :
fax: +1 202 499 6980

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On Oct 21, 2011, at 1:24 PM, Martin Braganza wrote:

Hi Dakota,

Do you have a ball park figure of what you think will be spent this month? You will need to reduce the outstanding Advance (1.188M) before we can advance more funds. With the current claim, \$648K remains outstanding.

Just remember, as long as you have incurred a cost it can be claimed as an actual expense. Let me know.

Thanks,

Martin Braganza
Account Manager, Enterprise Development

Atlantic Canada Opportunities Agency
Phone: (902) 426-9108
Toll Free: (800) 565-1228
Fax: (902) 426-2054
Email: martin.braganza@acoa-apeca.gc.ca

<image001.gif>

From: Dakota Korth [mailto:dakota@halifaxtheforum.org]
Sent: Wednesday, October 19, 2011 6:07 PM
To: Martin Braganza
Cc: Peter Van Praagh; Joseph Hall
Subject: HISF Advance Request & Payment Info
Importance: High

Hi Martin,

It was good to catch up with you today, and I look forward to seeing you next week.

As I mentioned on the phone, we are sending along our next request for advance funds for the November conference, including expenses through January 31, 2012. Accompanying that document is the spreadsheet that was prepared with Paul Owens that accompanied our first advance request. This spreadsheet still continues to accurately reflect our estimated monthly expenditures.

In addition, we are sending the "advance for payment" document related to our August & September expenditures. This does not include October expenses given that we are mid-month, and we will detail those in our next payment advance document. The final page is our profit & loss statement for that period that outlines the breakdown of expenditures for August & September. As I mentioned, we are working with an accounting firm now to be able to provide full, detailed documentation in plenty of time for the next set of documents.

Please let me know if you need anything else from our end. Thanks.

-Dakota

Dakota Korth
Halifax International Security Forum

1717 Rhode Island Ave NW, Suite 610
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mobile: +1 202
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Thank you.

**

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Merci.

4:44pm
10/21/11

Halifax International Security Forum
Profit & Loss
October 2011

Ordinary Income/Expense \$0.00

Expense

Contract Services \$228,833.97
Facilities and Equipment \$306,500.00
Operations \$9,325.79
Payroll Expenses \$54,448.63
Professional Services \$57,051.88
Travel and Meetings \$99,404.07
Total Expense \$755,564.34

Net Ordinary Income -755,564.34

Net Income -755,564.34



APPLICANT'S REQUEST FOR PAYMENT

Applicant Name: <i>Habitax International Security Forum</i>		Project No: <i>199652</i>		Claim No:	
Address: <i>1717 Rhode Island Ave NW, Suite 610 Washington DC 20036 USA</i>		Period Covered: From: <i>August 1, 2011</i> To: <i>September 30, 2011</i>			
Is this a new address? <input checked="" type="radio"/> Yes <input type="radio"/> No		Final Request: Yes <input type="radio"/> No <input checked="" type="radio"/>			
Do you have a HST/GST Registration Number? Yes <input type="radio"/> No <input type="radio"/>		If yes, a Final Payment Certificate must be attached.			
Number:		Contact Name: <i>Peter Van Praagh</i>			
		Telephone No: <i>41</i>			
		Fax No:			
PLEASE REFER TO INSTRUCTIONS IN APPENDIX 3.					
Description of Costs	Name of Supplier	Invoice number	Invoice Date	Invoice Amt HST/GST included	HST/GST included in invoice
<i>See Attached</i>					
Total invoice amount of this page				\$	\$
Total carried forward from other pages				\$	\$
Total invoice amount				\$	\$
Less the Total HST/GST included in the invoices.				\$	\$
Total Costs Claimed				\$	\$ <i>539,968.89</i>
<p>CERTIFICATION (to be signed on final page) I hereby certify to the following:</p> <p>a) <input checked="" type="radio"/> Yes <input type="radio"/> No: that the assets claimed above are on site: (if no, please explain)</p> <p>b) <input checked="" type="radio"/> Yes <input type="radio"/> No: that the above noted costs have been incurred and are eligible costs of the project.</p> <p>c) <input checked="" type="radio"/> Yes <input type="radio"/> No: that all the requested information is accurate and complete</p> <p>d) <input checked="" type="radio"/> Yes <input type="radio"/> No: that the project is in compliance with all special and general conditions of the contract.</p> <p>e) <input checked="" type="radio"/> Yes <input type="radio"/> No: that any contribution provided as a result of this claim will be applied directly and only to eligible project costs.</p>					
<p>* I hereby certify that \$ _____ has been paid to suppliers in respect of claimed eligible project costs, including this and all previous claims.</p> <p>Authorized Signing Authority: <i>[Signature]</i> Date: <i>October 19, 2011</i></p>					

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* See email certifying amount paid (100%).

11:4
 10/19/11
 Accrual Basis

Halifax International Security Forum, Inc.
Profit & Loss
 July through September 2011

2 of 2

	Jul 11	Aug 11	Sep 11	TOTAL
Ordinary Income/Expense				
Income				
Government Grants	0.00	1,194,089.86	0.00	1,194,089.86
Investments	0.00	22.95	58.45	81.40
Total Income	0.00	1,194,112.81	58.45	1,194,171.26
Expense				
Contract Services	0.00	28,288.66	80,607.68	108,896.34
Facilities and Equipment	0.00	0.00	6,500.00	6,500.00
Operations	12.50	1,984.88	5,808.95	7,806.31
Other Types of Expenses	0.00	0.00	1,250.00	1,250.00
Payroll Expenses	0.00	103,446.75	51,515.97	154,962.72
Professional Services	0.00	100,493.90	0.00	100,493.90
Travel and Meetings	0.00	159,824.25	2,225.37	162,049.62
Total Expense	12.50	392,038.42	147,907.97	539,958.89
Net Ordinary Income	-12.50	802,074.39	-147,849.52	654,212.37
Net Income	-12.50	802,074.39	-147,849.52	654,212.37

Estimated Monthly Expenditures (with large expenditures highlighted)

Description of Costs	Costs to date	August	September	October	November	December	January	February	March	Total
HISF Personnel	\$40,000	\$60,000	\$60,000	\$60,000	\$60,000	\$45,000	\$35,000	\$35,000	\$30,000	\$425,000
Professional Services										
Hattaway Communications	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000					\$250,000
Business Development	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000				\$150,000
Media Production	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$46,000				\$226,000
Website & App Development	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$1,000				\$110,000
Other	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$10,000				\$110,000
	\$50,000	\$180,000	\$180,000	\$180,000	\$180,000	\$87,000	\$0	\$0	\$0	\$857,000
Travel & Meetings										
Airfare	\$20,000	\$20,000	\$20,000	\$100,000	\$100,000	\$10,000	\$10,000	\$10,000	\$6,000	\$276,000
Ground Transportation	\$150,000				\$50,000					\$50,000
Westin Nova Scotian					\$252,741					\$402,741
Catering					\$135,000					\$135,000
	\$0	\$170,000	\$20,000	\$100,000	\$532,741	\$10,000	\$10,000	\$10,000	\$6,000	\$862,741
Production										
(Audio/Video Design)					\$425,000					\$425,000
Production Elements (Chairs, screens, etc.)	\$0	\$0	\$0	\$100,000	\$425,000	\$0	\$0	\$0	\$0	\$100,000
	\$0	\$0	\$0	\$100,000	\$425,000	\$0	\$0	\$0	\$0	\$525,000
Publications/Outreach										
	\$6,000	\$20,000	\$20,000	\$20,000	\$20,000	\$6,000				\$86,000
Supplies & Communications										
	\$96,000	\$436,000	\$286,000	\$466,000	\$1,228,741	\$148,000	\$45,000	\$45,000	\$36,000	\$2,786,741
Total Estimated Budget:										

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Jay George

From: Martin Braganza
Sent: Tuesday, October 25, 2011 5:37 PM
To: Jay George
Cc: Jeff Mullen
Subject: FW: HISF Advance Request & Payment Info
Attachments: HISF 2011-00 ACC General Ledger.pdf

Hi Jay,

They have provided detail up to September. Let me know.

Ideally, I'd like to clear a portion of the advance and then issue a new advance ASAP. Essentially advancing them the funds that they are clearing (\$600K). I spoke to Jeff and he agrees and will sign off if this is possible.

Also, it looks like the costs they are asking for in the Advance are over the limit of funding for the year, so we should restrict the advance to either a one-time payment or a month by month disbursement with this in mind.

Thanks.
mb

From: Dakota Korth [mailto:dakota@halifaxtheforum.org]
Sent: Tuesday, October 25, 2011 5:05 PM
To: Martin Braganza
Cc: Joseph Hall; Peter Van Praagh
Subject: Re: HISF Advance Request & Payment Info

Hi Martin,
Here is the GL report we discussed earlier today. Hopefully we can touch base tomorrow on this. Thanks again for all your help.

-Dakota

Dakota Korth
Halifax International Security Forum

1717 Rhode Island Ave NW, Suite 610
Washington DC 20036

email: dakota@halifaxtheforum.org
phone: +1 202 499 5970
mobile: +1 202
fax: +1 202 499 6980

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On Oct 25, 2011, at 10:51 AM, Martin Braganza wrote:

Hi Dakota,

I left you a voicemail this morning.

Our Payments folks are working on your claim and have asked for the GL reports from the beginning of the project. They need to clear your advance costs, and the only way they can do that is with a listing of your actual costs with detail provided. If you can get the info to me ASAP I'll do my best to push it through today.

Sorry for the delay.

My cell is [redacted] if you need to get in touch.

Martin Braganza
Account Manager, Enterprise Development s.19(1)
Atlantic Canada Opportunities Agency
Phone: (902) 426-9108
Toll Free: (800) 565-1228
Fax: (902) 426-2054
Email: martin.braganza@acoa-apeca.gc.ca

<image001.gif>

From: Dakota Korth [<mailto:dakota@halifaxtheforum.org>]
Sent: Friday, October 21, 2011 5:55 PM
To: Martin Braganza
Cc: Joseph Hall; Peter Van Praagh
Subject: Re: HISF Advance Request & Payment Info

Hi Martin,
Attached is our estimated profit & loss statement through the end of October. Please let me know if that works for you and the Payments Unit. I can work on this over the weekend, if needed. Otherwise, try to enjoy yours as well! Thanks, Martin.

-Dakota

Dakota Korth
Halifax International Security Forum

1717 Rhode Island Ave NW, Suite 610
Washington DC 20036

email: dakota@halifaxtheforum.org
phone: +1 202 499 5970 s.19(1)
mobile: +1 202
fax: +1 202 499 6980

On Oct 21, 2011, at 4:10 PM, Martin Braganza wrote:

Hi Dakota,

Not to worry, I understood your earlier email. The issue is that our Payments Unit cannot authorize another advance until the original advance is substantiated, or at least until most of it is cleared. I know you want to hold off on sending the October costs to keep the numbers organized, but for cash flow purposes you might want to consider submitting an

Martin Braganza

From: Dakota Korth [dakota@halifaxtheforum.org]
Sent: Wednesday, October 26, 2011 1:56 PM
To: Martin Braganza
Subject: Re: RE: Payment

Thanks Martin. Yes, all expenses have been paid out to suppliers.

Dakota Korth
Halifax International Security Forum

s.19(1)

email: dakota@halifaxtheforum.org
mobile: 202

On Oct 26, 2011 12:22 PM, "Martin Braganza" <Martin.Braganza@acoa-apeca.gc.ca> wrote:

I'll look into it for you right now.

From your earlier email. I'm looking for you to certify the costs have been "paid" to suppliers. Please confirm.

Thanks,

Martin Braganza

Account Manager, Enterprise Development

Atlantic Canada Opportunities Agency
Phone: [\(902\) 426-9108](tel:(902)426-9108)

Toll Free: [\(800\) 565-1228](tel:(800)565-1228)

Fax: [\(902\) 426-2054](tel:(902)426-2054)
Email: martin.braganza@acoa-apeca.gc.ca



Atlantic Canada
Opportunities
Agency

Agence de
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du Canada atlantique

From: Dakota Korth [mailto:dakota@halifaxtheforum.org]
Sent: Wednesday, October 26, 2011 10:46 AM

To: Martin Braganza
Subject: Re: Payment

Incidentally, is there any way we can get Ottawa to FedEx the check? If you remember, the last one took a few weeks and we couldn't track it. I only worry since we will all be moving to Halifax in a few weeks. Thanks again, Martin.

Dakota Korth
Halifax International Security Forum

s.19(1)

email: dakota@halifaxtheforum.org
mobile: 202

On Oct 26, 2011 10:18 AM, "Martin Braganza" <Martin.Braganza@acoa-apeca.gc.ca> wrote:

Hi Dakota,

I have an advance ready for approval. It is less than at was submitted but I'd like to process it right away to avoid any further delays. The amount is for \$596,958.89 (advance) and it is the maximum we can get you at the moment. Once you have your October 2011 costs, we will be able to send another payment.

Finally, can you confirm that the \$539K in costs incurred has been paid out. The \$\$ spent (certification section) on the claim has been left blank. I can use your email as confirmation.

Thanks,

Martin Braganza

Account Manager, Enterprise Development

Atlantic Canada Opportunities Agency
Phone: (902) 426-9108

Toll Free: (800) 565-1228

Fax: (902) 426-2054
Email: martin.braganza@acoa-apeca.gc.ca



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Recommendation Document - SCHEDULE A

Business Development Program

Sub-Program	GX Contract No.	QA File ID	Client ID	Supplier Code	Fiscal Year
620	6034344-1	199652	35169	G19540	2012

IDENTIFICATION

Payee (and joint payee, if applicable):			
Name(s):	HALIFAX INTERNATIONAL SECURITY FORUM	Principal in Arrears:	0.00
Address:	1717 Rhode Island Avenue NW, Suite 650, Washington, DC, 20036	Interest Due:	0.00
Attention:	Peter Van Praagh	Charges Due:	0.00

PROJECT DESCRIPTION AND AUTHORIZATION ASSISTANCE

Major Act: Business Support (2)	Offer Accepted: 2011/08/04	Project Start Date: July 28/2011														
Location of Project Municipality, Province-Territory Washington District of Columbia	Est. End Date: 2014/03/31															
Type of Assistance: B - Non-Repayable	Last Financial Statement Date:															
Payment Type: Cheque	<table border="1"> <thead> <tr> <th>Authorized Rate</th> <th>% X</th> <th>Eligible Costs</th> <th>=</th> <th>Total Authorized Assistance</th> </tr> </thead> <tbody> <tr> <td>100.000</td> <td>% X</td> <td>7,470,000.00</td> <td>=</td> <td>7,470,000.00</td> </tr> <tr> <td colspan="4"></td> <td>7,470,000.00</td> </tr> </tbody> </table>	Authorized Rate	% X	Eligible Costs	=	Total Authorized Assistance	100.000	% X	7,470,000.00	=	7,470,000.00					7,470,000.00
Authorized Rate	% X	Eligible Costs	=	Total Authorized Assistance												
100.000	% X	7,470,000.00	=	7,470,000.00												
				7,470,000.00												
Email Notification (GX):																

DEPARTMENT CASH FORECAST

Fiscal Year	2011/2012	2012/2013	2013/2014	2014/2015	Future Years
Committed	2,490,000.00	2,490,000.00	2,490,000.00	0.00	0.00
Expended	1,188,000.00	0.00			

Modified 2011/09/23 by Joanne Beaver

COSTS APPROVED

Cost Summary	TOTAL PRIOR CLAIMS			THIS CLAIM	TOTAL TO LATEST PERIOD END: 2011/10/31
	Prior Fiscal Year(s)	Current Fiscal Year	Future Fiscal Year(s)		
Costs Claimed	0.00	0.00	0.00	539,958.89	539,958.89
Adjustments/Deferrals/Deferral+	0.00	0.00	0.00	0.00	0.00
Eligible Costs Approved	0.00	0.00	0.00	539,958.89	539,958.89

PAYMENT CALCULATION

Approved Assistance:				
Asst. Rate	Total Eligible	Payment		
100.000% X	\$539,958.89 =	\$539,958.89	\$539,958.89	
	\$539,958.89	\$539,958.89		
Less Applicable Holdback (0%):	\$0.00	Available Holdback: \$0.00		
Assistance Payable:	\$539,958.89			
Outstanding Advances:	\$1,188,000.00			
Advance Settlement:	\$539,958.89	Unsettled Outstanding Advances: \$648,041.11		
Amount Owning:	\$0.00			
New Advance:	\$596,958.89	Unsettled Outstanding Advances: \$1,245,000.00 = 50% year 1		
Release Holdback:	\$0.00	Available Holdback: \$0.00		
PAYE Payout:	\$0.00	Outstanding PAYE: \$0.00		
Current Payment:	\$596,958.89			
Disbursed (Net) before current payment:	\$1,188,000.00			
Disbursed (Net) after current payment:	\$1,784,958.89			

Period Covered From: 2011/08/01
Period Covered To: 2011/10/31

0) Deferred:	0.00
1) Deletion:	0.00
2) Addition:	0.00
3) Deferred+:	0.00
Total:	0.00

Claim No: 2
Claim Type: Progress (P)
GX Payment #: 6034344-1/002

Object Code	Amount
1013 - NRC - Non-Profit Organizations - All Other	539,958.89
1104 - Advances/Settlements-NRC-Encourage Employment	57,000.00

Additional Claim Information Requested

Prepared By: J. George	M. Braganza / J. Curry / J. Mullin	Approved and certified pursuant to Section 34 of the Financial Administration Act and Department Signing Authorities: P. Hogan
Signature:	Recommended By: C. Maillet	
Title: Payments Officer		Vice-President
Date: Oct. 26/2011		Oct. 27/2011

Inspection Review Report Problem Areas - SCHEDULE A-1

Project Summary

Applicant: Halifax International Security Forum
QA File ID: 199652
GX Contract No: 6034344 1
Payment Evaluation Officer: Jay George

Description of Problem

Claim # 1

- Project start date established as July 28, 2011 from earlier date on General Ledger
- Project completion date is March 31, 2014
- There were no costs incurred prior to June 17, 2011
- This claim was for the period July 28 to September 30, 2011 (Applied to the O/S advance)
- October P&L was submitted without GL details - was not added to claim. Cost was approx.
- Issues an advance for November, limited the total O/S advance to 50% of the annual contribution.
- claims are to be submitted on a monthly basis.
- disbursements are limited to \$2,490,000 per year for a total of \$7,470,000.00
- labour is limited to \$225,000 per year
- final claim and the comprehensive report for each year is due no later than January 31.
- ACOA shall not make any disbursement above 50% of project assistance without a claim for costs incurred to date.
- client provided PAD information prior to first disbursement
- 8.1 confirmation of financing - this project is funded 100% by ACOA, MOU with DND is being re-drafted - draft copy on file; DND concurrence on file, see tab
- 9.1 workplan provided with business plan
- 12.1 quarterly reports to be provided

Items to be followed up at: (Next Payment)

- substantiate outstanding advance (Get details of costs for October
- quarterly report
- payroll details

PROJECT CLAIM SUMMARY AND REPAYMENT UPDATE / SOMMAIRE DES DEMANDES DE REMBOURSEMENT ET ETAT DU DOSSIER

Applicant Name: Halifax International Security Forum	Project Number: 1996S2
---	---------------------------

A. Current Claim Summary - Sommaire de la demande de remboursement courante

Operating/ Capital Costs	Costs Claimed	Additions-deletions-deferrals	Costs approved	Rate of Assistance
				100.000%
Year 1 - Other Operating Costs	\$ 539,958.89		\$ 539,958.89	\$ 539,958.89
Year 2 - Other Operating Costs			\$ -	\$ -
Year 3 - Other Operating Costs			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total costs this claim	\$ 539,958.89	\$ -	\$ 539,958.89	\$ 539,958.89

B. Cumulative Claim Summary / Sommaire des demandes de remboursement cumulatives

Approved amounts per contract (including overrun) Montants approuvés pour chaque marché (y compris les dépassements de coûts) (a)	Year 1 - Other Operating Costs	Year 2 - Other Operating Costs	Year 3 - Other Operating Costs			Total
	\$ 2,490,000.00	\$ 2,490,000.00	\$ 2,490,000.00			\$ 7,470,000.00
					90% =	\$ 6,723,000.00

Approved Costs - Coûts approuvés

Current Claim Demande de remboursement courante	\$ 539,958.89	\$ -	\$ -	\$ -	\$ -	\$ 539,958.89
Previous Claim Demandes de remboursement antérieures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Total (b)	\$ 539,958.89	\$ -	\$ -	\$ -	\$ -	\$ 539,958.89
Variance Ecart (a-b)	\$ 1,950,041.11	\$ 2,490,000.00	\$ 2,490,000.00	\$ -	\$ -	\$ 6,930,041.11

Reasons for variance if negative - Raison de l'écart s'il est négatif:

Claim #1
Jul - Sept 11 11-Oct

Annual Project Costs

	Year 1	Year 2	Year 3	Total
Personnel	\$ 225,000.00	\$ 225,000.00	\$ 225,000.00	\$ 675,000.00
Airfare	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 600,000.00
Staff Travel	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 150,000.00
Ground Transportation	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 150,000.00
Hotels	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 525,000.00
Catering	\$ 135,000.00	\$ 135,000.00	\$ 135,000.00	\$ 405,000.00
Conference Space	\$ 225,000.00	\$ 225,000.00	\$ 225,000.00	\$ 675,000.00
Consulting	\$ 735,000.00	\$ 735,000.00	\$ 735,000.00	\$ 2,205,000.00
Technical Services	\$ 140,000.00	\$ 140,000.00	\$ 140,000.00	\$ 420,000.00
Audio Visual	\$ 425,000.00	\$ 425,000.00	\$ 425,000.00	\$ 1,275,000.00
Publications	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 120,000.00
Branding Materials	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 75,000.00
Translation	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 75,000.00
Photographer	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00
Supplies & Communications	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 90,000.00
Total	\$ 2,490,000.00	\$ 2,490,000.00	\$ 2,490,000.00	\$ 7,470,000.00

50% = \$1,245,000.00

\$ 154,962.72
\$ 2,859.00
\$ 453.97
\$ 156,358.13
\$ 1,314.43
\$ 1,064.09
\$ 213,890.24
9056.31
\$ 539,958.89
539958.89
0

Project Summary

Applicant: Halifax International Security Forum
QA File ID: 199652
GX Contract No: 6034344 1
Payment Preliminary Review Officer: Jay George

Payment Checklist A

	<i>Ans</i>	<i>Ref</i>
1. GENERAL		
Are the costs claimed consistent with those allowed as per the Statement of Work?	Yes	
Have prior claims been reviewed to ensure no costs have been claimed in duplicate on current claim?	N/A	
Are the required reports on file?	N/A	Quarterly report due
Is there a Pre-Authorized Repayment (PAD) form on file?	Yes	
Were costs claimed at arms length?	Yes	
Are costs claimed on the schedules arithmetically correct?	Yes	
Has the Applicant submitted a detailed list of costs with signed claim (invoice #'s, dates and amounts)?	Yes	
Has the Applicant completed, signed, and dated the Certification portion at the bottom of the claim form?	Yes	
Has the project's HST/GST rebate status changed?	No	
Have financing conditions been met?	N/A	
Are the current Financial Statements on file? Has QAccess been updated with the latest info?	N/A	
Have equity requirements been met?	N/A	
Have you checked any outstanding items on previous claims (Schedule A-1)? Has a complete description of adjustments been recorded on the B-4 for use in the payment letter?	Yes	
Has cashflow been adjusted?	No	
Have you prepared a schedule A-1 or indicated any items to be followed up?	Yes	
Has the final payment certificate been submitted with the final claim? (Have cashflows and repayment schedules been adjusted?)	N/A	

Comments, Special Conditions and Observations

Account Manager : _____ Date : _____

Project Summary

Applicant: Halifax International Security Forum
QA File ID: 199652
GX Contract No: 6034344 1
Payment Evaluation Officer: Jay George

Payment Checklist B

	<i>Ans</i>	<i>Ref</i>
I. GENERAL		
Are you satisfied that all costs were incurred and contract commitments made after the receipt of the application by the department, and prior to the end of the control period/completion date?	Yes	
Have all significant changes from the original authorization received prior to approval?	N/A	
Are you satisfied the project is progressing as per the statement of work?	Yes	
Are you satisfied that assets are on-site (property titles transferred & adequate long term lease in place)	Yes	
Have all identified ineligible costs been deleted?	N/A	
Has there been any change in risk from the last assessment?	Yes	
If there has been a fixed asset disposition, transfer, or if the assets are no longer in use, are the appropriate adjustments reflected in this payment?	No	
Based on the Applicant's most recent financial statements, has equity been maintained?	Yes	
Is a subordination agreement required and, if so, is one on file?	N/A	
Is a CEAA report on file and client advised of all mitigations?	Yes	
Have all special conditions to the contract been met (financing, environment, other)?	Yes	
If a joint payee is required, is this indicated on the schedule A?	N/A	
Have any outstanding Audit issues been addressed?	N/A	

Comments, Special Conditions and Observations

Account Manager : _____ Date : _____

Disbursement Details

Project Summary
Applicant: Halifax International Security Forum
QA File ID: 199652
GX Contract No: 6034344 1
Payment Evaluation Officer: Jay George

Decision
Rationale:
Summary of Costs:
Summary Of Advance:

Outstanding Claimed Items

Claim No.	Description	Supplier	Invoice Number	Invoice Date	Invoice Amount with HST/GST	HST/GST	Outstanding Invoice Amount with HST/GST	Outstanding HST/GST
2/1	Costs from August to September 2011	Various			\$539,958.89	\$0.00	\$539,958.89	\$0.00
					\$539,958.89	\$0.00	\$539,958.89	\$0.00

Decision Items
CRA Rebate Rate: 100 %

Claim No.	Category	Payment Item	Claim Cost	Adjustment	Eligible Cost	Invoice HST/GST	Eligible HST/GST	Assist. Rate (%)	Payment	Deferred	Object Code
2/1	Other (operating)	Costs from August to September 2011	\$539,958.89	\$0.00	\$539,958.89	\$0.00	\$0.00	100.000	\$539,958.89	No	1013 - NRC - Non-Profit Organizations
			\$539,958.89	\$0.00	\$539,958.89	\$0.00	\$0.00		\$539,958.89		- All Other

Advance Items

Claim Number	Description	Supplier	Month One	Month Two	Month Three	Total
2/1	Other operating		\$1,229,000.00	\$148,000.00	\$45,000.00	\$1,422,000.00
			\$1,229,000.00	\$148,000.00	\$45,000.00	\$1,422,000.00

Advance Item Decisions

Claim Number	Category	Description	Supplier	Requested	Adjustment	Eligible	Assist Rate (%)	Payment	Object Code
2/1	Other (operating)	Other operating		\$1,422,000.00	-\$825,041.11	\$596,958.89	100.000	\$596,958.89	1104 - Advances/Settlements-NRC-Encourage Employment
				\$1,422,000.00	-\$825,041.11	\$596,958.89		\$596,958.89	

Project No.: 199652

2011/10/28

Halifax International Security Forum
1717 Rhode Island Avenue NW, Suite 610
Washington, DC
20036

Attention: Mr. Peter Van Praagh

Dear Mr. Van Praagh:


Re: Approval for Request for Payment

We are pleased to advise that approval has been given by this Agency for the disbursement of \$596,958.89 which represents payment number 02 of a Contribution under the Business Development Program. Accordingly, we are today requisitioning a payment from Public Works and Government Services Canada, and you may expect to receive this in the immediate future by cheque. The method of calculating the amount of payment and approved costs is shown in the attached Annex 1.

It is a condition of accepting this payment that you agree to fulfill the terms and conditions set out in the Letter of Offer, the Agreement and the declaration made in the application. It is also a condition of the contract that you will retain all invoices, cancelled cheques and records pertaining to this project to be made available in the event that this project is chosen for a comprehensive audit.

If further information is required or if your payment is not received promptly, please contact the undersigned at (800) 565-1228, (902) 426-9108 or via e-mail at martin.braganza@acoa-apeca.gc.ca.

Yours truly,


Martin Braganza
Account Manager
Nova Scotia

Attachment

Halifax International Security Forum

Project # 199652

Detailed Calculation of Payment #02

Costs Claimed	\$539,958.89	
Adjustment Amount	\$0.00	
Claim Approved Costs	<u>\$539,958.89</u>	
Gross Approved Costs		\$539,958.89
100% of \$539,958.89		\$539,958.89
Less: Holdback		\$0.00
Advance Settlement		\$539,958.89
Plus: Advance		\$596,958.89
Approved Payment		\$596,958.89
Plus: Prior Payments		<u>\$1,188,000.00</u>
Total Assistance Paid to Date		<u>\$1,784,958.89</u>

Note: If an advance has been issued, please refer to the *Advance Payment* clause outlined in our Letter of Offer.

Martin Braganza

From: Dakota Korth [dakota@halifaxtheforum.org]
Sent: Tuesday, November 01, 2011 6:18 PM
To: Martin Braganza
Cc: Peter Van Praagh; Joseph Hall
Subject: October Request for Payment
Attachments: HISF October Request for Payment.pdf; HISF October GL.pdf

Hi Martin,

Please find the Request for Payment and the accompanying GL for October, as we discussed last week. Let me know if there is anything else you need associated with that request. In addition, I will work to get a signed copy of the letter amending our contract to you tomorrow morning. Thanks again for all your help.

Dakota

Dakota Korth
Halifax International Security Forum

1717 Rhode Island Ave NW, Suite 610
Washington DC 20036

email: dakota@halifaxtheforum.org

phone: +1 202 499 5970

mobile: +1 202

fax: +1 202 499 6980

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APPLICANT'S REQUEST FOR PAYMENT

Applicant Name: <u>Halifax International Security Forum</u>		Project No: <u>199652</u>		Claim No:	
Address:		Period Covered: From: <u>October 1, 2011</u> To: <u>October 31, 2011</u>			
Is this a new address? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Final Request: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Do you have a HST/GST Registration Number? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		If yes, a Final Payment Certificate must be attached.			
Number:		Contact Name: <u>Peter Van Praagh</u>			
		Telephone No: <u>+1 202 658 2470</u>			
		Fax No:			
PLEASE REFER TO INSTRUCTIONS IN APPENDIX 3.					
Description of Costs	Name of Supplier	Invoice number	Invoice Date	Invoice Amt HST/GST included	HST/GST included in invoice
<u>See Attached</u>					
Total invoice amount of this page				\$	\$
Total carried forward from other pages				\$	\$
Total invoice amount				\$	\$
Less the Total HST/GST included in the invoices.				\$	\$
Total Costs Claimed				\$	\$ <u>637,552.96</u>
<p>CERTIFICATION (to be signed on final page)</p> <p>I hereby certify to the following:</p> <p>a) <input checked="" type="checkbox"/> No that the assets claimed above are on site : (if no, please explain)</p> <p>b) <input checked="" type="checkbox"/> No that the above noted costs have been incurred and are eligible costs of the project.</p> <p>c) <input checked="" type="checkbox"/> No that all the requested information is accurate and complete</p> <p>d) <input checked="" type="checkbox"/> No that the project is in compliance with all special and general conditions of the contract.</p> <p>e) <input checked="" type="checkbox"/> No that any contribution provided as a result of this claim will be applied directly and only to eligible project costs.</p> <p>I hereby certify that \$ _____ has been paid to suppliers in respect of claimed eligible project costs, including this and all previous claims.</p> <p>Authorized Signing Authority: <u>[Signature]</u> Date: <u>November 1, 2011</u></p>					

Martin Braganza

From: Dakota Korth [dakota@halifaxtheforum.org]
Sent: Wednesday, November 02, 2011 1:19 PM
To: Martin Braganza
Cc: Peter Van Praagh; Joseph Hall
Subject: ACOA Request
Attachments: ACOA Contract Adjustment Request.pdf

Hi Martin,

Please find the signed copy of our letter requesting a contractual adjustment. Let me know if you have any questions or need anything further from our end. Thanks again for your continued assistance.

-Dakota

Dakota Korth
Halifax International Security Forum

1717 Rhode Island Ave NW, Suite 610
Washington DC 20036

email: dakota@halifaxtheforum.org
phone: +1 202 499 5970
mobile: +1 202 :
fax: +1 202 499 6980

s.19(1)



Jeff Mullen
Atlantic Canada Opportunities Agency
Regional Office
1801 Hollis Street, Suite 600
PO Box 2284 STN C
Halifax, Nova Scotia
Canada
B3J 3C8

Dear Jeff:

I want to formally follow up on our conversation regarding amending the contract between the Halifax International Security Forum and the Atlantic Canada Opportunities Agency.

As you and I have discussed, the original proposal represented a different staffing arrangement than we ultimately settled upon. Originally, the contract was to be signed with Hattaway Communications, and the bulk of the staffing and operational costs were going to be contracted out to several organizations, including the Halifax International Security Forum. Since then, the contract was signed directly with Halifax, and we have moved the bulk of the operations in-house, as well as their associated costs. Because of this, we would like to amend Article 4.4 of the contract to read:

"Direct labour (personnel) costs shall be eligible up to a maximum of \$425,000 per year."

I hope this change is amenable to ACOA, and we are very appreciative of your continued personal support and assistance. As always, please be in touch with me directly at +1 202 316 6857 if you have any questions.

Best regards,


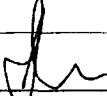
A handwritten signature in black ink, appearing to read "Peter Van Praagh". The signature is fluid and cursive, with a large initial "P" and "V".

Peter Van Praagh
President, Halifax International Security Forum

Client Name: Halifax International Security Forum

QA NUMBER: 199652

RECOMMENDATION : APPROVED **DATE : 2011/11/01**

	<u>Nov. 17/11</u>	_____	_____
ACCOUNT MANAGER	DATE	_____	DATE
	<u>Nov 17/11</u>	_____	_____
DIRECTOR	DATE	_____	DATE
_____	DATE	_____	_____

(As at: 2011/11/16)

Client Name:	Halifax International Security Forum	Officer:	Martin Braganza
Client Contact(s) for project:	Peter Van Praagh	ACO A Assistance:	\$7,470,000.00
Sector of Interest:	None of the Above	Disbursed (Net):	\$1,784,958.89
Program:	Business Development Program (620)	Principal Repaid:	\$0.00
Sub Program:	Business Development Program (620)	Interest Repaid:	\$0.00
Project Status:	603 - Progress Claim	Pr. Outstanding:	\$0.00
Assistance Type:	Contribution	Pr. Arrears:	\$0.00
Total Exposure:	\$0.00	Interest Due:	\$0.00

Project Description:

This project will enable the Applicant to deliver the next three annual Halifax Forums, beginning in November 2011. The event will bring together leaders, policy makers, and experts from both sides of the Atlantic to discuss the challenges to transatlantic security. This three year initiative is funded equally (i.e. 50% share per government department) with the Department of National Defence. The upcoming event will take place on November 18 - 20, 2011.

Reason for Amendment / Impact on Risk Assessment:

Reason Description	Adverse Risk (Y/N)
Administrative / Other	No

Amendment Rationale Comments:

Reason for amendment:

The Applicant has requested a reallocation of eligible costs to accommodate the new staffing arrangement. Originally, Hattaway Consulting was to provide the bulk of the staff resources but the client has moved the bulk of the operations in-house.

Recommendation:
Costs shall be allocated as follows:

Other (operating) = Personnel, Travel and Meetings, Professional Services, Production/Outreach, and Supplies and Communication (as outlined in the project budget).

The costs above (\$7.47 million) are for a multi-year project, eligible at a maximum of \$2.49 million per year and adjusted by the Agency according to annual project reviews.

Annual Project Costs:

- \$425,000 Personnel (maximum of \$425K per year)
- \$200,000 Airfare
- \$50,000 Staff Travel
- \$50,000 Ground transportation
- \$175,000 Hotel costs
- \$135,000 Catering
- \$225,000 Conference space
- \$535,000 Consulting
- \$140,000 Technical services (computers, IT, Webmaster, etc)
- \$425,000 Audio Visual and set design
- \$40,000 Publications (Agenda, Participants' List, Program, etc)
- \$25,000 Branding Materials
- \$25,000 Translation
- \$10,000 Photographer
- \$30,000 Supplies and Communication
-
- \$2,490,000 Total Project Expenses

Additional info:

1. Personnel Costs of \$425K includes salaries for Peter Van Praagh, Joe Hall, Dakota Korth, Jen Young.

2. Consulting Costs of \$535K includes fees for concept and production, event management and coordination \$250K; fees for strategic communications \$200K; Other consultants include: website and app designers, security expertise, and fundraising advice \$85K.

2011 project costs are considered reasonable based on the previous year's event. An audit has been performed on the 2009 and 2010 HF. Original invoices and proof of payment have been submitted for examination by the Agency.

See Special Conditions #2, 5, 9, 10, 11 and 15 for annual cost controls on the project.

To Amend Cost and Financing as follows

PROJECT COSTS:			PROJECT FINANCING:		
<u>Capital Costs/Other Costs</u>	<u>Eligible</u>	<u>Total</u>	<u>ACOA Contribution</u>	<u>Stack %</u>	
Other (operating)	7,470,000	7,470,000	Non-Repayable	100.0%	7,470,000
Total Capital Costs	\$0	\$0	Total Departmental		\$7,470,000
Total Other Costs	\$7,470,000	\$7,470,000	<u>Other Financial</u>		
Total ACOA Costs	\$7,470,000	\$7,470,000	Total Other		\$0
OGD Eligible	\$0		TOTAL FINANCING		\$7,470,000
TOTAL COSTS	\$7,470,000	\$7,470,000	MOU:		0.000%
			Tax Credits	0.0%	0
			Total Stacking	100.0%	

Client Name: Halifax International Security Forum

QA NUMBER: 199652

Annex A - Current Financial Statements & Risk InformationRisk Information: Current

Client Risk Rating:

Frequency of Monitoring:

Review Date:

Next Review Date:

Fiscal Year End:

Comments :

Total principal outstanding for all of this client's projects : \$0

Client Name: Halifax International Security Forum

QA NUMBER: 199652

Annex B - Cost and Financing

Before

COSTS		ACOA	
	Total Cost	Eligible Cost	Rate of Assistance
CAPITAL COSTS			
<u>Building and Major Renovations</u>			
Sub-total	0	0	0.00%
<u>Other Capital Costs</u>			
Sub-total	0	0	0.00%
OPERATING COSTS			
<u>Wages and Salaries</u>			
Sub-total	0	0	0.00%
<u>Other Operating Expenses</u>			
Other (operating)	7,470,000	7,470,000	100.00%
Sub-total	7,470,000	7,470,000	100.00%
Total Cost	7,470,000	7,470,000	100.00%
Eligible cost per Other Government Programs		0	
Total Eligible Costs for Stacking Purposes		7,470,000	

COMMENTS ON COSTS

Other (operating) = Personnel, Travel and Meetings, Professional Services, Production/Outreach, and Supplies and Communication (as outlined in the project budget).

The costs above (\$7.47 million) are for a multi-year project, eligible at a maximum of \$2.49 million per year and adjusted by the Agency according to annual project reviews.

Annual Project Costs:

\$225,000 Personnel (maximum of \$225K per year)

\$200,000 Airfare
 \$50,000 Staff Travel
 \$50,000 Ground transportation

\$175,000 Hotel costs
 \$135,000 Catering
 \$225,000 Conference space

\$735,000 Consulting

\$140,000 Technical services (computers, IT, Webmaster, etc)
 \$425,000 Audio Visual and set design
 \$40,000 Publications (Agenda, Participants' List, Program, etc)
 \$25,000 Branding Materials
 \$25,000 Translation
 \$10,000 Photographer

\$30,000 Supplies and Communication

 \$2,490,000 Total Project Expenses

Additional info:

- Personnel Costs of \$225K includes salaries for Peter Van Praagh, Joe Hall, Dakota Korth, Jen Young.
- Consulting Costs of \$735K includes fees for concept and production, event management and coordination \$350K; fees for strategic communications \$250K; Other consultants include: website and app designers, security expertise, and fundraising advice \$135K.

2011 project costs are considered reasonable based on the previous year's event. An audit has been performed on the 2009 and 2010 HF. Original invoices and proof of payment have been submitted for examination by the Agency.

See Special Conditions #2, 5, 9, 10, 11 and 15 for annual cost controls on the project.

<u>Government Funding</u>		Assistance Type	Conf	Contribution	Stacking
Dept Name	Program				
ACOA	Business Development Program	Non-Repayable	<input type="checkbox"/>	7,470,000	100.000%
Subtotal - Government Programs				7,470,000	100.000%
<u>Proponent Contribution</u>					
Subtotal - Proponent Contribution			Conf	\$0	
<u>Other Financing</u>					
Source		Type	Conf		Stacking
					000114

Subtotal - Other Financing	\$0	0.000%
TOTAL FINANCING	\$7,470,000	
Tax Credit Available	\$0	0.000%
Total Stacking		100.000%
MOU	0.00%	

COMMENTS ON FINANCING

• Details of Other Government Financing and in kind contributions

The Department of National Defense (DND) will form a full partnership with ACOA on project financing under a multi-year written agreement (DND approval on file - MOU amendment required to modify the Applicant/Organizer). Each entity has agreed to provide 50% financing towards the event for four (4) years (subject to Annual Reviews) beginning with the November 2010 event. The DND contribution will be exercised through a transfer of funds* to ACOA. DND acceptance Nov.15/10 and ACOA acceptance Nov.24/10 (MOU on file).

* The Department will reimburse the Agency annually through a vote transfer of funds via the Supplementary Estimates process (clause #14 in the MOU between DND/ACOA).

The Applicant (HISF) - All Partnership Funds raised are to be applied towards eligible costs in each year of the event.

Assistance will be adjusted based on fundraising levels (Partnership Funds).

Note:

The Applicant is requesting project costs of \$2,490,000 per year which amounts to \$7,470,000 in project costs over the three year period ending fiscal 2013/2014.

ACOA/DND funding will amount to \$2,490,000 per year or \$7,470,000 over three years. This amounts to \$1,245,000 per year from each federal department (reduced by Partnership Funds secured in each year of the event).

Annually:

\$1,245,000 ACOA
 \$1,245,000 DND

 \$2,490,000 Total Project per year

Multi-Year Project:

\$3,735,000 ACOA
 \$3,735,000 DND

 \$7,470,000 Total 3 Year Project

Client Name: Halifax International Security Forum

QA NUMBER: 199652

COSTS		ACOA		
	Total Cost	Eligible Cost	Rate of Assistance	ACOA Contribution
CAPITAL COSTS				
<u>Building and Major Renovations</u>				
Sub-total	0	0	0.00%	0
<u>Other Capital Costs</u>				
Sub-total	0	0	0.00%	0
OPERATING COSTS				
<u>Wages and Salaries</u>				
Sub-total	0	0	0.00%	0
<u>Other Operating Expenses</u>				
Other (operating)	7,470,000	7,470,000	100.000%	7,470,000
Sub-total	7,470,000	7,470,000	100.00%	7,470,000
Total Cost	\$7,470,000	\$7,470,000	100.00%	\$7,470,000
Eligible cost per Other Government Programs		0		
Total Eligible Costs for Stacking Purposes		\$7,470,000		

COMMENTS ON COSTS

Other (operating) = Personnel, Travel and Meetings, Professional Services, Production/Outreach, and Supplies and Communication (as outlined in the project budget).

The costs above (\$7.47 million) are for a multi-year project, eligible at a maximum of \$2.49 million per year and adjusted by the Agency according to annual project reviews.

Annual Project Costs:

\$425,000 Personnel (maximum of \$425K per year)

\$200,000 Airfare

\$50,000 Staff Travel

\$50,000 Ground transportation

\$175,000 Hotel costs

\$135,000 Catering

\$225,000 Conference space

\$535,000 Consulting

\$140,000 Technical services (computers, IT, Webmaster, etc)

\$425,000 Audio Visual and set design

\$40,000 Publications (Agenda, Participants' List, Program, etc)

\$25,000 Branding Materials

\$25,000 Translation

\$10,000 Photographer

\$30,000 Supplies and Communication

\$2,490,000 Total Project Expenses

Additional info:

1. Personnel Costs of \$425K includes salaries for Peter Van Praagh, Joe Hall, Dakota Korth, Jen Young.

2. Consulting Costs of \$535K includes fees for concept and production, event management and coordination \$250K; fees for strategic communications \$200K; Other consultants include: website and app designers, security expertise, and fundraising advice \$85K.

2011 project costs are considered reasonable based on the previous year's event. An audit has been performed on the 2009 and 2010 HF. Original invoices and proof of payment have been submitted for examination by the Agency.

See Special Conditions #2, 5, 9, 10, 11 and 15 for annual cost controls on the project.

Government Funding					
Dept Name	Program	Assistance Type	Conf	Contribution	Stacking
ACOA	Business Development Program	Non-Repayable	<input type="checkbox"/>	7,470,000	100.000%
Subtotal - Government Programs				\$7,470,000	100.000%
Proponent Contribution					
Subtotal - Proponent Contribution				Conf	\$0
Other Financing					
Source		Type	Conf		Stacking
					000116

Subtotal - Other Financing	\$0	0.000%
TOTAL FINANCING	\$7,470,000	
Tax Credit Available	\$0	0.000%
Total Stacking		100.000%
MOU		0.00%

COMMENTS ON FINANCING

• *Details of Other Government Financing and in kind contributions*

The Department of National Defense (DND) will form a full partnership with ACOA on project financing under a multi-year written agreement (DND approval on file - MOU amendment required to modify the Applicant/Organizer). Each entity has agreed to provide 50% financing towards the event for four (4) years (subject to Annual Reviews) beginning with the November 2010 event. The DND contribution will be exercised through a transfer of funds* to ACOA. DND acceptance Nov.15/10 and ACOA acceptance Nov.24/10 (MOU on file).

* The Department will reimburse the Agency annually through a vote transfer of funds via the Supplementary Estimates process (clause #14 in the MOU between DND/ACOA).

The Applicant (HISF) - All Partnership Funds raised are to be applied towards eligible costs in each year of the event.

Assistance will be adjusted based on fundraising levels (Partnership Funds).

Note:

The Applicant is requesting project costs of \$2,490,000 per year which amounts to \$7,470,000 in project costs over the three year period ending fiscal 2013/2014.

ACOA/DND funding will amount to \$2,490,000 per year or \$7,470,000 over three years. This amounts to \$1,245,000 per year from each federal department (reduced by Partnership Funds secured in each year of the event).

Annually:

\$1,245,000 ACOA
 \$1,245,000 DND

 \$2,490,000 Total Project per year

Multi-Year Project:

\$3,735,000 ACOA
 \$3,735,000 DND

 \$7,470,000 Total 3 Year Project

Client Name: Halifax International Security Forum

QA NUMBER: 199652

Annex E - PAA / Initiatives**PROGRAM ACTIVITY ARCHITECTURE (PAA):****STRATEGIC OUTCOME:** 1.0 - A competitive Atlantic Canadian economy**PRINCIPAL ACTIVITY:** 1.1 - Enterprise Development

DESCRIPTION: Notwithstanding recent overall economic progress, some significant challenges remain and great opportunities exist for development. One of the most telling indicators of this is that, in a number of sectors, productivity remains significantly lower than in leading countries and other regions of Canada. The Atlantic Canada Opportunities Agency (ACOA) will work in partnership with Atlantic Canadian enterprises, stakeholders, industry and institutions to improve the growth and productivity of Atlantic Canada's economy, leading to increased competitiveness, earned incomes and job creation. ACOA works to improve the region's capacity for economic growth through a variety of strategically focused mechanisms, which includes: assisting enterprises, particularly small and medium-sized ones, to help them start, expand or modernize their businesses, and establish and expand export activities; partnering with universities and other institutions to increase the region's research and development capacity, commercialization and productivity; and promoting and participating in the region's transition to the knowledge economy.

PROGRAM SUB ACTIVITY (PRINCIPAL): 1.1.3 - International Business Development

DESCRIPTION: Canada's Global Commerce Strategy identifies global value chains and new economic forces as offering opportunities, but also presenting competition for Canada. To strengthen the country's position in international markets, it prescribes to take advantage of emerging global opportunities, and to strengthen Canada's image internationally as a preferred business partner and premier investment destination. Consistent with this strategy, ACOA's International Business Development (IBD) sub-activity pursues international opportunities with a view to increasing the number of exporters and the volume of export sales, to attract foreign direct investment, and to commercialize technology. Further, IBD aims to project an image of Atlantic Canada as a source of energy, a centre of innovation, a skilled labor pool, a reliable supplier of quality products at competitive prices, and the gateway to the North American market. An important role of IBD is to coordinate the efforts of Atlantic Canadian organizations active in trade, investment and international commercialization. This sub-activity is supported by the International Business Development Agreement (IBDA) and the Business Development Program (BDP).

PROGRAM SUB ACTIVITY: 1.3.3 - Coordination

DESCRIPTION: The Agency is mandated by its legislation to [co ordinate] policies and programs of the Government of Canada in relation to opportunities for economic development of Atlantic Canada. ACOA's co ordination function engages a range of economic partners to address the economic priorities of the Atlantic region through a coherent and collaborative approach to development, including federal-provincial initiatives, roundtables, and expert panels. The Agency also co-ordinates with other federal departments in regards to regional development efforts, including the Federal Regional Councils.

PROGRAM SUB ACTIVITY: 1.3.2 - Advocacy

DESCRIPTION: Federal decision makers must understand and consider Atlantic Canada's interests, and regional stakeholders must remain well informed of federal government actions and opportunities that are relevant to the economic interests of the region. ACOA's advocacy activities such as sectoral and horizontal issues capacity building and agenda management, aim to advance the region's interests in national policy and program development, and to pursue regional industrial benefits from public sector procurement, particularly major Crown projects, to improve the position of Atlantic industries.



Atlantic Canada
Opportunities
Agency

Agence de
promotion économique
du Canada atlantique

AGENCY COPY

NOV 17 2011

Project No.: 199652
Amendment #1

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B3J 3C8

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Halifax International Security Forum
1717 Rhode Island Avenue NW
Suite 610
Washington, DC
20036

Attention: Mr. Peter Van Praagh

Dear Mr. Van Praagh:

Re: Amendment Approval under the Business Development Program

The Atlantic Canada Opportunities Agency ("the Agency") hereby agrees to the following amendment:

Delete clause 4.4 and replace with the following:

4.4 Direct labour (personnel) costs shall be eligible up to a maximum of \$425,000 per year.

All other terms and conditions of our Letter of Offer dated July 29, 2011, and accepted by you on August 4, 2011, remain unchanged.

This amendment will become effective upon receipt of your written acceptance, **no later than thirty (30) days** from the date appearing on this letter. **Please sign and date one copy of this amendment letter and return it to the above address.**

Canada

If you have any questions pertaining to our procedures and requirements, please contact Martin Braganza, the officer assigned to your project, at (800) 565-1228, (902) 426-9108 or via e-mail at martin.braganza@acoa-apeca.gc.ca.

Yours truly,

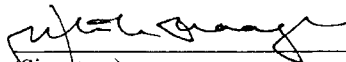


Jeff Mullen
Director, Enterprise Development

The foregoing offer is hereby accepted this _____ day of _____, 20__.

Halifax International Security Forum
(Project No: 199652)

Per:



(Signature)

President.

(Title)

(Corporate Seal)

Per:

(Signature)

(Title)

Joanne Beaver

From: Martin Braganza
Sent: Wednesday, November 02, 2011 1:28 PM
To: Joanne Beaver
Subject: FW: October Request for Payment
Attachments: HHSF October Request for Payment.pdf; HHSF October GL.pdf

New claim.

From: Dakota Korth [<mailto:dakota@halifaxtheforum.org>]
Sent: Tuesday, November 01, 2011 6:18 PM
To: Martin Braganza
Cc: Peter Van Praagh; Joseph Hall
Subject: October Request for Payment

Hi Martin,
Please find the Request for Payment and the accompanying GL for October, as we discussed last week. Let me know if there is anything else you need associated with that request. In addition, I will work to get a signed copy of the letter amending our contract to you tomorrow morning. Thanks again for all your help.

-Dakota

Dakota Korth
Halifax International Security Forum

1717 Rhode Island Ave NW, Suite 610
Washington DC 20036

email: dakota@halifaxtheforum.org
phone: +1 202 499 5970
mobile: +1 202
fax: +1 202 499 6980

s.19(1)

Jay George

From: Dakota Korth [dakota@halifaxtheforum.org]
Sent: Monday, November 14, 2011 5:36 PM
To: Martin Braganza
Cc: Jay George
Subject: Re: ACOA Claim

Thanks for this Martin. Is there a good time to give you a call tomorrow?

Dakota Korth
Halifax International Security Forum

1717 Rhode Island Ave NW, Suite 610
Washington DC 20036

email: dakota@halifaxtheforum.org
phone: +1 202 499 5970
mobile: +1 202 s.19(1)
fax: +1 202 499 6980

On Nov 14, 2011, at 5:01 PM, Martin Braganza wrote:

Hi Dakota,

Further to my voicemail. I think our best option here is to hold onto your current claim until you have more costs to submit.

Once the Forum is complete (Nov.20ish) you should send us the GL report for the entire event (aggregate costs). By doing so, we can reconcile our numbers.

If you want to make another claim at Nov.30, you should send us the aggregate costs again and the Payments Unit will make the adjustments for costs already approved vs new costs.

I think this method will get you the most \$\$ in the shortest amount of time. From the look of it, after the last claim was approved it took about 10 – 11 days to get to your door. If we can get a GL in-house by Nov.20 you could see a payment as soon as Nov.30.

Martin Braganza
Account Manager, Enterprise Development
Atlantic Canada Opportunities Agency
Phone: (902) 426-9108
Toll Free: (800) 565-1228
Fax: (902) 426-2054
Email: martin.braganza@acoa-apeca.gc.ca

<image001.gif>

From: Jay George
Sent: Monday, November 14, 2011 3:00 PM
To: 'dakota@halifaxtheforum.org'
Cc: Martin Braganza
Subject: ACOA Claim

Hi Dakota,

I'm reviewing the latest claim you have submitted for reimbursement and I need your assistance in determining how you arrived at the total of \$637,552.96. It would appear that some of the opening balances in October did not match with the closing balances on the September GL, so I think I'm missing some September details? If all of the expenses are eligible, it would not produce a payment, it would reduce the outstanding advance by \$637,552.96, thus leaving a balance of \$607,447.04 remaining to substantiate. If you are able to send me the GL details for Sept – Oct with an asterisk by the amounts you are claiming, it would be a great help. Also, the amounts paid to suppliers on the certification portion of the claim was incomplete, so I will need confirmation of this as well.

If you have any question, please don't hesitate to call me directly @902-426-9128.

Thanks,

Jay

Jay George
Payments & Compliance Officer
Atlantic Canada Opportunities Agency/Agence de Promotion Economique du Canada Atlantique
Nova Scotia Regional Office
Suite 700, 1801 Hollis Street
Halifax, NS B3J 3N4
Telephone (902) 426-9128
Facsimile (902) 426-2054
Government of Canada/Gouvernement du Canada
Jay.George@acoa-apeca.gc.ca

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Thank you.

**

L'information contenue dans ce courriel peut être de nature confidentielle et elle est destinée à une personne précise dans un but précis. L'information est privée et protégée par la loi. Si vous n'êtes pas le destinataire du message, vous êtes, par la présente, avisé que toute divulgation, reproduction, distribution ou action prise en s'appuyant sur cette information sont strictement interdites. Si vous avez reçu ce message par erreur, veuillez en informer l'expéditeur sur-le-champ, par téléphone ou par courriel.

Merci.

Jay George

From: Martin Braganza
Sent: Monday, November 14, 2011 10:01 AM
To: Jay George
Subject: FW: Updated Figures
Attachments: 11.7.8 2011 Westin Contract.doc

Hi Jay,

See email and hotel contract attached. The hotel alone is \$402K. Not sure if they already claimed the deposit or not.

Are there any other costs we can use to substantiate the advance? I will be speaking with Dakota later today.

Martin Braganza
Account Manager, Enterprise Development
Atlantic Canada Opportunities Agency
Phone: (902) 426-9108
Toll Free: (800) 565-1228
Fax: (902) 426-2054
Email: martin.braganza@acoa-apeca.gc.ca

-----Original Message-----

From: Dakota Korth [<mailto:dakota@halifaxtheforum.org>]
Sent: Sunday, November 13, 2011 9:00 PM
To: Martin Braganza
Subject: Updated Figures

Hi Martin,

I'm here in Halifax as of today, and appreciate you guys arranging the nice weather. I am really hoping it holds out through the weekend.

In looking through my numbers, I came up with a bunch of figures that should help facilitate the next check, and perhaps it would be best for us to touch base again by phone tomorrow or Tuesday if either work for you (or I can meet you in town). Some of my numbers will not match yours exactly because of CAD/USD conversion rates.

Basically, here's where we are now:

Received to date: \$1,775,000
Expensed to date: \$1,038,000
ACOA funding on hand: \$597,570

Our upcoming expenses that will need to be paid this month are as follows:

Westin Nova Scotian (contract attached):

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Production company, no contract attached - verbal agreement consistent with years one and two to manage complete audio/video and production needs of HISF with a cap of \$425,000 (to be billed upon completion of conference).

Hattaway Communications:
November consultation charges - \$30,000

Airfare:
Approx. \$100,000 already paid on credit card

Personnel:
\$50,000 in November (salary, taxes, benefits)

Ground Transportation:
\$50,000 to be paid during conference

Catering:
\$135,000 to be paid throughout conference (\$40,000 already to I)

Production consultants:
\$45,000

TOTAL Request: \$1,212,741
Minus \$597,570 ACOA funding on hand = \$615,171 REQUEST

I'm away from all my files, so some of the numbers are rounded off, and I can't send a couple of the contracts b/c I only have them in hard copy in the office. Let's touch base and see what of this is helpful to you, what else we need to do, and how we can move forward.
Thanks, Martin.

-Dakota

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Dakota Korth
Halifax International Security Forum
1717 Rhode Island Ave NW, Suite 610
Washington DC 20036

email: dakota@halifaxtheforum.org
phone: +1 202 499 5970
mobile: +1 202

Jay George

From: Martin Braganza
Sent: November 29, 2011 11:17 AM
To: Jay George
Subject: FW: Final numbers
Attachments: 11-17-11 Halifax International Security Forum.pdf

FYI

From: Martin Braganza
Sent: Tuesday, November 29, 2011 11:15 AM
To: 'Dakota Korth'
Subject: RE: Final numbers

Hi Dakota,

I'll run the numbers by the Payments Unit. Just send along those invoices when you have them as I know Payments will want them. I think they are looking for aggregate costs as well. By submitting, they will reconcile the numbers and get you exactly what is owed for the event.

I'll also let them know you have a Canadian bank account for a funds transfer. Details to follow. I think Dec.17 is easily doable, as long as you get me those aggregate costs by Monday, Dec.5th.

Thanks,

Martin Braganza
Account Manager, Enterprise Development
Atlantic Canada Opportunities Agency
Phone: (902) 426-9108
Toll Free: (800) 565-1228
Fax: (902) 426-2054
Email: martin.braganza@acoa-apeca.gc.ca



Atlantic Canada
Opportunities
Agency

Agence de
promotion économique
du Canada atlantique

From: Dakota Korth [<mailto:dakota@halifaxtheforum.org>]
Sent: Monday, November 28, 2011 4:26 PM
To: Martin Braganza
Subject: Fwd: Final numbers

Hi Martin,

Attached below is an update from our production folks in Halifax. I should be getting a draft invoice tomorrow or Wednesday, but this gives you a number to work with. I am also attaching the summary page from the hotel, which comes in at

would really love to get filled before we pack it in on the 17th of December. Sound doable?

We also now have a CAD account with TD in Canada, so before the next payment gets processed, let's make sure it goes as a transfer. Thanks!

1

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Cheers,
Dakota

Dakota Korth
Halifax International Security Forum

1717 Rhode Island Ave NW, Suite 610
Washington DC 20036

email: dakota@halifaxtheforum.org
phone: +1 202 499 5970
mobile: +1 202
fax: +1 202 499 6980

s.19(1)

Begin forwarded message:

s.20(1)(d)

From:
Subject: Final numbers
Date: November 25, 2011 1:58:35 PM EST
To: "dakota@halifaxtheforum.org" <dakota@halifaxtheforum.org>

Hi Dakota,

I have finally received all the finals from my subcontractors and am working on your numbers. I am currently at \$443,000 and am working to bring it down. There were a few bills that came in higher in their final form, and a few items that were added late and not included in the numbers I gave you.

I should have finals for you on Monday. I am thinking it is going to end up around \$437,000 to \$438,000 range. I will detail the cost overruns with the final documentation.

Thoughts?

Jay George

From: Martin Braganza
Sent: December 5, 2011 11:12 AM
To: Jay George
Cc: Joanne Beaver
Subject: FW: Final numbers
Attachments: CAD Account.pdf; CAD Invoices.pdf; Direct Deposit.pdf; Report_from_Halifax_International_Security_Forum.pdf; xls

Jay – Can you have a look at the info Dakota sent and let me know what you think.

Joanne – PAD form included.

From: Dakota Korth [mailto:dakota@halifaxtheforum.org]
Sent: Friday, December 02, 2011 6:11 PM
To: Martin Braganza
Subject: Re: Final numbers

Hi Martin,

I'm attaching a handful of files for you and the Payments folks. Let's connect on Monday to make sure we're all on the same page. Attached are:

- CAD Account info from the bank
- Direct deposit form (still waiting to get the bank to sign their part of the form)
- a PDF file of \$205,857 CAD of invoices. These are not included in the GL because I am going to pay them directly from the CAD account, but they do represent billed expenses
- Our GL
- the production bill from (the excel spreadsheet I had sent before)

Hopefully, that will collectively get us able to free up the approx \$700k left in the 2.49M for this year! Thanks, Martin, and have a great weekend.
-Dakota

Dakota Korth s.19(1)
Halifax International Security Forum

1717 Rhode Island Ave NW, Suite 610 s.20(1)(d)
Washington DC 20036

email: dakota@halifaxtheforum.org
phone: +1 202 499 5970
mobile: +1 202
fax: +1 202 499 6980

On Dec 2, 2011, at 12:37 PM, Martin Braganza wrote:

I just spoke to the our Payments folks regarding below message.

Send in the GL up to whatever period you like. If you send in all costs from the start to Nov.30 you will get the most funding right now. They can add the hotel detail that you sent earlier. If you can get the draft invoice from the Production folks they can probably add that as well. If there are any other large invoices, send in too. This will all get reconciled when you submit subsequent GL reports (aggregate costs) and your final claim.

Good news about the CAD account.

From: Dakota Korth [mailto:dakota@halifaxtheforum.org]
Sent: Tuesday, November 29, 2011 12:38 PM
To: Martin Braganza
Subject: Re: RE: RE: Final numbers

Monday would be a best case scenario for me to get all our payments into our books! I will get everything I can in by Friday and then send you the GL plus any other outstanding invoices. Again, I'm still on a cash basis accounting system, so the hotel and production won't be on yet. Thanks, Martin!

On Nov 29, 2011 11:28 AM, "Martin Braganza" <Martin.Braganza@acoa-apeca.gc.ca> wrote:

If you can print off the entire GL report and send to us, our Payments Unit would jump for joy. They will basically override all previous claims with the new amounts...any excess turns into your payment, plus we add your December advance, as long as it's within the contract max. If you want to wait until tomorrow (Nov.30) it's ok. Most importantly, if we can get as much in to us by Dec.5th I'm positive we can get you a payment well ahead of Dec.17.

From: Dakota Korth [mailto:dakota@halifaxtheforum.org]
Sent: Tuesday, November 29, 2011 12:25 PM
To: Martin Braganza
Subject: Re: RE: Final numbers

quick question: what's the best format for the aggregate costs?

On Nov 29, 2011 10:15 AM, "Martin Braganza" <Martin.Braganza@acoa-apeca.gc.ca> wrote:

Hi Dakota,

I'll run the numbers by the Payments Unit. Just send along those invoices when you have them as I know Payments will want them. I think they are looking for aggregate costs as well. By submitting, they will reconcile the numbers and get you exactly what is owed for the event.

I'll also let them know you have a Canadian bank account for a funds transfer. Details to follow. I think Dec.17 is easily doable, as long as you get me those aggregate costs by Monday, Dec.5th.

Thanks,

Martin Braganza
Account Manager, Enterprise Development
Atlantic Canada Opportunities Agency
Phone: (902) 426-9108
Toll Free: (800) 565-1228
Fax: (902) 426-2054
Email: martin.braganza@acoa-apeca.gc.ca



CLAIM FOR AN ADVANCE PAYMENT

Applicant Name: <i>Haltax International Security Forum</i>	Project No: <i>199652</i>	Claim No: _____
Address: <i>1717 Rhode Island Ave. N.W., Suite 610 Washington DC 20036 454</i>	Contact Name: <i>Peter Van Praagh</i>	
	Telephone No.: <i>+1</i> Fax No: _____	
Is this a new address? <input checked="" type="radio"/> Yes <input type="radio"/> No		

PLEASE REFER TO THE INSTRUCTIONS IN APPENDIX 1.

Forecasted Cash Requirements

Period Covered From *Nov. 1, 2011* To *Jan. 31, 2012* (Maximum 3 Months)

Description of Eligible Cost Item	Supplier	Month			Total Amount
		<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	
<i>Professional Fees</i>	<i>Various</i>	<i>180,000</i>	<i>87,000</i>	<i>0</i>	<i>267,000</i>
<i>Travel + Meetings</i>		<i>538,000</i>	<i>10,000</i>	<i>10,000</i>	<i>558,000</i>
<i>Production</i>		<i>425,000</i>	<i>0</i>	<i>0</i>	<i>425,000</i>
<i>Publications - Outreach</i>		<i>20,000</i>	<i>6,000</i>	<i>0</i>	<i>26,000</i>
<i>Supplies + Communications</i>		<i>6,000</i>	<i>0</i>	<i>0</i>	<i>6,000</i>
<i>Personnel</i>		<i>60,000</i>	<i>45,000</i>	<i>35,000</i>	<i>140,000</i>
TOTALS		<i>1,229,000</i>	<i>148,000</i>	<i>45,000</i>	<i>1,422,000</i>

I hereby certify that the above noted costs are eligible costs of the project, and that the forecasted amounts and payment dates are accurate and complete. I confirm that the requested funds are required to enable the project to be satisfactorily completed and I agree that any contribution provided as a result of this claim will be applied directly and only to the eligible costs of the project.

s.19(1)

s.20(1)(d)

Peter Van Praagh 10/19/11
Authorized Signing Authority Date



APPLICANT'S REQUEST FOR PAYMENT

Applicant Name: <i>Halifax International Security Forum</i>		Project No: <i>199652</i>		Claim No:																
Address:		Period Covered: From: <i>October 1, 2011</i> To: <i>October 31, 2011</i>																		
Is this a new address? Yes <input type="checkbox"/> No <input type="checkbox"/>		Final Request: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																		
Do you have a HST/GST Registration Number? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, a Final Payment Certificate must be attached.																		
Number:		Contact Name: <i>Pete Van Praagh</i>																		
		Telephone No: <i>+1 202 688 2470</i>																		
		Fax No:																		
PLEASE REFER TO INSTRUCTIONS IN APPENDIX 3.																				
Description of Costs	Name of Supplier	Invoice number	Invoice Date	Invoice Amt HST/GST included	HST/GST included in invoice															
				\$	\$															
<i>See Attached</i>																				
Total invoice amount of this page				\$																
Total carried forward from other pages				\$																
Total invoice amount				\$																
Less the Total HST/GST included in the Invoices.				\$																
Total Costs Claimed				\$	<i>637,552.96</i>															
<p>CERTIFICATION (to be signed on final page)</p> <p>I hereby certify to the following:</p> <table border="0"> <tr> <td>a) <input checked="" type="checkbox"/></td> <td>No</td> <td>that the assets claimed above are on site: (if no, please explain)</td> </tr> <tr> <td>b) <input checked="" type="checkbox"/></td> <td>No</td> <td>that the above noted costs have been incurred and are eligible costs of the project.</td> </tr> <tr> <td>c) <input checked="" type="checkbox"/></td> <td>No</td> <td>that all the requested information is accurate and complete</td> </tr> <tr> <td>d) <input checked="" type="checkbox"/></td> <td>No</td> <td>that the project is in compliance with all special and general conditions of the contract</td> </tr> <tr> <td>e) <input checked="" type="checkbox"/></td> <td>No</td> <td>that any contribution provided as a result of this claim will be applied directly and only to eligible project costs.</td> </tr> </table> <p>I hereby certify that \$ _____ has been paid to suppliers in respect of claimed eligible project costs, including this and all previous claims.</p> <p>Authorized Signing Authority: <i>[Signature]</i> Date: <i>November 1, 2011</i></p>						a) <input checked="" type="checkbox"/>	No	that the assets claimed above are on site: (if no, please explain)	b) <input checked="" type="checkbox"/>	No	that the above noted costs have been incurred and are eligible costs of the project.	c) <input checked="" type="checkbox"/>	No	that all the requested information is accurate and complete	d) <input checked="" type="checkbox"/>	No	that the project is in compliance with all special and general conditions of the contract	e) <input checked="" type="checkbox"/>	No	that any contribution provided as a result of this claim will be applied directly and only to eligible project costs.
a) <input checked="" type="checkbox"/>	No	that the assets claimed above are on site: (if no, please explain)																		
b) <input checked="" type="checkbox"/>	No	that the above noted costs have been incurred and are eligible costs of the project.																		
c) <input checked="" type="checkbox"/>	No	that all the requested information is accurate and complete																		
d) <input checked="" type="checkbox"/>	No	that the project is in compliance with all special and general conditions of the contract																		
e) <input checked="" type="checkbox"/>	No	that any contribution provided as a result of this claim will be applied directly and only to eligible project costs.																		