

South Asia Regional Infrastructure Connectivity - Training & Networking Services (SARIC-TNS)

ACCEPTANCE OF OFFER

I accept the Department of Foreign Affairs and Trade (DFAT)'s offer of a place on a training, managed by Palladium. I understand that my acceptance of the offer commits me to contributing through my work to the development of my country after I complete the training under SARIC.

Apart from the full training fees, economy air fare, local travel (related to training) and accommodation, other inclusions are as below:

1. Health insurance coverage during SARIC training
2. Any other inclusion as outlined in the Pre-Departure Briefing guide shared by the respective University/Training Partner
3. Per diem of up to 100 AUD to be provided to each participant on a pro rata basis (subject to meals provided during training) for daily expense, as stated in the annexure

In accepting the offer, I agree:

1. to participate in the training as outlined in the above table and to return to my workplace on conclusion of the Short Course
2. to act in a manner in my home country and in the host country (if different) that will not bring disrepute to myself, my family, my country or DFAT
3. to obey the laws of the host country
4. to satisfy all visa requirements determined by the Government of the host country and to abide by the conditions of my visa
5. to cooperate with the collection of information required for training participants and to provide the Palladium office with my contact details
6. that I understand that the release of personal information is governed by the Privacy Act 1988 (Cth).<https://www.oaic.gov.au/privacy/the-privacy-act>
7. to my personal information and that of my family members and dependants, including sensitive information as defined in the Privacy Act 1988, being collected, used and disclosed in accordance with the Privacy Notice - SARIC Training, as updated from time to time (attached at Schedule 1)
8. that I authorise DFAT or its appointed managing contractor to access and/or obtain information about my participation in the SARIC Short Course to brief relevant Australian officials, Ministers and Members of Parliament
9. that I am responsible for all costs not covered by the SARIC Short Course inclusions that I incur during the Short Course period
10. to repay all SARIC training inclusions I receive, as a debt due and owing to the Commonwealth of Australia if I do not return to my home country on conclusion of the Short Course; or if I fail to attend the Short Course as planned on schedule
11. that while in Australia I will participate fully in all Short Course activities organised for participants by the Course Provider and/ or DFAT.
12. I understand the demands of the Short Course mean that requests for overstaying the Short Course duration or family members to accompany me to Australia cannot be granted. I will accept the travel arrangements offered by DFAT or its managing contractor which will be in line with program policies
13. that I have read and understood DFAT's Child Protection and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policies and agree to comply with both policies

for the duration of this SARIC training; and that I have read and signed the DFAT Child Protection and PSEAH Code of Conduct attached at Schedule 2

14. that I consent to my photograph being taken for program purposes and for being used on social media platforms by Palladium, DFAT and the program partners. If I have any objection to my photograph being taken or used, I will write to the Palladium team informing the same.
15. that I acknowledge that this offer is contingent on the granting of a visa from the Department of Home Affairs (in the case of an in-Australia training); and
16. that DFAT may terminate my Short Course at any time if:
 1. I fail to attend the activity as specified;
 2. I fail to undertake the Short Course in a way that DFAT considers to be satisfactory;
 3. I fail to comply with the laws of the host country
 4. DFAT becomes aware of any behaviour or illegal activity by me prior to the offer of the Short Course that was not disclosed at the time of my application and which, in DFAT's opinion, would have resulted in my application being rejected had it been disclosed;
 5. DFAT becomes aware of any action prior to me being mobilised to the host country or, while I am in the host country which, in its opinion, is contrary to the intent of the Short Course including, without limitation, any action that would indicate that I may breach the return home rule, such as applying to change my visa status in the host country.

SCHEDULE 1 - SARIC TNS notice on information collection on behalf of DFAT PRIVACY NOTICE

SARIC TNS

Palladium is the managing contractor for the South Asia Regional Infrastructure Connectivity - Training and Networking Services (SARIC TNS) funded by the Australian Government that aims to contribute to the long-term development needs of Australia's partner countries, in line with global, bilateral and regional development goals and priorities

What types of personal information are collected?

Below are examples of the personal information DFAT may collect:

1. Letters of offer and acceptance documentation
2. Personal details, for example gender, date of birth, country of origin, identification numbers, etc.
3. Prior academic qualifications (transcripts and history)
4. Current and previous employer details
5. Professional memberships or associations
6. Criminal history
7. Personal passport information
8. Visa information
9. Banking information to pay entitlements
10. Residential and mailing addresses in home country and while studying in Australia
11. English test scores (IELTS, etc.), if required
12. Contact details, including telephone numbers and email addresses
13. Medical assessments, if required
14. Disability assessments and supporting documentation
15. Personal details of accompanying dependants (or Carers), including all of the above as required
16. Other information related to your SARIC Short Course

Why is your personal information collected?

The purpose of collecting this information is for the management, promotion and evaluation of the SARIC TNS. Information is also collected to ensure DFAT upholds its obligations while you are participating in the SARIC TNS program.

This information may also be used to contact you after the completion of your SARIC Short Course by DFAT or a contracted service provider of DFAT, to follow up on your experiences and achievements and how SARIC may have contributed to this.

When we collect your personal information from others

If we need to collect information from a third party, e.g. a medical practitioner, we will first obtain your consent

What happens if we do not collect your personal information?

If DFAT does not or is unable to collect personal information from you we may not be in a position to consider your application for SARIC TNS, provide you with relevant access, or provide guidance regarding conditions relevant to the trainings and networking opportunities.

Who will your personal information be disclosed to?

DFAT may disclose your personal information to third parties, for the purpose of managing, promoting or evaluating the SARIC program. For example, your personal information may be disclosed by DFAT to, the following parties:

1. the Australian Taxation Office
2. the Australian Public Service Commission
3. Higher Education Institutions (for example, Student Contact Officers)
4. other Commonwealth agencies
5. your nominated representatives, authorised agent or embassy or High Commission in Australia
6. agents, contractors or service providers engaged by DFAT to carry out or assist its functions and activities
7. medical professionals (in the case of a Welfare incident).

You also consent to DFAT disclosing your personal information to overseas recipients, that is, individuals or entities who are not in Australia. You acknowledge that you understand DFAT will not take any steps to ensure that an overseas recipient does not breach an Australian Privacy Principle under the Privacy Act 1988.

How do you access and/or correct your personal information?

If you wish to correct your personal information, please contact the relevant organisation as detailed below:

1. Short Courses - the DFAT managing contractor or Embassy/High Commission.

Under the Privacy Act (Australian Privacy Principles 12 and 13) you have the right to ask for access to personal information that we hold about you. You are also able to ask that we correct that personal information. You can ask for access or correction by contacting us, as set out in **DFAs Privacy Policy**.

How to find out more about our privacy practices?

Our Privacy Policy describes how we protect and manage personal information, including sensitive

information, consistent with our obligations under the Privacy Act. Our Privacy Policy also contains information on how you may complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. DFAT's Privacy Policy is available at: <https://www.dfat.gov.au/about-us/corporate/privacy/Pages/privacy>.

SCHEDULE 2 - DFAT's Child Protection and PSEAH Code of Conduct

I acknowledge that I have read and understand [DFAT's Child Protection Policy January 2018](#), and [DFAT's Preventing Sexual Exploitation, Abuse and Harassment Policy, April 2019](#) and agree that for the duration of the Short Course:

I must

1. abide by the policies
2. comply with all relevant Australian laws relating to the prevention of sexual exploitation, abuse and harassment, and child protection
3. treat all people including children with respect
4. not sexually exploit, abuse or harass a child or adult
5. not engage in or solicit transactional sex (i.e. giving money, gifts or other services in exchange for sexual favours) or procure sex for others or use a third party to do so
6. not use my position of trust and authority to request any service or sexual favour from beneficiaries of the program, adults, children or others in the communities in which the program works, in return for protection or assistance, or coerce a person to engage in sexual intercourse or any sexual activity
7. not withhold or threaten to withhold money, food, employment, goods, services or assistance from beneficiaries of the program, adults, children or others in the communities in which the program works in order to procure sex or sexual favours
8. immediately report to DFAT any concerns, suspicions or allegations of sexual exploitation, abuse and harassment or child abuse or exploitation; or any breach of relevant policies
9. not use language or behaviour towards other people, including children, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
10. note that it is prohibited in Australia to engage children under the age of 18[1] in any form of sexual intercourse[2] or sexual activity[3], including paying for sexual services
11. wherever possible, ensure that another adult is present when working near children
12. not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger (this is not intended to interfere with normal family interactions).
13. not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained and that another adult is present where possible (noting that this does not apply to an individual's own children)
14. never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass people, including children, or to access or share any sort of exploitation material through any medium
15. not use physical punishment on children
16. not use physical punishment on children
17. not hire children for domestic or other labour: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; which places them at significant risk of injury; or which contravenes local labour laws in relation to child labour
 1. Where the child is 16 years or older and the other party is not more than 2 years older; and it can be established that the child consented to the relationship, an exception can be recorded.
 2. As defined under the Criminal Code Act 1995

3. As defined under the Criminal Code Act 1995
18. immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during the term of the Scholarship or Short Course
19. be aware of behaviour, and avoid actions or behaviours, that could be perceived by others as sexual exploitation, abuse and harassment, or child exploitation and abuse.

SCHEDULE 3 - SARIC TNS guidelines on travel

1. Class of travel: Economy, with upgrades permitted at participant's (or Ministry/organisation's) expense; reasonable adjustments to be made for people with disability.
2. Dependant family members: babies can accompany participants who are nursing mothers, at the Program's expense.
3. Participants will arrange their own Visa and travel insurance. Reimbursement for Visa and travel insurance (if required) will be provided
4. Reimbursement for Biometric and Visa Fees: The charges incurred for biometric and visa fees will be reimbursed as per actuals against valid proof of payment. This does not include any facilitation/convenience charges.

ANNEXURE

1. **Participant stipend:** Per diem (of not more than 100 AUD per day) will be provided to participants for daily expense in the country of training during training apart from accommodation. Per diem is expected to cover meals not provided by the Selected Tenderer, incidentals, phone calls, personal travel, etc. No additional allowances will be provided. Per diems are paid in advance weekly by the Selected Tenderer. This would depend on whether some meals are already provided (e.g., breakfast by the accommodation provider or lunch at the training venue). When meals are provided as a part of the course an adjustment from the standard rate will be made, according to the following:
 1. Breakfast: Deduct 21% from the allowance
 2. Lunch: Deduct 23% from the allowance
 3. Dinner: Deduct 39% from the allowance