

EaPCONNECT CONSORTIUM AGREEMENT

DATE: 2015

PARTIES:

- (1) **GEANT Limited**, a company registered in England and Wales under number 02806796 whose registered office is at City House, 126 – 130 Hills Road, Cambridge, CB2 1PQ, United Kingdom (“**GEANT**”);
 - (2) **Georgian Research and Educational Networking Association (GRENA)** of 10 Chovelidze Street, 0108, Tblisi, Georgia;
 - (3) **Research and Educational Networking Association of Moldova (RENAM)** of 168 Stefan cel Mare Street, Office 314, Chisinau, Republic of Moldova;
 - (4) **United Institute of Informatics Problems of National Academy of Sciences of Belarus (UIIP NASB / BASNET)** of 6 Surganova St, 220012, Minsk , Belarus;
 - (5) **Association of Users of Ukrainian Research and Academic Network (URAN)** of 37 Peremogy Avenue, Building 2, Kiev, Ukraine;
 - (6) **Institute for Informatics and Automation Problems of the National Academy of Sciences of the Republic of Armenia (IIAP NAS RA)**, of 1 P. Sevak Street, 0014, Yerevan, Armenia; and
 - (7) **Institute of Information Technology of Azerbaijan National Academy of Sciences (IIT of ANAS)** of 9, B. Vahabzade Street, AZ1141, Baku, Azerbaijan,
- (together the “**NRENS**”).

BACKGROUND

- (A) The Parties are parties to the Grant Contract (as defined below), the purpose of which is to finance the implementation of the Action (as defined below). The primary aim of the Action is to provide access to a high-speed, highly reliable network for research and education activities between the EaP region and Europe.
- (B) GEANT is the Coordinator of the Action and the NRENS are the six EaP NRENS taking part in the Action as Co-Beneficiaries. The Commission is contributing up to €13,000,000 to the Action and the NRENS are between them co-funding up to €684,211.
- (C) This Agreement sets out the terms and conditions on which the NRENS agree to participate in the Action and GEANT agrees to provide the Service (as defined below) to the NRENS.

1. DEFINITIONS

1.1 In this Agreement the following expressions have the following meanings:

- | | |
|------------------|--|
| “Action” | means the action entitled EaPConnect described in Annex I of the Grant Contract; |
| “Co-Beneficiary” | has the meaning given in the Grant Contract; |

"Commission"	means the European Commission
"Commencement Date"	means 1 July 2015, the implementation date of the Action;
"Co-Funding"	means the co-funding contribution of the NRENs towards the Action, of an aggregate amount of up to €684,211;
"Cost-Sharing Model"	means the cost-sharing model, applying between 1 October and 30 September of each year of the Action, and updated annually, under which the Co-Beneficiaries will contribute to the Co-Funding, to be agreed in writing between, and signed by, all the Co-Beneficiaries and GEANT;
"Effective Date"	means the date of this Agreement as set out above;
"Grant Contract"	means Grant Contract ENI/2015/356-353, dated 11 June 2015, between the Commission, GEANT, GEANT Vereniging, the NRENs, and Verein Zur Förderung Eines Deutschen Forschungsnetzes DFN Verein E.V.;
"Intellectual Property Rights"	means all industrial and intellectual property rights subsisting in any part of the world including: patents; trade and service marks; trade names; registered designs; design rights, copyright and rights in the nature of copyright; database right; and know-how (including inventions, improvements, discoveries, designs, techniques, computer programs and other processes and information);
"Parties"	means GEANT and the NRENs, subject to clause 2.2;
"Ready for Service Date"	means the date stated on the Service Confirmation Form;
"Service"	means the service described in Schedule I and all documentation and other technical information relating to that service as GEANT makes available from time to time, and any other items as agreed between the Parties from time to time;
"Subscription"	means the payment for the Service as set out in the Service Confirmation Form and as further provided in Schedule II to this Agreement, which is included in the Co-Funding.

1.2 Other expressions used in this Agreement have the meanings given in the Grant Contract, except where the context requires otherwise.

2. DURATION AND BINDING EFFECT

- 2.1 This Agreement takes effect on the Effective Date and (subject to earlier termination under Article 10) will continue for the term of the Grant Contract.
- 2.2 This Agreement shall take effect between GEANT and those of the NRENs that have signed this Agreement on or before the Effective Date provided that at least three NRENs have done so, and GEANT and those NRENs who have done so will then become the Parties. An NREN which has not signed this Agreement on or before the Effective Date may, with GEANT's agreement, subsequently become a Party by signing this Agreement. GEANT's agreement will be indicated by GEANT's countersigning the relevant signature page.

3. PARTICIPATION IN THE ACTION

- 3.1 The NRENs each undertake to take part in the efficient implementation of the Action, and to cooperate, perform and fulfil, promptly and on time, all of their obligations as a Co-Beneficiary under the Grant Contract.
- 3.2 Where required by GEANT each of the NRENs shall ensure that appropriately qualified representatives take part in all meetings of the EaP Executive Committee, of all Working Groups established for the Action of which it is a member and all other bodies established for governance of the Action. The NRENs may take part in such meetings in person or by teleconference or videoconference.
- 3.3 The parties will engage in good faith negotiations with each other and the other Co-Beneficiary with a view to agreeing the first Cost-Sharing Model by 11 September 2015, or such later date as may be agreed by those entities. The parties will take part in an annual review of the Cost-Sharing Model, to be initiated by GEANT, with a view to agreeing an updated Cost-Sharing Model by 1 June in each year of the Action to take effect from the next following 1 July.

4. PAYMENTS

- 4.1 In order to be eligible for funding under the Grant Contract each NREN must pay to GEANT an initial contribution of €10,000 (ten thousand euros) within 30 days after the Commencement Date. Until each NREN has paid this initial contribution it will not be eligible to reclaim travel or other expenses but its staff will be able to attend meetings and training sessions relating to the Action at the NREN's own expense.
- 4.2 In order to receive funding under the Grant Contract for specific eligible costs of the Action, and before GEANT will enter into any financial commitments for the benefit of the NREN under the Action, each NREN must first contribute to the Co-Funding for such costs and commitments by making payments to GEANT in accordance with the then-current Cost-Sharing Model.
- 4.3 Where an NREN is eligible for funding under the Grant Contract GEANT, as Coordinator under the Grant Contract, will distribute to that NREN amounts received by it from the Commission to cover eligible costs incurred by that NREN in accordance with the provisions of the Grant Contract. Claims will be made and payments distributed in accordance with the provisions of Schedule III.

5. THE SERVICE AND SUBSCRIPTION

GEANT will provide the Service to each NREN during the term of this Agreement in return for payment by that NREN of the Subscription in accordance with Schedule II. The Service will be provided in accordance with Schedule I.

6. INTELLECTUAL PROPERTY RIGHTS

The Parties agree that the provisions of the GEANT IPR Policy, as it may be amended from time to time, will apply in relation to ownership of and access to Intellectual Property Rights arising under the Action and in relation to access to pre-existing Intellectual Property Rights of the Parties.

7. LIABILITY

- 7.1 No Party shall be liable to any other Party for any indirect or consequential loss or similar damage such as, but not limited to, loss of profit, loss of revenue or loss of contracts, provided such damage was not caused by a wilful act or by a breach of confidentiality.
- 7.2 Each NREN's aggregate liability towards each other Party, and GEANT's aggregate liability to each NREN, shall be limited to that NREN's share of the total costs of the Action as identified in the Grant Contract, provided such damage was not caused by a wilful act or gross negligence.
- 7.3 The terms of this Agreement shall not be construed to amend or limit a Party's statutory liability.
- 7.4 Each Party shall be solely liable for any loss, damage or injury to third parties resulting from the performance of its obligations by it or on its behalf under this Agreement.
- 7.5 Each Party accepts liability for death and personal injury caused by its negligence in performance of its rights and obligations under this Agreement.

8. ANTI-BRIBERY COMPLIANCE

Each Party undertakes to each other Party that:

- 8.1 it will fully comply with, and will procure that all personnel fully comply with:
- 8.1.1 all applicable laws and codes relating to anti-bribery and anti-corruption; and
 - 8.1.2 (in the case of each NREN) any anti-bribery or ethics policies provided to the NREN by GEANT as GEANT may update from time to time, acting reasonably;
(the "Anti-Bribery Requirements");
- 8.2 it will not do, or omit to do, any act that will cause the other to be in breach of the Anti-Bribery Requirements;
- 8.3 it has in place, and shall maintain in place throughout the life of this Agreement, policies and procedures to ensure compliance with the Anti-Bribery Requirements and will enforce them where appropriate. At GEANT's request, each NREN will disclose such policies and procedures to GEANT; and
- 8.4 it will ensure that all commercial agreements for goods and/or services entered into by them in connection with the Action will contain appropriate anti-bribery and corruption provisions and will make it clear that no Party accepts or condones the payment of bribes of any form under any circumstances.

9. ACCEPTABLE USE POLICY

- 9.1 Each NREN shall at all times comply with GEANT's Acceptable Use Policy for use of the GEANT network as published by GEANT from time to time.

10. TERMINATION

- 10.1 This Agreement will terminate automatically on termination for whatever reason of the Grant Contract.
- 10.2 GEANT may terminate this Agreement in relation to any NREN without compensation at any time by written notice to the NREN:
- 10.2.1 if the NREN has breached this Agreement and the breach is incapable of remedy; or
 - 10.2.2 if an event of force majeure (as defined in Article 15.1) prevents the performance of GEANT's or the relevant NREN's obligations under this Agreement to a material extent for a period of 6 months or more; or
 - 10.2.3 if the NREN goes into liquidation (except for the purpose of a bona fide scheme of solvent amalgamation or reconstruction); or sells or disposes of the whole or major part of its undertaking; or assigns this Agreement without GEANT's consent; or makes any arrangement for the benefit of creditors; or ceases or threatens to cease to carry on business; or is unable to pay its debts as they fall due; or if a receiver, administrative receiver or receiver and manager or judicial manager or administrator or like person is appointed over the whole or any part of its assets.
- 10.3 If any act or omission of the Partner affects or is likely to affect the proper working or safety of the telecommunications network by which the Service is provided, GEANT reserves the right to suspend the provision of the Service. GEANT will give reasonable notice to the Partner of its intention to suspend the Service, except in case of emergency. GEANT will resume the provision of the Service as soon as is reasonably practicable after the Partner has taken such remedial action as GEANT may suggest, to GEANT's satisfaction.
- 10.4 In addition to the scheduled maintenance referred to in Schedule I, GEANT has the right at any time to suspend the Service, where such suspension is, in GEANT's opinion, required as a matter of urgency, to modify, expand, maintain or carry out repairs to it or any related items. GEANT will use reasonable endeavours to ensure that any such suspension is for the minimum period necessary for the work to be carried out and, where reasonably practicable, will endeavour to give the Partner notice of the time and likely duration of any such suspension.
- 10.5 GEANT has the right to suspend all or any part of the Service at any time without notice if:
- 10.5.1 the Partner commits any breach of this Agreement (including non-payment of sums due to GEANT) and where the breach can be remedied fails to remedy the breach within 28 days of being required by GEANT in writing to do so; or
 - 10.5.2 any part of the Service infringes or is alleged to infringe the Intellectual Property Rights of a third party.
- 10.6 If any part of the Service is or in GEANT's opinion is likely to become the subject of a claim of infringement of the Intellectual Property Rights of a third party GEANT may, whether before or after suspension under 10.5.2, modify the Service to make it non-infringing
- 10.7 In the event of termination in relation any NREN GEANT will be entitled to be paid a reasonable sum, or retain a reasonable proportion of any sum previously paid to it by that NREN, for any services provided by it before termination and, subject to such payment, that NREN will be entitled to be repaid any sums it has previously paid under this Agreement.
- 10.8 Except as otherwise provided in this clause, termination of this Agreement will be without prejudice to any claims or remedies that a party may have accrued against any other up to

the date of termination.

11. RELATIONSHIP BETWEEN THE PARTIES

Nothing in the Agreement shall create, imply or evidence any partnership between the Parties or the relationship between them of principal and agent.

12. ASSIGNMENT

Subject to the terms of the Grant Contract GEANT may assign all or part of its obligations under the Agreement to another party provided GEANT gives the NRENs one month's prior notice in writing. None of the NRENs may assign their rights under this Agreement to any third party without GEANT's prior written consent.

13. GOVERNING LAW

This Agreement is governed by and construed in accordance with the laws of England and the parties submit to the jurisdiction of the English Courts. This Agreement is drawn up in English and all documents and notices and meetings for its application or extension or amendment will be in English.

14. WHOLE AGREEMENT

The Grant Contract and this Agreement, including its schedules and the Service Confirmation Form, constitute the entire agreement between the Parties and supersedes all prior agreements, arrangements and understandings between the Parties in relation to the provision by GEANT of the Service to the NRENs. In the event of any conflict between the provisions of the Grant Contract and those of this Agreement, the provisions of the Grant Contract shall take precedence.

15. FORCE MAJEURE

15.1 For the purposes of this Agreement "force majeure" shall mean any of the following: Act of God, outbreak of hostilities, riot, civil disturbance, student disorder, acts of terrorism, the act of any government or authority (including refusal or revocation of any licence or consent), fire, explosion, flood, fog or bad weather, power failure, breakdown of plant, machinery or vehicles, theft, malicious damage, strike, lockout or industrial action of any kind, and any cause or circumstance whatsoever beyond the affected Party's reasonable control.

15.2 If the performance by either GEANT or any NREN of any of their respective obligations under this Agreement, shall be prevented by force majeure, then that party shall be excused from performance of that obligation for the duration of the force majeure.

16. WAIVERS

No concession or waiver allowed by any Party to any other in respect of any breach of this Agreement will restrict that Party from exercising any of its rights nor restrict that Party's rights to take any subsequent action. The rights and remedies provided in this Agreement are cumulative and not exclusive of any rights or remedies otherwise provided by law.

17. NOTICES

17.1 All notices served on any Party by the other will be in the English language.

17.2 Any notice to be given under this Agreement shall be in writing and shall be deemed to have been served when personally delivered, when transmitted by telefax, electronic or digital transmission method provided that such transmission is confirmed by a receipt or

successful transmission report and confirmed by mail to the following addresses:

GEANT: address: City House
126-130 Hills Road
Cambridge CB2 1PQ
United Kingdom
fax no: +44 1223 371371
attention: Maria Minaricova
e-mail: maria.minaricova@geant.org

GRENA: address: 10 Chovelidze Street
0108, Tbilisi, Georgia
fax no: +995 32 2912952
attention: Ramaz Kvatadze
e-mail: ramaz@grena.ge

RENAM: address: 5 Academiei Street
2028, Chisinau, Republic of Moldova
fax no: +373 22 288006
attention: Petru Bogatencov
e-mail: bogatencov@renam.md
attention: Pavel Rosca
e-mail: pavel.rosca@renam.md

UIIP NASB: address: Surganova Str. 6
220012, Minsk, Belarus
fax no: +375 17 2177404
attention: Sergei Kozlov
e-mail: kozlov@basnet.by

URAN: address: 33 Polytechnichna Str. Office 105
03056, Kyiv, Ukraine
fax no: +380 44 4549814
attention: Volodymyr Galagan
e-mail: gal@uran.ua

IIAP NAS RA: address: 1 P. Sevak Street
0014, Yerevan, Armenia
fax no:
attention: Hrachya Astsatryan
e-mail: hrach@sci.am

IIT of ANAS: address: B.Vahabzade str.9
Baku, Azerbaijan AZ1141
fax no:
attention: Vugar Musayev
e-mail: vuqarmusa@gmail.com

18. SEVERABILITY

Notwithstanding that any provision of this Agreement or any right arising under it proves to be illegal or unenforceable, the remaining provisions of and rights under this Agreement will remain in full force and effect. If any part of this Agreement is declared illegal or unenforceable by a court of competent jurisdiction, the parties will negotiate an amendment which, as far as legally feasible, maintains the economic balance between the Parties.

SIGNED for and on behalf of **GEANT LIMITED**

Signature:



Name:

Matthew Scott

Position:

General Manager

Date of signature 8 October 2015

GEANT
LIMITED

City House, 126-130 Hills Road
Cambridge, CB2 1PQ, UK
Tel +44 1223 371300, Fax +44 1223 371371
VAT No. 599 7316 72. Company No 2806796

SIGNED for and on behalf of Georgian Research and Educational Networking Association (GRENA)

Signature: 

Name: Prof. Ramaz Kvatadze

Position: Executive Director

Date of signature 9 October 2015



SIGNED for and on behalf of **Research and Educational Networking Association of Moldova (RENAM)**

Signature: 

Name: Prof., acad. Ion **BOSTAN**

Position: Co-president

Date of signature:  09.2015

SIGNED for and on behalf of **United Institute of Informatics Problems of National Academy of Sciences of Belarus (UIIP NASB)**

Signature:

Alexander Tuzikov

Name:

General Director

Position:

12.10.2015

Date of signature



7

SIGNED for and on behalf of Association of Users of Ukrainian Research and Academic Network (URAN)

Signature:

[Handwritten signature]

Name:

Mikhail DOMBROUGOV

Position:

Executive director

Date of signature

11. October 2015



[Handwritten mark]

SIGNED for and on behalf of Institute for Informatics and Automation Problems of the National Academy of Sciences of the Republic of Armenia (IIAP NAS RA)

Signature:
Name: Vladimir Sahakyan
Position: director
Date of signature



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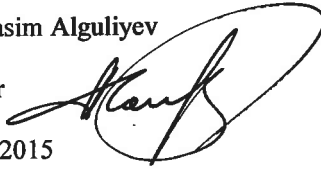
SIGNED for and on behalf of Institute of Information Technology of Azerbaijan National Academy of Sciences (IIT)

Signature:

Name: Prof. Rasim Alguliyev

Position: Director

Date of signature: 07 July 2015



Schedule 1

The Service

1. The Service

The Service consists of an IP service which will provide connectivity with other connected NRENs, with the European research and education user community connected to GEANT and optionally with other research networks worldwide interconnected to GEANT.

During the term of this Agreement and following the limits of the Cost-Sharing Model, the NRENs will also be eligible to receive Commodity Internet from GEANT World Service or from local Internet provider. Decision on the supplier of this service will be made by GEANT according to the price of the service and will be covered from the budget of the project in accordance with the cost share agreement.

2. Access to the Service

The Service will be accessed via an access circuit which connects to an EaP Point of Presence (PoP) established by GEANT. GEANT maintains a list of all PoPs at its web site. Connection to the Service will be as defined below.

The initial access capacity will be mutually agreed by the NREN and GEANT.

3. Management Boundary

The Management Boundary between GEANT and the NREN is the connector on the access port on the NREN's router in the PoP to which the EaP access circuit is connected, unless otherwise specific on the Service Confirmation Form. After the establishment of the EaP NOC the Management Boundary will be redefined. The NREN agrees to take reasonable steps to ensure that GEANT or its sub-contractors can gain access to the PoP premises in order to install or maintain the EaP access circuit and any related equipment and agrees to provide reasonable assistance to achieve the connection to the NREN's router.

4. Basic IP Service

The IP service will provide the NREN with a standard "best-efforts" IP service, i.e. with no guarantee of performance between any communicating pair of addresses. To permit proper exchange of IP traffic between EaP and the NREN network, GEANT will use the BGP4+ routing protocol to exchange routing information between the connected networks.

GEANT will specify the following information in order to set-up the IP service:

IP addresses of EaP routers and interfaces of NREN access router

AS number of EaP domain

The NREN must specify:

AS number of NREN

AS macro or/and IP prefix list or/and community list to be accepted by EaP

IP address of NREN access router

SNMP community string and password for read-only access to the NREN's access router.

EaP will announce a full routing table of the GEANT network.

5. Additional Services

Advanced services such as multi-casting, ipv6 and managed quality of service may be supported in the future. These are made available for use by the NREN subject to technical compatibility of the NREN's national network.

6. Operations

The actual operations of the network are described in fuller detail in the operational procedures. The EaP NOC can be contacted about the Service:

e-mail: [support@\[\]](mailto:support@[])
telephone: +
fax: +

The official technical representative for the NREN is known as the Access Port Manager (APM) and is appointed by the NREN.

If the problems are not mission critical the problem can be escalated to the Network Operations Centre as described in the operational procedures.

In case of severe problems that are not solved in a timely fashion, an escalation procedure may be used. The final escalation step will be to GEANT:

e-mail: escalation@GEANT.net
telephone: + 44 1223 371300

7. Information and communication

The EaP NOC will maintain a database of information which the NREN may access via the World Wide Web at [http://www.\[\]](http://www.[]). Relevant documents and other references can be found via this database. To provide more detailed and regular information on the operation of the service the EaP NOC will issue Monthly Service Reports.

To allow a smooth operation of the Service the EaP NOC will organise periodic technical meetings of NREN Access Port Managers for face-to-face discussions.

8. Cost Sharing

The cost will be allocated each year based on the results of the procurement activities and the cost will be as agreed in the Cost-Sharing Model (see clause 3.3)

SCHEDULE II

The Subscription

1. The Subscription is as specified in the Schedule I (see clause 8).
2. The Subscription is exclusive of Value Added Tax and other local taxes. Any NREN may seek exemption of the Subscription from Value Added Tax and other local taxes in accordance with local applicable laws. Where no exemption is obtained if the NREN is able to do so it must pay any applicable Value Added Tax and other local taxes in addition to the Subscription at the rate and in the manner prescribed by law. If it is not able to do so it must so notify GEANT in writing and GEANT will reduce the amount of the Subscription by the amount of any Value Added Tax and other local taxes which are levied in relation to the Service or payment of the Subscription (i.e. treat the Subscription as inclusive of such sums) and make a commensurate reduction in the level of the Service provided to the respective NREN.
3. The Subscription shall be paid in Euro by such methods as may be agreed between the parties from time to time.
4. Each NREN agrees to pay GEANT's invoices within 30 days of receipt of the invoice unless by prior agreement of GEANT. Payments to GEANT should be made via

Barclays Bank plc, Bene't Street, Cambridge, CB2 3PZ, United Kingdom

SWIFT Code	BARCGB22
IBAN Number:	GB28 BARC 2017 1985 6183 22
Account Name:	GEANT Limited

SCHEDULE III

Reimbursement of NREN Eligible Costs

1. NREN Banking Arrangements

Each NREN must have a bank account which can make payments to GEANT (e.g. Subscriptions) and which can receive payments from GEANT (e.g. for reimbursements of travel expenses). This may be an existing NREN bank account or a new one. The EaP project operates in Euro and so EaP invoices will be in Euro and reimbursements from GEANT will also be in Euro. If possible the NREN bank account needs to be set up ideally as a Euro account that can receive Euro and make payments in Euro. Each NREN may need to discuss with its bank if/how it can do this.

If a Euro account cannot be arranged and an NREN's account has to be in US\$ or local currency then the NREN should ask its bank to transfer sufficient funds in Euro to pay invoices. It then needs to add the cost of currency exchanges.

If an NREN's bank account cannot accept payments in Euro then GEANT will arrange conversion to the NREN's requested currency but GEANT will deduct the costs of currency exchanges.

2. What may be reimbursed?

GEANT will reimburse NRENs according to the approved project budget. This will include the personnel element as stated in the budget and agreed with the NRENs.

Reimbursement of eligible travel costs will be made for the agreed number of representatives per NREN attending designated project meetings, training courses, conferences and workshops as follows:

a) Travel expenses

GEANT will reimburse travel to and from international meetings at economy class flights or economic terrestrial travel. For air travel we require an NREN's original Boarding Card Stubs as evidence of travel together with the ticket / travel agent invoice as proof of airfare costs. In some cases an NREN may be charged Airport Taxes, these can be claimed. GEANT will require a receipt / invoice for the amount paid and this can be added to the claim form using the correct exchange rate. For terrestrial travel GEANT requires a copy of the ticket and invoice.

All travel costs must be approved by the Project Manager prior to booking.

b) Per Diems

This payment is to cover the cost of all accommodation, meals, local travel and sundry expenses per night in the place of the meeting / training event. The maximum number of Per Diems that can be claimed will be agreed before the meeting / training event by the Project Manager. In the event that a requirement for an additional night is required due to travel arrangements, this must be agreed by the Project Manager.

The Project Manager will set the Per Diem rate prior to the meeting and notify the people concerned. It is intended that the Per Diem rates will include accommodation charges which would then be paid by the NREN and then reimbursed. No receipts or other evidence is required to support the claim for Per Diems.

3. Process for claiming the Reimbursement

- a) All claims must be made by each NREN on behalf of the individuals claiming. GEANT will not be able to pay individual's expense claims.

- b) All claims should be made by each NREN using the attached claim form. One sheet should be used for each person being claimed for.
- c) Please ensure that the details of each NREN bank account (as described in 1 above) are fully completed.
- d) The claims should be converted into Euros using at prevailing official exchange rates. Official rates are published for each month at the web link given on the expense form.

For travel the exchange rate needs to be based on the rate at the date of the invoice / ticket which in some case may not be the date of travel.

- e) Once the NREN has completed its draft claim form please email a pdf copy of the expenses claim form together with scanned copies of boarding card stubs and travel receipts to Veronika.DiLuna@geant.org and copied to Munyaradzi.Shahwe@geant.org so that these can be checked. GEANT will confirm receipt and notify the NREN of any changes and any additional information required. The original travel documents can be kept by the NREN.
- f) GEANT will reimburse NRENs expenses as agreed with each NREN individually.

Should an NREN require any assistance or have any queries about the project financial arrangements or specific queries with making a claim, please email Munyaradzi.Shahwe@geant.org

GEANT's full postal address is:

GEANT Limited
City House
126-130 Hills Road
Cambridge CB2 1PQ
United Kingdom
Tel: +44 (0)1223 371300