



26th March, 2021

Odbor evropských fondů a investičního rozvoje/European Funds and Investment Development
Department
Ministry of Health of the Czech Republic
Palackého náměstí 4, 128 01 Praha 2
(Attention: [REDACTED])

Dear [REDACTED]

Letter of Agreement

1. WHAT THIS LETTER OF AGREEMENT IS ABOUT AND TERM

1.1 The Understanding and Agreement

This letter outlines the understanding and agreement

BETWEEN THE PARTIES:-

Ministry of Health of the Czech Republic, Identification number: 00024341, Address: Palackého náměstí 4, 128 01 Prague, Czech Republic

(in this Agreement referred to as 'MZCR')

AND

Triple P UK Limited, a company registered under company number SC222936 and whose registered office is at 6 St Colme Street, Edinburgh EH3 6AD, United Kingdom

(in this Agreement referred to as 'TPUK')

concerning:-

- (a) the provision of Triple P Services (Training, Accreditation, and Pre-Accreditation Workshop) and Programme Resources. The object of the letter is to provide details of the Services (Training, Accreditation and Pre-Accreditation Workshop) and Programme Resources and to define the responsibilities of both parties. Please let us know immediately in writing if your understanding differs to what is set-out below; and
- (b) the Special Relationship between TPUK and the Ministry of Health of the Czech Republic concerning future dissemination of Triple P within the Czech Republic.

1.2 Term of the Agreement, Termination, and effects of Termination

(a) This Agreement is valid for an Initial Term ending upon the 30th April, 2024; however, the Term of this Agreement will be automatically extended upon the expiration of the Initial Term in annual increments unless one Party provides to the other notice in writing that there will be no extension. Such notice is to be given no less than 90 days prior to the next automatic extension date.

(b) Each Party shall have the option, in its sole discretion, to terminate this Agreement, at any time during the Term hereof, for convenience and without cause. The Party wishing to terminate shall exercise this option by giving the other Party written notice of termination of not less than thirty (30) days. The notice shall specify the date on which termination shall become effective. Upon receipt of the notice of termination, the Party receiving notice of termination shall commence and perform, with diligence, all actions necessary on its part to effect the termination of this Agreement on the date specified by terminating Party and to minimize the liability of the other Party and to third parties as a result of termination.

(c) Upon termination of this Agreement, the sub-licence for the use of the Trademark and Logo also terminates.

1.3 Grant of Sub-licence to use Trade Mark and Logo

(a) TPUK grants to MZCR a non-exclusive, royalty-free sub-licence for the Term within the Czech Republic solely for the purpose of activities conducted pursuant to this Agreement, to use and reproduce the Trade Mark and Logo but only for promoting Triple P generally and the Triple P Resources, and Triple P training specifically.

(b) Additionally, TPUK grants to MZCR a non-exclusive, royalty-free sub-licence for the Term, outside of the Czech Republic, to use and reproduce the Trade Mark and Logo provided that such use is restricted to use at professional conferences, scientific meetings, or other similar gatherings.

(c) MZCR must not use the Trade Mark or the Logo for any purpose other than in the promotion of Triple P generally and the Triple P Resources, and Triple P training specifically.

(d) MZCR acknowledges that UniQuest (the Technology Transfer entity of The University of Queensland) is the owner of both the Trade Mark and the Logo.

(e) MZCR must use the Trade Mark and Logo in the design, layout, colour, and in all other respects relating to their appearance as will be notified to MZCR unless it is reasonable in the particular circumstances to use monochrome in which case MZCR may do so.

(f) Other than the Trade Mark, and Logo, MZCR must not use in connection with the sale, supply, marketing and promotion of Triple P generally and the Triple P Resources, and Triple P training specifically any other name, design, trade mark, logo or designation other than those associated with MZCR, without the prior written consent of TPUK.

(g) Any other name or designation used by MZCR must not be displayed any more prominently than the Trade Mark and Logo.

2. CONDITION PRECEDENT

The pilot programme will be financed from the EEA Grants. The project was already preapproved, but MZCR still has to submit the project application which has to be finally approved. This project can start only after MZCR receives the final approval from the EEA Grants authorities.

3. TRIPLE P PROVIDER TRAINING COURSES

The details of the Triple P Provider Training Courses to be undertaken by TPUK for MZCR appear in Annexure G.

4. THE TRIPLE P TRAINER

The Services will be presented by an accredited Trainer with postgraduate qualifications approved by the University of Queensland.

5. VENUE AND EQUIPMENT

5.1 Provision of Venue and Equipment

MZCR will be responsible for the provision of an appropriate venue and equipment (according to specifications outlined in Annexure B of this Letter of Agreement) and for catering if required. Details of the venue's location should be given to TPUK a reasonable time prior to the commencement of the training.

5.2 Impact of COVID-19 or similar event

The provisions of Clause 5.1 shall not apply in the event of COVID-19 restrictions (or similar being in place). However, MZCR shall be responsible for using its reasonable efforts to have Training Course participants fully briefed upon using optional training delivery via Zoom or other similar platforms.

6. TRAVEL, TRANSFERS & ACCOMMODATION

6.1 Trainer's Travel to Prague, Czech Republic

Travel costs associated with the delivery of Services within Prague and surrounding areas are included in the training fee. However, should the Trainer be required to travel further than 100 kilometres from Prague, MZCR will be responsible for economy air, rail, or bus travel from the above-mentioned cities or previous training location to the service destination and return. Reimbursement will subsequently be made to TPUK by MZCR on the presentation of an invoice.

6.2 Accommodation in Prague, Czech Republic

Accommodation in Prague for the Triple P Trainer shall be booked and paid for by MZCR. The accommodation should have at least a 3.5 star rating. The accommodation should be booked on a "Room Only" basis (i.e. no meals to be included).

Accommodation is applicable for each day the Trainer is at your location including weekends, public holidays and spare days between the scheduled Service(s). This includes the night before the Service commences until morning check-out the day after the event finishes.

The accommodation requirements in relation to the Services are itemised in Tables 2 which appear at Annexure A to this Letter of Agreement.

MZCR shall ensure that payment for the accommodation is made on or before the Triple P Trainer's check-out from the accommodation. Should MZCR use a credit card for the payment for the accommodation it shall ensure that all formalities required by the accommodation's proprietors are complied with to facilitate the Triple P Trainer's check-out.

6.3 Impact of COVID-19 or similar event

The provisions of Clauses 6.1 and 6.2 shall not apply in the event of COVID-19 restrictions (or similar being in place). Nevertheless, MZCR shall ensure that the Trainer is conducting the online delivery of training from a venue which is safe and fit for the purpose.

7. COURSE PARTICIPANTS NOTICES

7.1 Privacy Notice

MZCR must provide all prospective course participants with the Privacy Notice contained in Annexure D to this Letter of Agreement, before providing TPUK with any of the prospective course participants' personal data.

7.2 Disability

If a prospective course participant has a disability which has the potential to impact upon the delivery of the Services, TPUK needs to be made aware of the disability.

MZCR must provide all prospective course participants with the Disability Disclosure Form contained in Annexure E to this Letter of Agreement. When providing the form, MZCR must inform the prospective course participants that they should complete the form and return it to TPUK, if they believe they have a disability that has the potential to impact upon the delivery of the Services and they would like TPUK to accommodate their needs, if possible.

8. SERVICES AND PROGRAMME RESOURCES

The fees for the Services and Programme Resources are summarised in Table 1 below.

Table 1. Cost summary for MZCR

Description	Total Cost*
Triple P Provider Training Courses 2 x Group Triple P Provider Training Courses for a total of 32 participants 2x Pre-Accreditation Workshops	€43,280
Program resources for families 200 x Every Parent's Group Workbook, including freight and handling	€3,796
Supervision of Translation and Production of Translated Triple P Resources Refer Annexure F (which also provides details of Triple P resources to be translated)	€26,895
Total Cost	€73,971

*Prices are exclusive of tax and are valid up to 31 December 2022. Costs are exclusive of travel, transfers, and accommodation specified in Clause 6.

Details of Service fee inclusions are outlined in Annexure C to this letter of Agreement.

9. COMPLETION AND RETURN OF VARIOUS FORMS TO BE DISTRIBUTED TO COURSE PARTICIPANTS

9.1 Distribution of various Triple P forms to Triple P Provider Training Course participants and the Triple P UK Ltd. privacy policy

As an integral part of the conduct of any Triple P Provider Training Course various forms are distributed by TPUK to the participants for completion. It is imperative that these forms are completed and returned to the Trainer.

The nature of personal information collected by TPUK generally comprises name, address, age, professional qualifications, name of employer, address of employer, position in the employer's organisation, and contact details (phone numbers, fax numbers, email address).

TPUK will not collect personal information from participants that might reveal their racial or ethnic origin, political, religious or philosophical view point, sexual preferences, or other trade or professional unions. Disability details are required, as noted in Clause 7 above, as this has to be taken into consideration as to whether the disability requires an accommodation to be made by TPUK.

The primary purpose for the collection of personal information from course participants is to enable TPUK to track a participant's progress through the course and the course modules, to facilitate the shipment of resources and information (e.g. Accreditation Certificates). A secondary purpose is to facilitate TPUK's ability to inform course participants of new

developments in the Triple P – Positive Parenting Program (‘Triple P’), and the availability of new training and resources (such as books, tip sheets, and DVDs).

TPUK will only use a participant’s personal information for the purpose of market research and/or direct marketing in relation to Triple P promotional activities, if the participant has consented to their personal data being used for those purposes. At any time, the participant is able to withdraw their consent, at which time the sending of any promotional information will be discontinued and the participant may be deleted from the data base.

The personal information that TPUK collects from participants will always remain confidential and TPUK will comply with relevant Data Protection Laws, as noted in Clause 12 below. TPUK will not sell, rent or license all or part of a participant’s information to any party. TPUK will not disclose all or part of a participant’s personal data other than to the University of Queensland’s Parenting and Family Support Centre, to the venue to facilitate the provision of the Services and/or to the owner of a third-party server for the purposes of securely storing the participant’s data.

In case of significant changes of the United Kingdom of Great Britain and Northern Ireland general data protection laws, this letter of agreement, in so far as it relates to data protection, can be varied by agreement between the Parties.

9.2 The forms that will be distributed

During the Triple P Provider Training Course the following forms will be distributed to course participants for completion and return to the Trainer. TPUK will distribute the materials:-

- Contact Detail Sheet
- Privacy Notice
- Triple P Workshop Evaluation Survey
- Parent Consultation Skills Checklist (Pre Training Assessment)
- Parent Consultation Skills Checklist (Post Training Assessment)
- Parent Consultation Skills Checklist (Follow-up Assessment)
- Accreditation Quiz
- Triple P Provider Accreditation Application

9.3 MZCR to encourage completion of forms

MZCR shall, if required, use its reasonable endeavours to encourage all Triple P Provider Training Course participants to complete and return the abovementioned forms to the Trainer.

10. PAYMENT OF FEES

10.1 The Fees

- (a) The total cost as outlined in Clause 8, Table 1 is €73,971.00
- (b) This is payable according to the below Payment Schedule:

Table 2. Payment Schedule

Description	Invoice Issued By	Payment Due
Supervision of Translation and Production of Translated Triple P Resources	Triple P UK Ltd.	Upon completion of translation of resources (when resources are print-ready)
Triple P Provider Training Course(s) and Programme Resources	Triple P UK Ltd.	Upon completion of the Training Component of the Triple P Provider Training Course

(c) Invoices for Services will be issued from TPUK outlining the total costs to be paid by MZCR. The total costs should be remitted to TPUK within 30 days of the receipt of the invoice. Our preference is that payment be made for the invoice total by way of electronic transfer into the bank account of Triple P UK Ltd. as follows:-

Bank Name: HSBC Bank PLC

Name of Account: Triple P UK Limited

Sort Code: 40-02-44

Account Number: 52594684

10.2 VAT

- (a) The provisions which follow are based upon email correspondence exchanged between the Parties upon the subject of VAT. TPUK's normal provisions are enunciated but with provisos that result from the correspondence.
- (b) All prices are exclusive of VAT.
- (c) TPUK shall charge and collect VAT on taxable goods and services supplied if required unless an exemption is available to the customer. In the event that MZCR qualifies for exemption from payment of VAT on the supplies made to MZCR by TPUK it is essential that the certification in this letter is completed.
- (d) Given that TPUK has been informed that MZCR has a VAT number for the Ministry which is CZ00024341 and, additionally, is unaware of any required certification process, the Parties agree that the certification referred to in (c) above is not required.
- (e) TPUK's current external accounting advice on this matter states that TPUK is able to issue invoices to MZCR without VAT added. MZCR will then be responsible for accounting for their VAT under the reverse charge system. The TPUK invoice to MZCR will add a footnote that this invoice is subjected to reverse charge and also note MZCR's VAT registration number. The effect should be that if MZCR is VAT exempted because of the transaction's nature MZCR will not pay VAT; otherwise, VAT will need to be borne by MZCR.

10.3 Billing and Delivery details to be supplied by MZCR

MZCR has provided details of the addresses to which TPUK should send:-

- (a) invoices in respect of the Services; and

(b) the training materials and resources.

In the event that any of those details change MZCR should provide particulars of those changes to TPUK without delay.

11. CANCELLATION & RESCHEDULING

11.1 Cancellation by MZCR

If MZCR cancels, without rescheduling, scheduled Services it is agreed that:

(a) MZCR will pay to TPUK actual third party costs incurred by TPUK relating to the cancelled Services prior to the receipt of the notice of cancellation which relate to the Trainer's travel, accommodation, car hire, etc. and which cannot be recouped from the involved third party;

(b) MZCR will pay to TPUK, in the event that Triple P materials (such as DVDs, Facilitator Kits) have been dispatched by TPUK to MZCR in respect of the training course, the cost of those materials returned to TPUK by MZCR which are not of merchantable quality. TPUK and MZCR agree that in the event that Triple P materials are returned all costs will be borne by MZCR and those costs will include not only MZCR's costs of returning the materials to TPUK but also the costs incurred by TPUK in dispatching the materials to MZCR; and

(c) if such cancellation occurs at any time in the four weeks before the scheduled Services date, MZCR shall pay TPUK a fee equal to 50% of the fee for the Services (as specified in Clause 8) that have been cancelled.

11.2 Rescheduling

If MZCR cancels, but reschedules, scheduled Services it is agreed that MZCR will pay to TPUK as follows:-

(a) the sum of €200.00 if the notice of the rescheduling is given to TPUK fourteen days or more prior to the commencement of Service delivery; or

(b) 10% of the total cost of the Services if the notice of the rescheduling is given to TPUK less than fourteen days prior to the commencement of Service delivery.

11.3 Cancellation by TPUK

In the event of TPUK having to cancel the training course(s) because of a trainer's illness, other emergency, or an Act of God, MZCR and TPUK agree to reschedule the training course(s) to a mutually agreeable date. Furthermore, TPUK will pay to MZCR actual third-party costs incurred by MZCR relating to the cancelled training/accreditation prior to the receipt of the notice of cancellation which relate to items including but not limited to venue hire and accommodation and which cannot be recouped from the involved third-party.

11.4 Returns

Requests for the return of Training Resources are subject to TPUK's Resource Returns Policy and can be made by contacting TPUK's Orders department (orders@triplep.net).

12. DATA PROTECTION

12.1 The GDPR

In this Clause:

(a) Data Protection Laws means the General Data Protection Regulation (Regulation (EU) 2016/679) ("GDPR"), the Data Protection Act 2018, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any other applicable law about the processing of personal data and privacy.

(b) the terms “processor”, “controller” and “personal data” shall have the meanings set out in the Data Protection Laws.

12.2 Parties will comply

TPUK and MZCR will comply with the Data Protection Laws.

12.3 Data Processing activities

TPUK and MZCR acknowledge that:

- (a) MZCR is not a processor of any data controlled by TPUK.
- (b) MZCR will provide TPUK with the course participants’ name and email addresses and may provide TPUK with further information, being the course participants’ employer, job title and details of any Triple P courses they have previously attended (the “Enrolment Data”). TPUK is the Data Controller for the Enrolment Data and will process the Enrolment Data to facilitate the provision of the Services;
- (c) TPUK will provide MZCR with the name and email address of the Trainer. MZCR will be the Controller in respect to their own processing of that data.
- (d) TPUK will collect personal data from the course participants themselves “(the Attendee Data)”. This may include special category personal data via the Disability and Special Dietary Requirements Disclosure Forms. TPUK will collect express consent from the data subjects to process the special category personal data and will not disclose that special category personal data to MZCR. TPUK is the Data Controller for the Attendee Data.
- (e) TPUK will provide MZCR with some personal data after the completion of the training and/or accreditation sessions and pre-accreditation workshop(s), either through email or in the reports which form part of the Services. Survey responses will be included in the reports, but in deidentified form. The personal information provided will be the names of the people who attended the session(s)/workshop(s), whether they met the minimum attendance requirements and whether they are accredited in the positive parenting program.
- (f) TPUK may provide additional personal data about the course participants. Trainers may from time to time, record their observations or opinions about course participants. This may include whether the participant stood out as being particularly skilled in an area of the course, whether the Trainer believes the participant would benefit from additional training or support, or whether the behaviour of the participant was problematic and negatively impacted on the delivery of the session or workshop. Should TPUK provide MZCR with this type of personal data, MZCR will be the Controller in respect to their own processing of that data.
- (g) TPUK and MZCR declare that they have appropriate technical and organizational tools to ensure that collected personal data will be processed in accordance with the relevant provisions of the GDPR.
- (h) TPUK and MZCR agree to cooperate regarding personal data transmitted by one contracting party to the other contracting party in order to fulfil obligations required by the GDPR, in particular in relation persons whose personal data were collected and in relation to controlling authorities. Both parties agree to inform each other of exercised rights of data subjects, of breaches of personal data security, of method of processing personal data, of the measures undertaken to protect the processing of personal data. In case that one of the parties is in position of the processor of personal data and the other party is in position of the administrator, the processor is obliged to allow the administrator to perform control or audit and undertakes to fulfil obligations under the GDPR, especially obligations specified in Article 28 et seq.

13. SPECIAL RELATIONSHIP BETWEEN THE PARTIES

- (a) MZCR wishes to take a lead role in the further dissemination of Triple P within the Czech Republic. TPUK is prepared to explore the nature of such a role and how this might be structured.
- (b) TPUK believes that MZCR could prepare the foundation for such a role by establishing what might, initially, be a somewhat informal “Triple P Czech” network which could provide a forum for other organizations to learn about the advantages of Triple P from MZCR.
- (c) MZCR desires to coordinate the implementation of Triple P in the Czech Republic and seeks, to this end, to have knowledge about all organizations, in addition to MZCR, in the Czech Republic that would like to implement Triple P. To this end, MZCR requests that TPUK will provide MZCR with information about other Czech organizations wishing to undertake Triple P training with a view that the organization would be encouraged to become part of MZCR’s “Triple P Czech” network. TPUK acknowledges the value of this co-ordinated approach to the dissemination of Triple P within the Czech Republic and will provide the details to MZCR of such other organizations provided that the organization involved explicitly agrees to have its information divulged to MZCR.
- (d) TPUK sees much that is positive in having, within the Czech Republic, coordination of the Triple P dissemination overseen from the Ministry level.
- (e) MZCR and TPUK undertake to explore diligently this Special Relationship further as this particular project matures.

14. GOVERNING LAW

- (a) The Parties agree that this Agreement is governed by the applicable laws of the Czech Republic
- (b) All disputes that might appear based on provision of this Letter shall be governed and decided by Czech courts”
- (c) This Agreement comes into force according to Act no. 340/2015 Coll.
- (d) MZCR informs TPUK that it has to publish this Agreement in particular database and legal documents according to Act 106/1999 Coll.
- (e) Any amendments of this Agreement can be done in writing with the consent of both parties

If there is anything in this Letter of Agreement about which you have any questions or about which you would like additional information, please email [REDACTED]. If everything is satisfactory, please sign the agreement and return a scanned copy via email to [REDACTED]

Yours sincerely,



Group General Manager
for and on behalf of
Triple P UK Limited

The terms of the Letter of Agreement are agreed and accepted by Ministry of Health of the Czech Republic

by: _____

(Signature of person accepting on behalf of Ministry of Health of the Czech Republic, a person authorised to sign on behalf of Ministry of Health of the Czech Republic)

Name of Person signing for Ministry of Health of the Czech Republic

(please print):

Mgr. Adam Vojtěch, MHA

Designation of that person *(please print):*

Minister of Health of the Czech Republic

Contact Details ~~for that person~~ *(please print)*

Address: Ministry of Health of the Czech Republic, Palackého náměstí 4, 128 01 Praha

Telephone

:

Fax:

Email:

Certification: Value Added Tax Exemption

~~I, _____, am authorised to make this Certification on behalf of the Ministry of Health of the Czech Republic.~~

~~I hereby certify that the Ministry of Health of the Czech Republic for the purposes of the Value Added Tax Act 1994, is not required to pay UK VAT on the goods and/or services being purchased from Triple P UK Ltd because Ministry of Health of the Czech Republic qualifies for exemption.~~

~~Signature:~~

Date: ---

Annexure A.**TABLE 1 Details of Triple P Services to be conducted by the Trainer**

Details of Triple P Services	Dates	No. of Practitioners
Training		
Group Triple P Provider Training	To be advised	17
Group Triple P Provider Training	To be advised	15
Pre-Accreditation Workshop		
Pre-Accreditation Workshop for Group Triple P	To be advised	17
Pre-Accreditation Workshop for Group Triple P	To be advised	15
Accreditation		
Group Triple P Provider Accreditation	To be advised	17
Group Triple P Provider Accreditation	To be advised	15

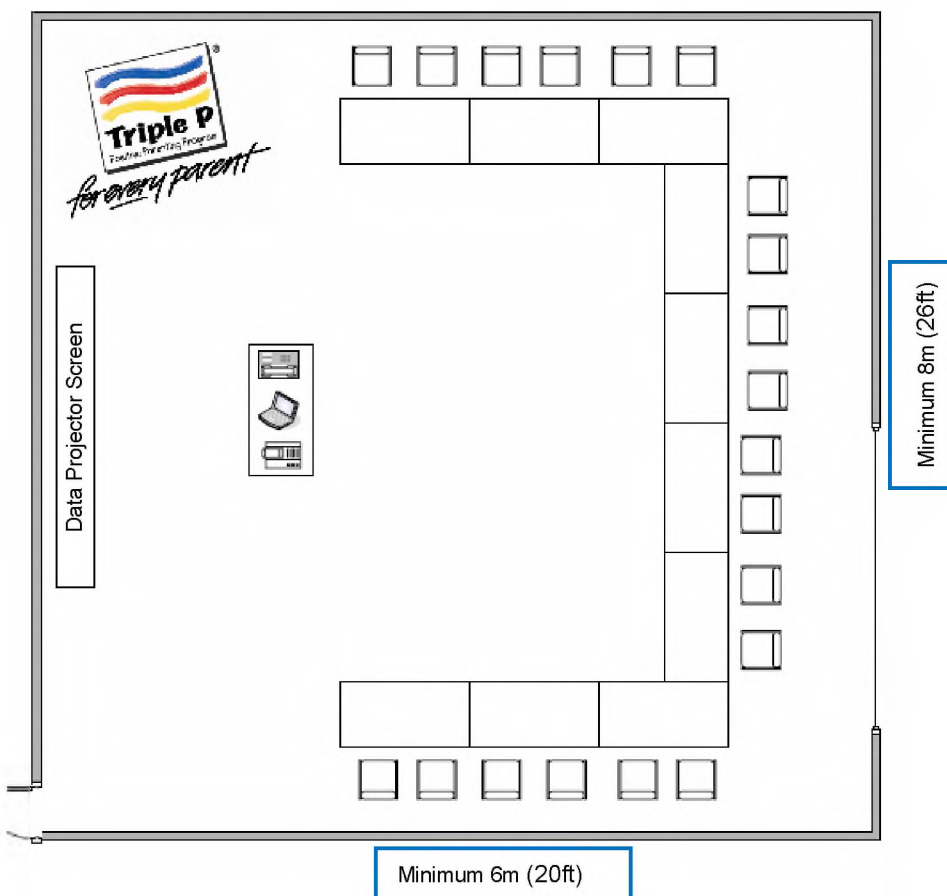
TABLE 2 Trainer and Trainer's Hotel Check-in/Check-out details (Training, Pre-Accreditation and Accreditation) – Schedule will apply to both groups of practitioners

Trainer	Dates	Hotel	Details of Triple P Training/Accreditation
Training			
To be advised	To be advised	Check in to hotel	
	To be advised	Night in hotel	Group Triple P Provider Training
	To be advised	Night in hotel	Group Triple P Provider Training
	To be advised	Night in hotel	Group Triple P Provider Training
	To be advised	Check out of hotel	
Pre-Accreditation & Accreditation			
To be advised	To be advised	Check in to hotel	
	To be advised	Night in hotel	Pre-Accreditation Workshop for Group Triple P
	To be advised	Night in hotel	Group Triple P Provider Accreditation
	To be advised	Night in hotel	Group Triple P Provider Accreditation
	To be advised	Night in hotel	

Annexure B. Venue and Equipment Requirements

Training & Implementation Support

- Venue must be a minimum of 6 x 8 meters (20 x 26 feet) in size and have an area available for small group break-out activities close to the training room. Rooms larger than this will not require a break-out room.
- Tables to be set up in a U-Shape with plenty of room for each participant and their resources (see diagram below).
- Please ensure the venue has sufficient lighting, adequate air-flow and is a comfortable temperature.
- Data Projector, screen & speakers (for the Trainer to connect to their laptop and deliver MS-PowerPoint presentations and show DVDs which they carry with them).
- Whiteboard, pens and eraser (Flipchart also acceptable).
- Provide name badges for each participant - need to be available at the venue each day of training.



Accreditation

- For 5 or less participants, the venue must be a minimum of 4 x 3 meters (12 x 9 feet) in size.
- For 6-10 participants, the venue must be a minimum of 6 x 4 meters (18 x 12 feet) in size.

- For full-day accreditation where lunch is provided, an area must be available for lunch breaks.
- Please ensure the venue has sufficient lighting, adequate air-flow and is a comfortable temperature.
- Data Projector, screen & speakers (for the Trainer to connect to their laptop and deliver MS-PowerPoint presentations and show DVDs which they carry with them).
- Provide name badges for each participant - need to be available at the venue each day of training.

For more information refer to the Coordination Form.

Annexure C. Course Fee Inclusions

Level 4 Group Triple P Provider Training Course

The fee for the Group Triple P Provider Training Course is €22,150.00 which is payment for the following:-

- One 3-day training program for a maximum of 17 participants.
- One 1-day onsite pre-accreditation workshop consultation day for a maximum of 17 participants.
- Two 1-day accreditation workshops with 5 participants per ½ day to be undertaken 6-8 weeks post training program.
- Provision of training materials (i.e. participant notes, questionnaires /evaluation forms and other related training materials) for each participant.
- Provision of Triple P Practitioner resources (i.e. Facilitator's Kit for Group Triple P, Every Parent's Survival Guide [Digital Video]) including freight and handling.
- Access to the *Triple P Provider Network* for up to 20 accredited providers.

Level 4 Group Triple P Provider Training Course

The fee for the Group Triple P Provider Training Course is €21,130.00 which is payment for the following:-

- One 3-day training program for a maximum of 15 participants.
- One 1-day onsite pre-accreditation workshop consultation day for a maximum of 15 participants.
- Two 1-day accreditation workshops with 5 participants per ½ day to be undertaken 6-8 weeks post training program.
- Provision of training materials (i.e. participant notes, questionnaires /evaluation forms and other related training materials) for each participant.
- Provision of Triple P Practitioner resources (i.e. Facilitator's Kit for Group Triple P, Every Parent's Survival Guide [Digital Video]) including freight and handling.
- Access to the *Triple P Provider Network* for up to 15 accredited providers.

Annexure D. Privacy Notice

Triple P UK Ltd is committed to protecting your privacy. We comply with the principles of the relevant data protection regulations, including the General Data Protection Regulation (*EU*) 2016/679 (“GDPR”).

This privacy notice tells you about the information we collect about you when you register to attend a Triple P training or accreditation session(s). The personal data may be collected from you personally or through the agency that has arranged and paid for you to attend the training/accreditation session(s). As we are collecting your personal data, we are legally required to provide you with information about who we are, why we are collecting your data, how we will use your data and about the rights you have with respect to your data.

Who are we?

Triple P UK Ltd (TPUK) is part of the Triple P group of companies that are responsible for disseminating the Triple P-Positive Parenting Program® throughout the world. With respect to the data collected when you are registered to attend, TPUK is the data controller under the GDPR. That means, TPUK makes the decisions regarding how and why your personal data is processed.

TPUK’s address is BM Box 9068, London, England, WC1N 3XX.

The Triple P Group of companies is comprised of Triple P International Pty Ltd (TPI) and its related bodies corporate. TPI is an International company located outside of the UK. TPI is registered at PO Box 1300, Milton, QLD, 4064, Australia.

Any enquiries about our use of your personal data should be sent to our Data Protection Officer. You can contact the Data Protection Officer by email at [REDACTED] or contact TPUK at the above address.

What personal data do we collect & why?

Your personal data will be provided to us by the agency that has arranged for you to attend the training/accreditation session. We require the agency to provide us with your name and email address. The agency has the option of providing us with the name of your employer, your job title and the details of any other Triple P courses you have attended.

We use this information in order to facilitate and manage your attendance at the relevant Triple P training/accreditation session. This means that the legal basis of our holding your personal data is for legitimate interest.

Disability

We ask that you inform TPUK if you have a disability which, in your opinion, may affect your participation in the Triple P training/accreditation session(s). If provided, TPUK uses this information to accommodate your needs, if possible, when providing the training/accreditation.

The GDPR treats health data (which includes information about a disability) as a special category of personal data. There are limited circumstances where we may use this type of data. In order to collect

and process the information about your disability, we need your express consent. This is why TPUK asks you to complete and sign the Disability Disclosure Form, which contains a statement of consent.

The legal basis of our processing your personal data regarding your disability is consent. You may withdraw your consent at any time, by emailing TPUK’s Data Protection Officer at [REDACTED]

or by writing to the Data Protection Officer using the address provided above. Where possible, we ask that communication with the Data Protection Officer be by email.

At the training/accreditation session

At the training/accreditation session(s) you will be asked to complete a few forms, which collect a variety of personal data including more contact information, and your responses to surveys about the course content and the Trainer. You will receive another Privacy Notice at the time you are given the forms, which will provide detailed information about the personal data sought and how TPUK will use that data.

In addition, the Trainer may record their observations and/or opinions about course participants. This may include whether the participant stood out as being particularly skilled in an area of the course, whether the Trainer believes the participant would benefit from additional training or support, or whether the behaviour of the participant was problematic and negatively impacted on the delivery of the session or workshop. This information is collected on the basis of TPUK's Legitimate Interests, for the purpose of providing feedback to the agency arranging for the training session, to enable them to recognise outstanding achievement or where additional support may be necessary, and to enable TPUK to identify people whose continued attendance at training/accreditation sessions is not appropriate.

What do we do with your information?

Your information is stored on TPI's server. TPI is doing its utmost to ensure it is compliant with the GDPR and has put robust security mechanisms in place for the transfer and storage of your data.

We will not use the information to make any automated decisions that might affect you.

Do you share my information with other organisations?

Your information will always remain confidential. TPUK (and TPI) will not sell, rent or license your information. Other than for the purposes of the storage of the data and to provide the venue with the attendee names so that they may prepare name tags, the personal data collected when you are registered to attend the training/accreditation session, is not shared with any other party.

Anonymised information regarding your disability may be shared with third parties (for example the venue), in order to accommodate your needs, if possible.

How long do we keep your information for?

Your information will be kept until the training/accreditation sessions have been provided. If you become accredited to provide the Triple P parenting program, we will continue to keep your name and a record of your accreditation on a permanent basis, for the purpose of maintaining a list of all accredited practitioners.

Your rights over your information

By law, you can ask us what information we hold about you. If the information we hold is not accurate, you can ask us to correct it. You can also ask for your personal data to be erased, for us to give you a copy of the information or for us to stop using all or part of your information.

Your right to complain

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at [\[REDACTED\]](#) / or write to them at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, United Kingdom, SK9 5AF.

Annexure E. Disability Disclosure Form

Triple P UK Ltd (TPUK) is holding training/accreditation sessions and you are a prospective course participant.

You have been asked to complete this form, as you have a disability which, in your opinion, may affect your participation in the Triple P Provider training and accreditation or your work as a practitioner.

TPUK needs to be made aware of your disability, so that we can adequately accommodate your needs, if possible, when providing the training/accreditation sessions.

The EU's new data protection law, the General Data Protection Regulation (*Regulation (EU) 2016/679*) ("**GDPR**"), treats health data (which includes information about a disability) as a special category of personal data. There are limited circumstances where we may use this type of data. In order to process the data about your disability, we need your express consent.

We therefore ask that you complete and sign the following Statement of Consent, and return it to us at [REDACTED]

Please note that under the GDPR, you have several rights. These include the right to withdraw your consent at any time. If you would like to withdraw your consent, you can do so by contacting the Data Protection Officer for TPUK at the email address [REDACTED].

You were sent a Privacy Notice by the agency that is arranging for you to attend this training. Please see the Privacy Notice for more information on how we protect your personal data and your rights in relation to that data. If you did not receive the Privacy Notice, please let the Data Protection Officer know and we will send the Privacy Notice to you.

Statement of Consent:

I hereby give explicit consent to Triple P UK Ltd, to process my personal data concerning health, for the purposes of adequately accommodating me, if possible, in respect of the provision of training/accreditation services.

Information regarding my disability:

Full Name:

Signature:

Date:

Annexure F. Supervision of Translation and Production of Triple P Resources

The Triple P resources to be translated are as follows:-

Group Triple P Resources

- Parent Workbook
- Parent PowerPoint Presentation
- Every Parent's Survival Guide Video
- Practitioner Manual
- Training Participant Notes
- Training Video
- Training PowerPoint Presentation
- Training and Accreditation Forms

All video resources will be subtitled NOT dubbed.

- *MZCR assigns to TPUK all patent, copyright and trade secret rights in anything created or developed by Translator or Translation Reviewer for TPUK under this Agreement.*
- *MZCR will help to prepare any documents TPUK considers necessary to secure any copyright, patent or other intellectual property rights at no charge to TPUK.*
- *MZCR will nominate one person as the point of contact for translation and one other person as a point of contact for translation review for our Publications Team to work with. The Translation Reviewer will be the key person because they will approve the final copy of the resources before anything gets published.*
- *The process will commence with the Translator and Translation Reviewer developing a Czech glossary of key Triple P terms*
- *All translated files will need to be returned to us (to the Triple P International Publications Team). Publications will create PDF versions, which will be used to complete the review process*
- *The Translation Reviewer will then compare the translated resources with the English versions, and ensure that all clinical terminology is consistent with the approved Czech Glossary and Optimal Linguistic Consistency.*
- *When translating and reviewing the translation, the Translator and Translation Reviewer should use vocabulary that is readily understandable by the target audience.*
- *The Translator and Translation Reviewer are two separate roles and should not be assigned to the same party (e.g. the review of a file should not be completed the translator).*
- *The Translator and Translation Reviewer have access to the latest software for Adobe Reader, Adobe InDesign/Adobe CC and Microsoft Office.*
- *When translating the Subject Triple P Resources, the Translator shall incorporate the tasks into producing the final product and complete the checklist outlined in Schedule 1 (below)*
- *When conducting a translation review of the Translated Triple P Resources, the Translation Reviewer shall incorporate the tasks into producing the final product and complete the checklist outlined in Schedule 2 (below)*
- *All copyright in the translated works will be assigned to TPUK in a written document to comply with the Copyright Act 1968. MZCR (and the Translators and Translation Reviewers) may not*

reproduce the materials or any part thereof in any format for any reason other than for the purposes of translating and reviewing the resources.

- *TPUK will not pay any fees for the provision of the translated Services. For example, no fees are payable for the time taken to perform the Services.*

SCHEDULE 1: TRANSLATOR'S TASKS CHECKLIST

When translating the Subject Triple P Resources, the Service Provider shall incorporate the following tasks into producing the final product and complete the checklist below.

- 1. Translate the text of the Subject Triple P Resources into the Subject Language using the Subject Triple P Resources Glossary and Optimal Linguistic Consistency.**
- 2. Check that the following elements of the Subject Triple P Resources have been completed (where appropriate):**
 - The entire resource has been translated (unless otherwise specified by the Publications Department).
 - The entire resource has been compared to the latest English version for discrepancies.
 - The terminology is consistent with the Subject Triple P Resources Glossary and Optimal Linguistic Consistency has been used.
 - All worksheets and questionnaires are consistent within the resource and with the Subject Triple P Resources Glossary.
- 3. Check that the document has no spelling, grammatical, typographical or punctuation errors.**
- 4. Check and ensure the consistency and conformity of:**
 - Spelling.
 - Hyphenation.
 - Capitalisation.
 - Abbreviations.
 - Numbers, dates, percentages and symbols.
- 5. Check all cross-references and links, including:**
 - The list of contents, illustrations and tables against illustrations, tables and plates in the text.
 - In-text page references.

SCHEDULE 2: TRANSLATION REVIEWER'S TASKS CHECKLIST

When conducting a translation review of the Translated Triple P Resources, the Service Provider shall incorporate the following tasks into producing the final product and complete the checklist below.

- 1. Compare the translation to the English file to ensure that nothing has been missed in the translation from the Subject Triple P Resources.**
- 2. Review the translation of the Subject Triple P Resources ensuring that the translator has used the Subject Triple P Resources Glossary and Optimal Linguistic Consistency.**
- 3. Check that the following elements of the Subject Triple P Resources have been completed by the translator (where appropriate):**
 - The entire resource has been translated (unless otherwise specified).
 - The entire resource has been compared to the latest English version for discrepancies.
 - The terminology is consistent with the Subject Triple P Resources Glossary and Optimal Linguistic Consistency has been used.
 - All worksheets and questionnaires are consistent within the resource and with the Subject Triple P Resources Glossary.
 - Any previous corrections have been correctly implemented.
- 4. Check that the document has no spelling, grammatical, typographical or punctuation errors.**
- 5. Check and ensure the consistency and conformity of:**
 - Spelling.
 - Hyphenation.
 - Capitalisation.
 - Abbreviations.
 - Numbers, dates, percentages and symbols.
- 6. Check all cross-references and links, including:**
 - The list of contents, illustrations and tables against illustrations, tables and plates in the text.
 - In-text page references.
 - Resource titles and references between corresponding resources.
- 7. Check the conformity and suitability of:**
 - Page breaks and word breaks at the ends of lines/paragraphs.
 - The placement of tables, illustrations, captions and labels.
 - Text and paragraph spacing.
- 8. All corrections are to be marked up using the Adobe Reader comment tools or MS Word track changes, or be made directly to the text, depending on the file format and as instructed.**

Annexure G: Triple P Provider Training Courses

- Triple P UK is going to provide Triple P Provider Training Courses in accordance with their highest standards. TPUK aims to train the Czech providers to become a part of the international Triple P network.
- Participants, who will complete the training courses provided by Triple P UK, are allowed to provide the services in accordance with the standards of Triple P International and to offer these Triple P services for the Czech parents selected for the program. MZCR is responsible for following the international standards of Triple P Program in the Czech Republic during the initial implementation of the Program and during the Initial Term of this Agreement which ends on the 30th April, 2024.
- The training courses include training, a pre-accreditation workshop, and a competency-based accreditation process. The training course covers the theoretical foundations of behavioural family interventions both generally and specific to Triple P. Additionally, a comprehensive overview of the development and prevalence of behavioral and emotional problems in children and/or adolescents is presented. A skills-based training approach is used to introduce participants to the range of consultation skills necessary for effective delivery of the program.
- Various teaching methods will be used, including instructive presentation, video demonstration, clinical problem solving, rehearsal of consultation skills, feedback and peer tutoring.
- Practitioners will attend a Triple P Pre-Accreditation Workshop prior to accreditation – an opportunity for individualized feedback on skill development, practice competencies and will discuss any relevant implementation issues in the presence of a Triple P Trainer. Pre-Accreditation Workshops aim to reduce practitioners' anxiety and apprehension about accreditation, reinforce all aspects of Triple P, and build practitioners' confidence to deliver the service. Accreditation days are scheduled approximately six to eight weeks after the training. A competency-based accreditation process is a critical component of all training courses and must be completed for official recognition of proficiency in program delivery, and to ensure that Triple P will be delivered competently and successfully within the community.
- TPUK has provided costs for agency-hosted training of 32 practitioners in Group Triple P, trained in two cohorts (Triple P Provider Training Courses are limited to a maximum of 20 participants). The event for second cohort will be held approximately one year after the event for the first cohort.
- Triple P Provider Training Courses include the following for participants: Training, pre-accreditation and accreditation; training materials (e.g. participant notes), Triple P Practitioner Resources (e.g. manual), access to the Triple P Provider Network., access to the Triple P Automated Scoring and Reporting Application (ASRA).
- MZCR is responsible for the translation of the training materials and the resources for families, whereas TPUK is responsible for: production of the materials and printing and delivering the materials to the Czech republic for training, so that each participant of the training has complete materials used for Triple P Training courses in the Czech language. All taxes (including withholding taxes), import duties, and brokerage fees are not included in the costs provided and are the responsibility of MZCR.
- The training materials and resources for families include videos, presentations, Triple P Practitioner Resources (e.g. manual), participants notes or any materials regularly used for trainings in English. The translation and production cover also the workbooks for families and Every Parent's Survival Guide DVD (or a medium other than DVD with comparable capacities). The DVD production costs are for subtitling only, dubbing is not required. The Triple P Provider Network and the Triple P Automated Scoring and Reporting Application (ASRA) are not to be translated to Czech for the initial implementation.

- MZCR will provide professionals for the simultaneous translation of the training to the Czech language. TPUK will provide any necessary cooperation with these professionals to ensure appropriate simultaneous translation.
- In case of any further agreement between MZCR and TPUK, which would lead, specifically, to delivering more Group Triple P Training courses, TPUK will provide the translated materials with no additional fees for copyright or production provided that this applies to the Initial Term only which ends 30.4.2024.