



# Foreign, Commonwealth & Development Office

Updated April 2025

## Project Arrangement Letter between British Embassy Prague, Thunovská 14, Praha 1, 110 00, Czech Republic and Institute of Sociology CAS, Jilská 1, 110 00, Czech Republic.

1. The British Embassy in the Czech Republic, otherwise known as the Authority, has decided to provide you, **Institute of Sociology CAS**, otherwise known as the Implementing Partner, with a maximum of **£4 050** (app. 112 000 CZK, depending on the exchange rate) to deliver the project entitled "**Building Safer Universities**", FCDO number **400611-409**.
2. The Partner confirms that it is registered as a not for profit organisation and has the capacity to comply with the requirements set out in this letter.
3. Project funding will be available for a maximum of 3 months, until 11 March, 2026. Payment for activities and outputs satisfactorily delivered will be disbursed by the Authority within 30 days of the Authority receiving an invoice.
4. The project funding will solely be used for the following:
  - Deliver 3 project outputs:
    - Output 1: a public event 'Your Right to Safety: Understanding Power, Consent and Professional Boundaries', on 12 February 2026, aimed at empowering approx.. 60 – 70 students and early-career researchers.
    - Output 2: a high-level event 'Holding Power Responsibly: Leadership, Integrity, and the Duty of Care in Higher Education' on 13 February 2026 at the UK Embassy.
    - Output 3: a communication campaign 'Safe to Learn, Bound to Lead Respectfully from 1–14 February to raise visibility of the visit, disseminate key messages, and link the initiative to IDWGS themes.
  - Consult the project developments with the project officer, Zuzana Stuchlikova
  - Place the British Embassy Prague logo where appropriate, including the platform website
  - Provide appropriate data and statistics as part of the closing report



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5. If for any reason the Partner is unable to carry out the agreed project activities, the Partner will inform the Authority immediately.
6. The Partner will be responsible for managing delivery of all project activities and outputs agreed with the Authority. The Authority will not be responsible for the activities of any person, organisation or company engaged by the Partner or its agencies as a result of this arrangement, nor will the Authority be responsible for any costs incurred by the Partner or its agencies in terminating the engagement of the aforementioned persons, organisations or companies.
7. The Partner will spend all project funding in a cost effective way that delivers value for money, and will carry out the selection of any Downstream Partners in a fair and open manner.
8. If the Partner becomes aware of a credible suspicion or actual Aid Diversion including fraud, corruption, bribery, theft, terrorist financing, money laundering and other misuse of funds that prevents funds being directed to the outcomes or recipients intended, relating to FCDO funds, the Partner will inform the Authority immediately in accordance with Annex 1.
9. The Partner will submit to the Authority report describing progress to date in January 2026.
10. The Partner will submit a final report within six weeks of the project completion date, setting out (whichever are relevant) what goods and/or services were provided, what activities and outputs were delivered, what outcomes were achieved, and including a comprehensive summary of how the project funding was allocated and spent, with a full breakdown of costs.
11. This letter is not a guarantee of future funding.
12. The Authority may disclose information about this project if required by UK legislation or FCDO policy, unless otherwise agreed between the Participants.
13. If the Authority is concerned that the provisions of this Arrangement have not been fulfilled by the Partner, or if any activities occur which will significantly impair the implementation or development value of the project, the Authority will discuss its concerns with the Partner in an attempt to resolve any issues. Following such



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negotiation, this Arrangement may be amended, suspended or terminated in accordance with the relevant provisions in this Arrangement.

Implementing Partner

The Authority

Signature

Signature

Date

Date

## ANNEX 1: AID DIVERSION & SAFEGUARDING

### Aid Diversion

The Participants will immediately and without undue delay inform each other of any event which interferes or threatens to interfere with this Arrangement, whether financed in full or in part by FCDO, including credible suspicions of, or actual Aid Diversion. The Partner should assess credibility based on the source of the allegation, the content, and the level of detail or evidence provided.

The Partner should immediately contact FCDO's Counter Fraud Section at [counter.fraud@fcdo.gov.uk](mailto:counter.fraud@fcdo.gov.uk) or [020 7000 8000](tel:020 7000 8000) if they have any cause to suspect a case of fraud or misuse of funds. All information will be treated with the utmost confidentiality. Information can also be reported directly to the FCDO programme team managing where appropriate; this will be immediately passed on to FCDO's Investigations Department. The Partner should also ensure Downstream Partners are aware of how to contact FCDO's Investigations Department.

### Safeguarding for the Prevention of Sexual Exploitation and Abuse and Sexual Harassment



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The Authority has a zero tolerance for inaction approach to tackling sexual exploitation, abuse and harassment (“SEAH”).<sup>1</sup> This means the Partner, and its implementing partners, will take all reasonable and adequate steps to prevent SEAH of any person linked to the delivery of this Memorandum by both its employees and any implementing partner and respond appropriately when reports of SEAH arise. The Partner must apply the IASC Six Core Principles Relating to Sexual Exploitation and Abuse and the following principles and practices when implementing this programme and provide evidence to demonstrate this where required:

- a) Adherence to the IASC-Minimum Operation Standards and/or SEA elements of the Core Humanitarian Standard on Quality and Accountability;
- b) A survivor-centred approach<sup>2</sup> to SEAH issues;
- c) Strong leadership and signalling on tackling SEAH;
- d) Make all reasonable and adequate efforts to address gender inequality and other power imbalances;
- e) Robust reporting to enhance accountability and transparency;
- f) Ensure that SEAH standards from this arrangement are reflected in funding templates with implementing partners.

The Partner will adhere to the following reporting requirements:

- a. The Partner will promptly contact through written notice to  
to report any allegation credible enough to  
warrant an investigation of SEAH related to this Memorandum.
- b. The Partner should also promptly report to  
any allegation credible enough to warrant an investigation of SEAH that  
are not directly related to this Memorandum but would be of significant  
impact to the partnership.

<sup>1</sup> See UNGA Resolution A/RES/73/148 for the definition of sexual harassment and UNSG Bulletin ST/SGB/2003/13 for the definition of sexual exploitation and abuse. Both definitions are included in the DAC Recommendation on Ending Sexual Exploitation, Abuse, and Harassment in Development Co-operation and Humanitarian Assistance: Key Pillars of Prevention and Response.

and response. A survivor-centred approach is one for which the survivor's dignity, experiences, considerations, needs, and resiliencies are placed at the centre of the process, from the initial program design to investigating and responding to potential incidents. Consistent with the [UN Protocol on Allegations of SEA Involving Implementing Partners](#), the survivor should be informed, participate in the decision-making process, and provide consent on the possible use and disclosure of their information. Those interacting with the survivor and/or handling information regarding the allegation must maintain confidentiality, ensure safety of the survivor, and apply survivor-centred principles which are safety, confidentiality, respect, and non-discrimination. When the survivor is a child, the approach must consider the best interests of the child and engage with the family/caregivers as appropriate. Staff and partners should comply with host country and local child welfare and protection legislation and international standards, whichever gives greater protection.