

## Accountable Subgrant Agreement Global AI Advocacy Subgrant: Brazil

**BETWEEN:** Global Partners Digital (the Grant Holder), registered office is Second Home, 68 Hanbury Street, London, E1 5JL, UK, company number 10573080

**AND :** Transparência Brasil (the Subgrantee), registered address is R. Joao Marinho 161, Sao Paulo – SP, Brazil.  
Registration number: 03.741.616/0001-01

(Collectively known as “the Parties”).

The Grant Holder has agreed to make a Subgrant of funds to the Subgrantee upon the following terms:

### Article 1 – Purpose of the Subgrant

1 (1) The Subgrant is awarded in the context of the project “AI and Human Rights: Shaping the Outcomes of Relevant International Discussions”, a project led by the Grant Holder and funded by The Federal Minister for Foreign Affairs of the Federal Republic of Germany (the Funder). The title, purpose, outputs, and activities of the Project are set out in the Project Proposal at Appendix D. The overarching purpose and objectives of the Project are:

To promote a human rights approach to artificial intelligence by shaping the outcomes of relevant international debates.

1 (2) The Subgrant is made for the implementation of a specific set of activities, the Global AI Advocacy Subgrant: Brazil (the Subproject), and is carried out by the Subgrantee according to the Terms of Reference at Appendix A. Subject to Article 6 below, the Terms of Reference of the Subproject, may be amended only by written agreement of both Parties and the Funder.

1 (3) The Subgrantee will be awarded the Subgrant on the terms and conditions set out in this document and its Appendices, which the Subgrantee hereby declares it has taken note of and accepts.

1 (3) The Subgrantee accepts responsibility for the Subgrant and undertakes that it will be used only for the purposes of carrying out the Subproject in accordance with the Project Proposal at Appendix D.

### Article 2 – Duration of Subgrant

2 (1) Implementation of the Subgrant will begin on 01 May 2023 and end on 14 March 2024. Any amendments to this period are subject to agreement in writing by the Funder and the Grant Holder.

### Article 3 – Financing the Operation

3 (1) Subject to Article 7 below, the Grant Holder shall provide up to a maximum of EUR 3.256,59 towards the total costs of the Subproject.

3 (2) The Subgrant funds should be spent in the appropriate period for which they were intended and according to the Subgrant Budget at Appendix B. Subject to Article 6 below, the Subgrant Budget

may be amended only by written agreement of the Funder and the Grant Holder.

- 3 (3) Payment will be made in advance instalments on a quarterly basis for the duration of this Accountable Subgrant Agreement and upon the Grant Holder's receipt of:
- i) an invoice for expected expenses within the period based on the Subgrant Budget at Appendix B; and
  - ii) satisfactory reporting in accordance with Article 4 and the Reporting Schedule and Requirements at Appendix C.

#### **Article 4 – Reporting and Accounting**

- 4 (1) The Subgrantee shall provide Subproject narrative, financial and indicator reports in accordance with the Reporting Schedule and Requirements at Appendix C using templates provided by the Grant Holder.
- 4 (2) All financial reports should state how the Subgrant funds were spent against the Subgrant Budget at Appendix B and should include scanned copies of all invoices and receipts. These should be referenced according to guidelines which the Subgrantee will be provided by the Grant Holder. The Subgrantee should retain all originals of invoices for the duration of three years after submission of the Final Project Report.
- 4 (3) Items spent against the Subgrant must be clearly identifiable within the Subgrantee's accounts.
- 4 (4) The Grant Holder reserves the right to commission an external audit of the financial report covering the implementation of the Subproject, at any time.
- 4 (5) The Grant Holder reserves the right to reclaim at any time within a period of 3 years after the date of this Accountable Subgrant Agreement any Subgrant funds which remain unspent at the termination of the Subproject, or funds spent on purposes which do not fall within Subgrant Budget at Appendix B or which is unaccounted for.
- 4 (6) The Subgrantee shall allow access for the Funder, the Grant Holder or their representatives to project sites and to all relevant records for the purposes of monitoring, evaluation and audit.

#### **Article 5 – Monitoring and Evaluation**

- 5 (1) The Grant Holder will supervise the progress of the Subproject throughout and reserves the right to carry out monitoring/evaluation visits at a time agreed with the Subgrantee upon reasonable notice being given or to appoint an external evaluator.
- 5 (2) The method and timing of any evaluation of the Subproject will be at the discretion of the Grant Holder.
- 5 (3) The Subgrantee will make staff available to meet with, answer questions and provide management information to the evaluator appointed by the Grant Holder.

#### **Article 6 – Amendment of the Accountable Subgrant Agreement**

- 6 (1) This Accountable Subgrant Agreement and its Appendices may be amended only by written agreement of both Parties.

#### **Article 7 – Termination of the Accountable Subgrant Agreement**

- 7 (1) Either Party may terminate this Accountable Subgrant Agreement upon one month's written notice to the other if:

- the other Party commits a material breach of any terms of this Accountable Subgrant Agreement; or
- there is a Force Majeure event which prevents the implementation of the Project.

In addition, the Grant Holder may terminate this contract, upon one month's notice to the Subgrantee, if:

- any changes occur which, in the opinion of the Grant Holder, significantly impair the value of the Subgrantee's contribution towards the purpose and objectives of the Project;
- the Grant Agreement between the Grant Holder and the Funder is terminated or altered so that the funding available for the Project becomes, or is likely to become, in the Grant Holder's sole opinion, insufficient for it to continue to finance the Subproject.

7 (2) A joint review between the Grant Holder and the Subgrantee shall be undertaken at any time during the implementation of the Project if the Grant Holder considers it necessary to refocus the Subproject outputs and outcomes. If the Subproject is not achieving the activities, outputs, outcomes or objectives outlined in the Terms of Reference at Appendix A, the Grant Holder may terminate the Subproject at any stage.

7 (3) Upon termination of this Accountable Subgrant Agreement, the Subgrantee shall provide financial and narrative reports (including copies of invoices and receipts) up to the date of such termination.

7 (4) Upon termination of this Accountable Subgrant Agreement, the Grant Holder retains the right to recover any funds, with interest, given to the Subgrantee under this Accountable Subgrant Agreement which have not been used for the purposes of implementing the Subproject or cannot be accounted for.

#### **Article 8 – Acknowledgement of Funding**

8 (1) Under the terms of the agreement with the Funder, the Grant Holder is not required to publicly acknowledge the support of the Funder in any aspect of the programme resulting from this award.

8 (2) Subject to Article 8(1) the Grant Holder retains the right to name the Subgrantee as a recipient of funds under the Project but will endeavour to consult the Subgrantee in advance if relevant.

#### **Article 9 – Liability**

9 (1) The Subgrantee undertakes to provide adequate supervision of and care for its staff, agents and visitors, and accepts that in no circumstances will the Grant Holder be responsible for the acts or omissions of the Subgrantee's staff, agents or visitors or for any loss or liability arising as a result of Subproject, which remains the entire responsibility of the Subgrantee.

9 (2) Where the Funder has publicly advised against all travel to a country or region where the Project is to be implemented or where the Funder or Grant Holder have highlighted specific security or safety concerns, the Subgrantee must liaise closely and in good time with the Grant Holder about the feasibility of travel to such country or region. Nevertheless, the Subgrantee shall be responsible for obtaining security advice from security providers that are established and reputable with appropriate experience, qualified personnel and insurance cover. The costs of any specialist security provision shall be borne by the Subgrant budget.

#### **Article 10 – Intellectual Property Rights**

10 (1) All material produced by the Subgrantee during the course of the Project will be licensed under a

Creative Commons Licence. The Subgrantee may choose whichever Creative Commons Licence is most appropriate.

- 10 (2) Save as provided in Article 10(1) above, this Accountable Subgrant Agreement shall not vest in either Party any rights over the other Party's intellectual property rights.
- 10 (3) The Subgrantee warrants, represents and undertakes that its implementation of the Subproject under this Accountable Subgrant Agreement will not infringe any intellectual property rights of any third party. The Subgrantee agrees to indemnify and hold harmless the Grant Holder against all liability, loss, damage, costs and expenses (including legal costs) which the Grant Holder may incur or suffer as a result of any claim of alleged or actual infringement of a third party's intellectual property rights by reason of Subgrantee's implementation of the Subproject.

#### **Article 11 – Dispute Resolution**

- 11 (1) The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with this Accountable Subgrant Agreement.

#### **Article 12 – Entire Agreement**

- 12 (1) This Accountable Subgrant Agreement constitutes the entire agreement between the Parties and supersedes all negotiations, representation, or agreements either written or oral preceding it, without prejudice to the Authority's rights and remedies at law or otherwise.

#### **Article 13 – Applicable Regulations**

- 13 (1) The recipient hereby assures and certifies that it is in compliance with and will comply in the course of this award with applicable laws, regulations, and executive orders, and other generally applicable requirements and all terms and conditions set forth in the basic grant under which this Accountable Subgrant Agreement is awarded.


#### **Article 14 – Law**

- 14 (1) This Accountable Subgrant Agreement will be governed by and construed in accordance with English law and the Subgrantee hereby irrevocably submits to the jurisdiction of the English courts. The submission to such jurisdiction will not (and will not be construed so as to) limit the right of the Grant Holder to take proceedings against the Subgrantee in any other court of competent jurisdiction, nor will the taking of proceedings by the Grant Holder in any one or more jurisdictions preclude the taking of proceedings by the Grant Holder in any other jurisdiction, whether concurrently or not.

**Authorised for and on behalf of the Grant Holder**

Name: **Rebecca Zausmer**

Job Title / Role: **COO**

Signature: 

Date: **11 / 05 / 2023**

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**Authorised for and on behalf of the Subgrantee**

Name: **Juliana Sakai**

Job Title / Role: **Executive Director**

Signature: *Juliana Mari Sakai*

Date: **11 / 05 / 2023**

## Appendix A: Terms of Reference - Strategic Work Plan and Indicators

This document outlines the objective and Terms of Reference of the global advocacy engagement under the project “**AI and Human Rights: Shaping the Outcomes of Relevant International Discussions**”. The overall project is being implemented from 15 March 2023 to 14 March 2024.

Transparência Brasil’s sub-project is being implemented from 01 May 2023 to 14 March 2024.

### Overarching project goals and outcomes:

The project has the following overarching project goal, activities and intended outcome:

**Project goal:** To promote a human rights approach to artificial intelligence by shaping the outcomes of relevant international debates.

### Intended project outcomes:

- (1) identified civil society groups have greater capacity to shape international outcomes;
- (2) the outcomes of relevant international processes are informed by human rights considerations.

**Sub-project goal:** Contribute to the implementation of the project strategy by directly engaging and advocating within identified global processes to ensure a human rights approach to AI

### Measures and activities:

In collaboration with GPD, Transparência Brasil will implement the project’s global advocacy strategy and engage in advocacy efforts at the identified forums to ensure a human rights approach to AI in identified global processes.

For the duration of the project, Transparência Brasil will engage in the below forums and processes , with the aim of ensuring a human rights-respecting approach to AI. Transparência Brasil may also engage in other ad hoc opportunities subject to their interest and capacity.

- Council of Europe’s Committee on Artificial Intelligence: Convention on Artificial Intelligence
- United Nations Secretary General’s Envoy on Technology: Global Digital Compact
- United Nations Educational, Scientific, Cultural Organization (UNESCO)
- United Nations Human Rights Council\*

*\*Lower level-monitoring only*

Specifically, the partner will will take on the following responsibilities and engages:

- **Strategy Implementation**
  - Review global mapping developed by GPD and provide input on forums identified for direct advocacy under the project
  - Identify at least 2 forums and/or processes for advocacy engagement under the project
  - On the basis of the updated global advocacy strategy, engage in the designated forums and/or processes and implement the activities outlined in the strategy.
    - Engagement may include, but is not limited to:
      - participation in consultations with civil society;
      - development of analysis, joint statements, and/or responses to relevant policy outcomes and texts adopted by relevant policy forums; or
      - engagement in direct advocacy with relevant policy makers
      - articulating policy positions through the use of strategic communications
- Details of the specific engagements and timelines are outlined in the [mapping](#) and

will be communicated with all partners ahead of engagement

- **Coordination and Information sharing with GPD and project partners**
  - Quarterly coordination calls with GPD and (if relevant) project partners

### **Indicators and Deliverables:**

The following objectives and indicators are deemed to be binding for each partner:

- 1 advocacy strategy developed and updated
- Minimum of 1 strategic intervention at relevant forums per partner
- Contribution to at least 1 joint statement across the forums identified for engagement
- Publication of at least 1 blog post/op-ed related to forum engagement
- Participation in CSO coordination calls where needed, subject to availability
- Continued advocacy and engagement in at least 2 relevant international processes
- Continued monitoring of other global processes identified in external mapping document to identify ad hoc opportunities for other engagement

## Appendix B: Subgrant Budget

Cost Category	Unit	# units	Rate (EUR)	Subtotal (EUR)
<b>1. Personnel</b>				
Staff fees	Total	1	3.256,59	3.256,59
<b>TOTAL (EUR)</b>				<b>3.256,59</b>

### Payment Schedule:

Payment amount	On satisfactory receipt of	Due
EUR 1625.00	Invoice	Upon commencement of the contract
EUR 1631.59	Invoice Interim Narrative Report Interim Finance Report	10 October 2023



## Appendix C: Reporting Schedule and Requirements

The Subgrantee is required to submit the following types of report to the Grant Holder by the due dates outlined below and using the templates provided by the Grant Holder.

- **Narrative Performance Progress Report**, including:
  - Assessment of key project achievements and progress towards the objectives.
  - A summary of activities implemented and information on how project expenses link to these.
  - Additional useful information including an analysis and explanation of cost overruns or high unit costs.
- **Financial Report:**
  - The finance reports should state how the funds were spent during the duration of the sub-project.
  - The financial reports should include scanned copies of all invoices and receipts. These should be referenced according to guidelines which the Subgrantee will be provided by the Grant Holder.
  - The Subgrantee should retain all originals of invoices for the duration of three years after submission of the Final Project Report. including scanned copies of all invoices.
- **Indicator Report**

In addition the Subgrantee is expected to arrange **regular calls** with GPD to discuss any relevant developments in the project and to keep GPD informed of project developments

### Reporting & Check-in Calls Schedule:

Reporting Period	Reports	Due
15 March – 30 September	Mid-term narrative report	On or before 1 October 2023
	Mid-term finance report	
1 October 2023 – 14 March 2024	Final narrative report	On or before 30 April 2024
	Final finance report	

## Appendix D - Project Proposal

**Application for an allocation  
from Federal Foreign Office funds – Division OR06 –  
to promote human rights**

**Important note:**

**This application cannot be used to establish any obligation to grant an allocation.**

**Brief overview of the application (cover page)**

Project title:	<b>AI and Human Rights: Shaping the Outcomes of Relevant International Discussions [EXTENSION]</b>
Applicant/organisation:	Global Partners Digital Limited
Legal status/official registration:	Limited company (social purpose company)
Implementing organisation: (if different from the applicant organisation)	n/a
Planned measures (What is to be done in <i>concrete</i> terms?):	Updating and implementing the global advocacy strategy.
Concrete project goal	To promote a human rights approach to artificial intelligence by shaping the outcomes of relevant international debates.
Project location/country/region:	Global
Duration (please specify the date):	1 March 2023 - 28 February 2024 (1 year)
Total expenditure (in euros)	€ 89,088.52
Amount requested (in euros):	€ 80,179.67
<i>Of that, amount requested until 31 Dec 2023</i>	€73,838.20
<i>Of that, expected expenditure until 31 Dec 2024</i>	€6,341.47
Third-party funding (in euros):	-
Own resources (in euros):	€ 8,908.85
If an allocation is granted, would total expenditure be covered?	yes <input checked="" type="checkbox"/> no <input type="checkbox"/>
Is this an application for initial or follow-up funding?	Follow-up
Has the organisation been granted funding by the Federal Foreign Office or another federal ministry for any previous project(s)?	yes <input checked="" type="checkbox"/> , by the Federal Foreign Office no <input type="checkbox"/>

Has the project already begun?	yes <input type="checkbox"/> no <input checked="" type="checkbox"/>	Start of project: 1 March 2023
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**Application for an allocation  
from Federal Foreign Office funds – Division OR06 –  
to promote human rights**

Project title: <b>AI and Human Rights: Shaping the Outcomes of Relevant International Discussions [EXTENSION]</b>	
Project country and location:	Global
Project duration:	1 March 2023 – 28 February 2024
Amount requested in euros:	EUR 80,179.67
Annual report and statute of the applicant organisation are enclosed:	<input checked="" type="checkbox"/>
Annual report and statute of the partner organisation are enclosed:	<input type="checkbox"/>

If your organisation is based in Germany: Please first of all email your application to [OR06-R@auswaertiges-amt.de](mailto:OR06-R@auswaertiges-amt.de). Please do not complete and send a signed original until you are requested to do so by Division OR06. Only then should you send it by post to Auswärtiges Amt, Referat OR06, Werderscher Markt 1, 10117 Berlin.

If your organisation is based outside Germany, please submit your application to the German mission abroad responsible for the area in which your headquarters is based.

**Applicant organisation (delete anything which does not apply)**

Name: Global Partners Digital Limited	<b>Project contact person</b>
Address (no P.O. box number): 68 Hanbury Street, London, E1 5JL	Name: Kaspar
Telephone/mobile:	First name: Lea
Fax:	Position: Executive Director
Email: lea@gp-digital.org	Extension No.: n/a
Website: www.gp-digital.org	Email: lea@gp-digital.org
Legal status/official registration:	Limited company
Person(s) entitled to represent the organisation:	Lea Kaspar
Bank account details: GPD (Euro Account): Name of account: GLOBAL PARTNERS DIGITAL LTD Name of bank: Barclays Account number: 46964299 Account sort code: 204141 Address of bank: HOLBORN, Leicestershire, LE87 2BB	

Swift code: BUKBGB22
IBAN: GB24 BUKB 20414146964299

**Partner organisation**


**1. Profile of the applicant organisation and, if applicable, the partner organisation (maximum 1000 characters)**

1. Please describe your organisation and, if applicable, your partner organisation (outlining how it is structured, in what fields it operates, what activities it has previously undertaken, and how it is financed).

Global Partners Digital (GPD) is a social purpose company working to enable a digital environment underpinned by human rights. We do this by making policy spaces and processes more open, inclusive and transparent, and by supporting public interest actors to participate strategically in them. Over the last decade, GPD has implemented projects in over 40 countries and has built a robust network of NGO partners and experts worldwide. GPD has been the lead implementer of this project since January 2021.

a) Since when has your organisation been active in the partner country?  
N/a

b) Have you carried out similar projects there before?  
N/a

c) Which staff are already present on the ground and what qualifications does your project staff/the partner organisation's staff have?  
N/a

2. How do you intend to ensure that the funding applied for is used and invoiced correctly (accounting)?

All expenses are overseen by GPD and accounted for in finance and narrative reports sent quarterly to the funder. Financial management is overseen by the company COO in conjunction with an external chartered accountant. There is a strict separation of financial tasks in the organisation as shown above. Resources are allocated efficiently by GPD by ensuring all budgets are firstly scrutinised by the COO in consultation with the accountant.

Project Managers and Programme Leads provide the COO with invoices for payment in accordance with their project budgets. Invoices are then checked and approved by the COO before submitting them to the accountant who processes them for payment. Programme Leads, Project Managers, and the COO do not have access rights to create payments from the bank. All other expenses incurred by team members are firstly authorised by the COO

and then approved for payment by the accountant. GPD produces quarterly accounts to ensure, including at the project level, that spending is in line with the budget.

## 2.2 Current situation

- a) Please briefly outline the current situation in the project area and why the project is necessary. To what extent will your project help promote human rights? Name the shortcomings which the project is intended to rectify (maximum 1000 characters).

From January 2021 - December 2022, GPD implemented projects aimed at shaping policy outcomes related to AI – in target countries and in key multilateral forums – to ensure they are rights-respecting. In January 2022, these were combined into a single project, allowing GPD to continue to support a country partner in Nigeria to implement an advocacy workplan focused on shaping Nigeria’s National Plan on AI (completed) and allowing GPD to continue to implement a global strategy. Since January 2022 has facilitated civil society engagement in key processes, ensuring civil society voices and perspectives were included and heard in international forums including the Council of Europe’s Committee on Artificial Intelligence (CAI), UNESCO, the UN Human Rights Council and the Freedom Online Coalition’s Task force on AI.

To build on gains achieved in 2022, this project extension will allow GPD to implement outstanding and ongoing project activities developed as part of these projects. It will allow GPD to continue implementing the global advocacy strategy focused on facilitating CSO engagement in key international processes, including UNESCO, CAI, the Human Rights Council, and the Freedom Online Coalition. In-person engagement in CAI is critical at this juncture in the treaty’s development process; GPD’s participation and support within civil society networks has strengthened human rights voices within the negotiation process so far and will continue to ensure that human rights considerations are heard and included in the treaty negotiation process.

- b) Is the project connected to activities being implemented by other governmental or non-governmental organisations (in particular, German implementing agencies in the sphere of development cooperation, the EU, UN, OSCE, etc.)? Are these bodies carrying out similar projects in the area, and does that entail a risk of duplication or opportunities to exploit synergies? (maximum 500 characters)

To our knowledge, no other organisation is currently carrying out similar projects or activities.

- c) Are or were there similar projects carried out by your organisation or other organisations known to you in the project country? If yes, what are they? (maximum 500 characters)

n/a - there are no target countries in this extension proposal.

## 3. Project planning

- a) **Project aim:** Describe the concrete goal your project is aimed at achieving: Which concrete change to the current situation is the project intended to bring about? (maximum 350 characters)

This project extension aims to promote a human rights approach to artificial intelligence by shaping the outcomes of relevant international debates. By the end of the project, the following concrete outcomes will be achieved:

- (1) identified civil society groups have greater capacity to shape international outcomes;

(2) the outcomes of relevant international processes are informed by human rights considerations.

- b) **Target group:** Which and how many people will benefit from this change? Are there particular reasons for choosing this target group? (maximum 350 characters)

Direct beneficiaries of this project include six civil society organisations (CSOs) based in the global South who will be provided with stipends to engage in relevant international AI debates. The indirect beneficiaries will include policymakers shaping relevant international AI outcomes.

- c) **If applicable:** To what extent will **gender aspects** play a role in your project? Will this project contribute directly to the implementation of **UN Resolution 1325 or follow-up resolutions**? (maximum 700 characters)

Advocacy engagement in relevant international processes identified will advocate for gender sensitive policy outcomes, as part of broader engagement to achieve the project of shaping the outcomes of relevant international processes so that they are informed by human rights considerations.

- d) **Key actors:** Identify the individuals and/or groups with whom you primarily cooperate to facilitate the desired changes. (maximum 350 characters)

- e) **Measures and activities:** Which concrete steps are envisaged under the project to achieve the aim (including the planned timetable)? (maximum 1000 characters)

In 2022, GPD has developed a global advocacy strategy through which it identified key international forums and processes developing norms and standards on AI. As part of the strategy, GPD engaged in the Council of Europe's Ad Hoc Committee on Artificial Intelligence (CAHAI), the Human Rights Council (HRC)/OHCHR, UNESCO, the Freedom Online Coalition and the Tech Envoy's Office which resulted in a number of joint inputs to these multilateral forums, and direct impact on outcome text, including for example a number of our proposals being reflected in the OHCHR's Report on the Right to Privacy. As a result of the project, GPD was accepted as a member of CAI and this year, through GPD's direct engagement in and civil society coordination ahead of both plenary sessions held within the project timeframe, were able to secure key commitments to a more transparent and inclusive development process.

The extension would build on the global successes of the project to date through updating and implementing the global advocacy strategy. Opportunities to build on this engagement include the implementation of the outcomes of UNESCO's Recommendation on AI, including the piloting of an Ethical Impact Assessment framework. In addition, GPD would be able to build on its engagement in CAI to support the treaty negotiation process, including in-person. Participating in-person in 2022 was key to not only being able to participate (many online speakers were unable to contribute on the same level), but also to understand the dynamics in the room and build connections with other CSOs and states. Finally, at the Human Rights Council, an updated resolution on new and emerging technologies will be adopted in 2023, also offering opportunities for civil society to provide expert input to the shaping of norms related to AI. Other possible opportunities include the FOC's Taskforce on AI and Human Rights (led by the German government, and whose mandate was recently extended) and the UN consultations on a Global Digital Compact. In person engagement and direct advocacy in forums at the global level is essential to allow the project to build on the learnings from the previous phase and allow GPD and project partners to establish relationships with key stakeholders, including decision-makers, in relevant processes. The project would support travel and in-person engagement in up to 5 relevant processes and meetings. The detailed location will be determined based on the project's global advocacy strategy, but will likely

include travel for one GPD team member to attend meetings of the Council of Europe's Ad Hoc Committee on Artificial Intelligence in Strasbourg, as well as support for GPD and partner engagement at the HRC in Geneva or at UNESCO in Paris.

CSO engagement in these processes will be facilitated through coordination and capacity building activities that would be detailed in the updated global strategy. The six CSOs engaged in the current phase of the project would be provided with stipends to actively engage in a process identified under the global strategy. GPD would, in addition to providing coordination support, provide ad-hoc capacity building to civil society to engage in selected processes and develop tools and resources for GPD's dedicated AI hub. The stipends would cover support for the six CSOs to attend coordination calls, develop joint inputs, liaise with other key stakeholders and distribute advocacy messages to relevant policymakers.

- f) **Indicators:** What are the concrete criteria (quantitative and qualitative) for gauging to what extent the purpose and aim have been achieved, as well as for measuring the success of the project (overarching political goal)? Please note that the indicators should be SMART: specific, measurable, acceptable, realistic, time-bound. What means of verification are available? (maximum 1000 characters)

Indicator	Type	Baseline	Results (2022)	Target (2023)	MoV
Global advocacy strategy developed/ updated	Output	0 (2020)	1 advocacy strategy developed	1 advocacy strategy updated by mid March 2023	Grantee reporting
Number of global South CSOs engaging in international processes	Output	0 (2020)	6	6 CSOs show continued engaging	Grantee reporting
Increase in strategic interventions in international processes	Outcome	Interventions either do not exist or are not strategic	5 strategic interventions (2 at Council of Europe, 1 at UN HRC, 2 at UNESCO)	Minimum 2 interventions in each identified process are more strategic	Grantee reporting / public reporting
Decisionmakers in international processes acknowledge considerations raised by CSOs	Outcome	Decisionmakers are not aware of the human rights considerations raised by CSOs	3 acknowledgements of CSO considerations total (1 per process)	Minimum 1 acknowledgment of CSO considerations in each identified process	Grantee reporting / public reporting

- g) **Risks:** What risks and undesirable side-effects could obstruct the aim and impact of the project? How can these risks be minimised? (maximum 750 characters)

Risk	Impact	Likelihood	Risk mitigation plan
The global advocacy strategy is disrupted as a result of the COVID-19 pandemic or other changes to the international policy	Medium	Medium	The project has been designed to incorporate flexibility when it comes to engagement on relevant issues and in appropriate policy spaces. GPD is monitoring the spread of the virus closely and has developed contingency plans to ensure

environment within which AI is discussed			business continuity in case of a severe outbreak. Activities can be reshaped to reflect limitations on travel.
Decision makers in international forums resist CSO engagement and limit their ability to carry out activities	High	Low	GPD continues to foster a collaborative and open model of engagement with decision makers, seeing them as partners rather than as opponents.

#### 4. Monitoring, progress reviews and evaluation

The Federal Foreign Office carries out progress reviews of all the projects it funds. In order for it to do so, the following information needs to be submitted at the application stage:

- a) How will you guarantee that the project is constantly monitored so that you can react swiftly when the conditions in which you are operating change? (maximum 700 characters)

As the project implementer, GPD has total and continuous oversight over project activities and outcomes, as well as their progress towards the project goal. GPD regularly assesses and reports on progress against the output and outcome indicators outlined above. To further ensure that the project is responsive to changing external circumstances, GPD will be in regular communication with the funder and open to feedback and input. Regular quarterly reporting will be an additional mechanism to reflect on project progress and its relevance.

- b) Please detail how you intend to monitor internally whether aims are being achieved, how much of an impact is being made and how cost-effective the measures undertaken are and, if applicable, whether an external evaluation is to be carried out. (maximum 700 characters)

The progress and implementation of project activities will be continuously monitored by GPD and reported to the funder through quarterly financial and narrative reports. Progress will be monitored according to the framework provided under section 3 of this proposal.

**Please note:**

When necessary, the Federal Foreign Office evaluates projects it has provided with funding. The evaluation is carried out by staff from headquarters in Berlin, by the competent German mission abroad or by external experts.

#### 5. Public relations

What are you planning to do to generate publicity and guarantee the visibility of the project and of the German contribution? Please state reasons (security or the confidentiality of the measure) If no public relations are planned. (maximum 500 characters)

At the start of the project, GPD will review the existing public relations plan and update it as required, in collaboration with the Foreign Office. This plan is likely to include the promotion of the original content developed by GPD under this project e.g. online hub, blog posts and webinars, as well as the addition of further materials developed under the project. These will



continue to be hosted on GPD's website and cross-posted to other existing communication platforms where possible.

All communications and promotional materials developed under this project will be shared with the Federal Foreign Office to ensure they are disseminated widely within their networks.

## 6. Financial plan

*Please enclose a detailed financial plan along with the application.*

The financial plan should consist of a detailed list of the revenue and expenditure involved in achieving the intended purpose of the allocation you are applying for. Only project-related costs and not the organisation's running costs (such as wage or rental costs) can be met. It needs to be laid out in a way that outside parties can easily understand (e.g. divided into personnel expenditure (staffing costs related to the project), material expenditure (project-related rental costs, e.g. for conference rooms, travel costs, accommodation, the printing of brochures, etc.). The information on the individual types of cost should be broken down as far as possible.

You should also make a binding declaration of the amount of own resources, third-party funding and other grants available for the project.

The Federal Foreign Office decides on a case-by-case basis whether the relevant positions are eligible for an allocation.

**Please note:**

All amounts have to be given in the currency stated in the final report on expenditure of funds as well as in euros.

Staffing costs may only be included if they can be directly attributed to the project. Any other costs incurred through your organisation's employment of regular staff will not be funded.

## Specimen financial plan

AI and Human Rights: Shaping the Outcomes of Relevant International Discussions [EXTENSION]						15 Feb 2023 - 31 Dec 2023		1 Jan 2024 - 1 Mar 2024			
	No of units	Unit price GBP	Unit price EUR	Amount in Local Currency (GBP)	Amount in EUR	unit	Amount in Local Currency (GBP)	Amount in EUR	Amount in Local Currency (GBP)	Amount in EUR	
<b>Project-related staff costs/fees</b>				<b>£50,250.00</b>	<b>€59,506.82</b>		<b>£44,300.00</b>	<b>€52,460.74</b>	<b>£5,950.00</b>	<b>€7,046.08</b>	
Executive Director	6	£ 650.00	€769.74	£3,900.00	€4,618.44	5.5	£ 3,575.00	€4,233.57	0.5	£ 325.00	€384.87
Senior Legal Officer	24	£ 400.00	€473.69	£9,600.00	€11,368.47	21	£ 8,400.00	€9,947.41	3	£ 1,200.00	€1,421.06
Global Engagement and Advocacy Lead	48	£ 400.00	€473.69	£19,200.00	€22,736.93	43	£ 17,200.00	€20,368.50	5	£ 2,000.00	€2,368.43
Global Engagement & Advocacy Assistant	24	£ 325.00	€384.87	£7,800.00	€9,236.88	21	£ 6,825.00	€8,082.27	3	£ 975.00	€1,154.61
Communications Manager	10	£ 400.00	€473.69	£4,000.00	€4,736.86	9	£ 3,600.00	€4,263.18	1	£ 400.00	€473.69
Chief Operating Officer	3	£ 600.00	€710.53	£1,800.00	€2,131.59	2.5	£ 1,500.00	€1,776.32	0.5	£ 300.00	€355.26
Head of Project Management	5	£ 550.00	€651.32	£2,750.00	€3,256.59	4	£ 2,200.00	€2,605.27	1	£ 550.00	€651.32
HR and Operations Manager	3	£ 400.00	€473.69	£1,200.00	€1,421.06	2.5	£ 1,000.00	€1,184.22	0.5	£ 200.00	€236.84
<b>2. Hard Costs - Subgrants</b>				<b>£16,500.00</b>	<b>€19,539.55</b>		<b>£16,500.00</b>	<b>€19,539.55</b>	<b>£0.00</b>	<b>€0.00</b>	
CS Global Engagement Stipends	6	£ 2,750.00	€3,256.59	£16,500.00	€19,539.55	6	£ 16,500.00	€19,539.55			
<b>3. International travel</b>				<b>£8,480.00</b>	<b>€10,042.15</b>		<b>£8,480.00</b>	<b>€10,042.15</b>	<b>£0.00</b>	<b>€0.00</b>	
Travel expenses (Flight or train)	10	£ 250.00	€296.05	£2,500.00	€2,960.54	10	£ 2,500.00	€2,960.54			
Per diem	40	£ 40.00	€47.37	£1,600.00	€1,894.74	40	£ 1,600.00	€1,894.74			
Accommodation	36	£ 121.67	€144.08	£4,380.00	€5,186.87	36	£ 4,380.00	€5,186.87			
<b>TOTAL COST</b>				<b>£75,230.00</b>	<b>€89,088.53</b>		<b>£69,280.00</b>	<b>€82,042.45</b>	<b>£5,950.00</b>	<b>€7,046.08</b>	
<b>FINANCING OF COSTS</b>											
REVENUE				<b>£0.00</b>	<b>€0.00</b>		<b>£0.00</b>	<b>€0.00</b>	<b>£0.00</b>	<b>€0.00</b>	
OWN FUNDS				<b>£7,523.00</b>	<b>€8,908.85</b>		<b>£6,928.00</b>	<b>€8,204.24</b>	<b>£595.00</b>	<b>€704.61</b>	
THIRD PARTY				<b>£0.00</b>	<b>€0.00</b>		<b>£0.00</b>	<b>€0.00</b>	<b>£0.00</b>	<b>€0.00</b>	
<b>AMOUNT REQUESTED</b>				<b>£67,707.00</b>	<b>€80,179.67</b>		<b>£62,352.00</b>	<b>€73,838.20</b>	<b>£5,355.00</b>	<b>€6,341.47</b>	

**7. Other**

In addition, you are required to make the following declaration:

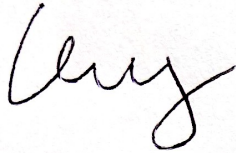
1. a) Have you enclosed/attached your financial plan? yes  no
- b) Is the total expenditure covered? yes  no
2. a) Total of allocation being applied for € 80,179.67
- b) Total of own funds and third-party funding € 8,908.85
- c) Total cost of the project € 89,088.52
3. a) This is an application for initial funding  / follow-up funding
- b) If follow-up funding: are the accounts for the previous allocation settled yes  no
- Reference number of the most recent item of correspondence received from the  
 Federal Foreign Office: Current project “ AI and Human Rights: Shaping the Outcomes of  
 Relevant National and International Discussions [EXTENSION]”
4. Project start date: Extension start: 1 March 2023 (initial project start date: 1 Jan 2021)
5. Project end date: 28 February 2024
- Has the project already begun yes  no
6. Have you enclosed/attached your annual report and statute? yes  no
7. Do you plan to use Federal Foreign Office funds to finance the project next year as well?  
No, current project funding is only planned for 2023.
8. Have you explored any other possible way of financing your project?  
 If not, why? Yes, we continue to submit applications to other donors, including  
 governmental donors.
9. Have you already applied for or received any other public grants for this project? No
10. What are your overheads for administration? (please specify the type of overheads)  
No separate overheads are applied for administration. Staff time has been allocated to cover  
 the full cost of the project as per the proposal budget.
11. Are you entitled to deduct input tax under section 15 of the German Turnover Tax Act? Or  
 are you or your organisation eligible for any other form of tax concession? yes  no
12. Will you use allocation funds to purchase deliveries or services? yes  no
13. Will materials be purchased in the course of the project? yes  no
14. The Federal Republic of Germany publishes the data on projects for which funding is  
 provided within the framework of the IATI (International Aid Transparency Initiative). Do you  
 have reservations about the project and the name of your organisation being published there?  
 yes  no

Place, date

LONDON, 21 February 2022

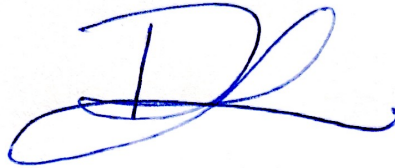
**Signature 1**

***Lea Kaspar, Executive Director***



**Signature 2**







***Rebecca Zausmer, COO***



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## Document history

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