

The Agreed Understandings
on
the Organization and Preparation of
the 11th International Anti-Corruption Conference
(hereinafter referred to as "the 11th IACC")
between
the Korean Organizing Office for Global Forum III and the 11th International
Anti-Corruption Conference
of the Government of the Republic of Korea
(hereinafter referred to as "the KOO")
and
the Council of the International Anti-Corruption Conference
(hereinafter referred to as "the IACC Council")
and
Transparency International (hereinafter referred to as "TI")

1. The International Anti-Corruption Conference

The first IACC Conference took place in 1983 in Washington, D.C. and subsequent conferences have been held every two years since that time. Most recently, the 10th IACC was held in 2001 in Prague, Czech Republic.

The IACC has as its steering group a Council broadly representative of the coalition. TI acts as the IACC Council's secretariat. The IACC conferences are conducted under the auspices of the IACC Council in close cooperation with the official hosts of the organising country. The IACC Council provides support and guidance to the Conference organisers in the process of its preparation and co-ordination.

The overall objectives of the IACCs are:

- To provide a forum for the free exchange of knowledge and experience in combating and containing corruption
- To demonstrate best practice in combating corruption and strengthening integrity
- To further develop networks, both within and between governments, the private sector and civil society
- To assess the effectiveness of previous and present initiatives to contain corruption and to develop additional initiatives.

An emphasis is placed on individual participation, open debate and discussions among the participants.

In addition to these general goals, every IACC conference provides its hosts with an opportunity to highlight issues and challenges of great political or regional significance.

The conference is intended for politicians, government representatives, representatives of civic initiatives as well as the private sector. Participation in the conference is open to all those interested in these topics, regardless of their origin, nationality, race, religion or political orientation. The strength of the IACC is that individuals attend in their personal capacities, and not as representatives of the institutions or organisations from which they come (governmental, inter-

governmental, private sector or civil society). This facilitates an open and creative debate.

2. Venue of the 11th IACC

The 11th Conference, being hosted by the Government of the Republic of Korea (hereinafter referred to as "the Government"), will be held in Seoul in 2003.

3. Date and theme of the 11th IACC

The 11th IACC will be held 25 - 28 May, 2003. The Conference theme will be agreed on jointly by the KOO and the IACC Council.

4. Organisation of the Conference

The Government is the host and lead organiser of the 11th IACC. The Conference will be organised broadly along the lines of the last three Conferences in Lima, Durban and Prague with a strong emphasis on participants' involvement and discussion.

The Government has established the KOO within the Ministry of Justice and assigned it the task of preparing the Conference under a Prime Minister's Decree. The KOO, acting on behalf of the Government for the purpose of organizing the 11th IACC, will work in partnership with the IACC Council, TI and Transparency International-Korea (hereinafter referred to as "TI-Korea") on the preparation of the Conference.

The Government is also the host and organiser of the Global Forum III, an intergovernmental anti-corruption conference which will take place 29-31 May 2003. The KOO will be in charge of the organization and preparation of Global Forum III as well. In order to ensure that the two conferences are successfully coordinated for the benefit of both meetings, the KOO will ensure that information about developments in the preparation of Global Forum III is shared with the IACC Council.

5. Organising Committee

As a domestic consultative body to the KOO, an Organizing Committee consisting of a wide range of Korean anti-corruption stakeholders will be established in order to assist the KOO to prepare and organize the Conference. The Committee will consist of members from relevant government ministries/agencies, civil society organizations concerned with corruption issues, private sector, media and academia.

6. Programme Committee

The 11th IACC Programme Committee will be responsible for the development of the Conference programme. It will be composed of up to 8 members including the Chair of the IACC Council and one representative each of the KOO, TI-Korea and TI. The remaining 4 members shall include representatives of international partner institutions or other internationally distinguished individuals who will be appointed by the IACC Council in consultation with the KOO and TI-Korea. The Programme Committee

Chair may invite four additional advisers to join the Programme Committee discussions taking place by conference calls and by email.

The Programme Committee will be chaired by the Chair of the IACC Council or, in the case of his unavailability, by his delegate.

The Secretariat for the Programme Committee will be provided by TI. The Programme Committee will periodically report to and consult with the KOO and the IACC Council. The Programme Committee will be convened twice in 2002 in the most convenient locations and will also meet by conference call and email exchange. TI will manage the development of the Conference programme in partnership with the KOO.

7. Exchange of Financial Information

The KOO and the IACC Council Secretariat will provide each other with financial updates so that they can together develop and review the Conference budget, prepare a fundraising plan, establish guidelines for delegate funding and develop a policy on fee waivers.

8. KOO

The KOO will be responsible for the preparation of the Conference, including but not limited to preparation of the overall budget, arrangements for Conference venue, technical requirements, registration, transportation, hotels, documentation, catering and social events.

The KOO will also arrange for marketing of the Conference, in collaboration with the IACC Council. In particular, the KOO will produce marketing materials including a Conference logo, a marketing database, a flyer and a brochure.

The KOO will work in partnership with TI-Korea to co-develop the Conference website which will have the address <www.iliacc.org>. In particular, TI-Korea will make its contribution in relation to developing content and managing extensive interactive elements to assure broad involvement in the programme preparation process and to promote discussions in the period leading up to the Conference. In developing the programme-related part of the website, TI-Korea will regularly consult with and report to the Programme Committee. The Ministry of Justice will provide staff and funding for the programming, web design and technical support. After the Conference the contents of the website will be jointly owned and maintained by TI-Korea and the IACC Council. TI-Korea will consult with the KOO, or a government agency which it designates, in relation to the after-conference maintenance of the website.

The KOO will provide necessary assistance and administrative backup for the Organising Committee. The KOO will regularly provide the Organising Committee with reports about all aspects of the preparations for the 11th IACC. The KOO will consult with the Organising Committee on all major decisions relating to the 11th IACC preparations.

9. IACC Council

The IACC Council and its Secretariat TI will provide guidance and support to the organisers. The Council will ensure that the experience of the previous conferences is made available to the KOO. The Council's approval will be required for the final Conference programme.

The IACC Council will, to the extent possible, assist TI in efforts to raise international financial support for the Conference, in particular financial support to facilitate the attendance at the Conference of participants from developing countries and countries in transition who would otherwise not be able to attend.

The IACC Council and its Secretariat will also assist in marketing the Conference, by helping the KOO to develop and distribute material.

A representative of the IACC Council can be invited to a consultative meeting with the Global Forum III Organizing Committee.

10. Transparency International-Korea (South)

TI-Korea (South) will be a partner in the Conference preparations with roles on the Organising Committee, the Programme Committee and website development.

11. Financial responsibility

As stated in the Guidelines for the Holding of the International Anti-Corruption Conference of the IACC Council, the legal and financial responsibility for the Conference is borne by the Government.

Neither the IACC Council nor its members nor TI nor TI-Korea will be responsible for any financial commitments or liabilities associated with the Conference.

The Government will cover all Conference expenses except for the expenses of the IACC Council, TI and TI-Korea and also excluding Programme Committee expenses other than the expenses of representatives of the Government. The expenses incurred by the IACC Council and TI will arise in relation to the development of the Conference programme, the organization of the workshops, the preparation of the conference newsletter, fundraising and the administration of delegate funding. The expenses of TI-Korea will arise in its work on the Organising and Programme Committees.

TI will take responsibility for the expenses enumerated in the paragraph above which the Government will not cover. In return, it will receive 100% of the registration fees paid by delegates to the Conference. However, since the registration process and collection of registration fees will be administered by a conference organising company to be hired and paid for by the KOO, TI will pay the credit card charges and bank transfer costs associated with the registration process.

12. Sources of Conference income

The chief sources of Conference income will be a Government grant and the registration fees. In addition, it may be possible to obtain some sponsorships and donor contributions to supplement this income.

A Government grant will cover all Conference expenses not covered by the registration fees or other sources of income. It is expected that the Government funding needed will be about USD 2 million.

The registration fee for the Conference will be USD 650 for early registration (before 31 March 2003) and USD 830 for late registration (from 1 April 2003). It is expected that there will be at least 1000 participants and that with the above fee structure the fees will yield about USD 740,000 in income. In order to maintain the tradition of a working meeting with manageable numbers, participant numbers should not go significantly beyond 1500.

The IACC Council will assist by endeavouring to raise international donor support and selected sponsorships for the Conference, in particular to facilitate the attendance at the Conference of participants from developing countries and countries in transition who might otherwise not be able to attend. The IACC Council and TI will seek to raise up to USD 500,000 in delegate funding. (The delegate expenses involved are not included in the attached Conference indicative budget.) The administration of this funding will be carried out by TI. Delegates funded under this scheme will pay a registration fee of USD 650 regardless of when they register.

The IACC Council Secretariat will submit its proposed fundraising plan to the KOO for inclusion in its overall financial planning.

13. Conference Expenses and Budget

The expenses for the Conference are expected to be between USD 2.5 million —USD 3 million. This includes direct expenses and participant funding.

The estimated direct expenses for the Conference are shown in the attached indicative budget for the Conference agreed by the Parties. (Attachment 1) The indicative budget does not include expenses for the attendance of delegates who might otherwise be unable to attend the Conference.

14. Final accounts

After the Conference, and at the latest by 15 November, 2003, the KOO will provide a complete and audited account for the Conference.

The IACC Council Secretariat (TI) will provide the KOO with a complete and audited financial statement by 15 October 2003.

15. Co-operation of the interested parties

The parties will closely co-operate, support and mutually inform each other about all aspects concerning the Conference preparation.

Signed

for the Korean Organizing Office for Global Forum III and the 11th International
Anti-Corruption Conference of the Government of the Republic of Korea

for the Council of the International Anti-Corruption Conference

for Transparency International