

## General terms and conditions for consulting assignments

### Introduction

This document provides guidelines and regulations when conducting an assignment for Fojo. All contractees contracted by Fojo are expected to follow the guidelines and rules described below. Appendix 1 is an integral part of the Consultancy Agreement.

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## 1. Travel, accommodation and expenses related to travel

### Policy

Linnaeus University has a responsibility to reduce its climate impact and set an example, both by means of reduced travel and also by increasing the proportion of trips that can be regarded as being made in an environmentally friendly way.

When booking a trip, the choice of route, mode of travel, and accommodations are to be based on what is most appropriate for each individual trip when the benefits to our activities, climate and environmental impact, work environment aspects, gender equality, direct costs, and time required, as well as the safety of the person travelling, are taken into account.

**NOTE!** Fojo will reimburse, when receipts are provided, actual costs related to travel if the travel is agreed with Fojo in advance.

**Booking your travel:** Linnaeus University, Fojo currently uses Stureplans travel agency as its supplier when it comes to booking travel. You book your travel by sending an email to: [affarsresor@stureplans.se](mailto:affarsresor@stureplans.se)

**NOTE!** Before booking your travel with the agency, you must have your travel itinerary confirmed by Fojo.

**When you book your travel with Stureplans travel agency, you must always provide Reference information (can be found at the top of the agreement, Article 1.)**

**For travel within Sweden:** We assume that you travel by train to and from the course, lecture, assignment. If you need to fly domestically, there must be a special reason for this. Practical and useful information when travelling to Kalmar and Stockholm can be found here: [Fojo Consultant Portal](#)

**Transportation Airport/Residence and local transportation:** Public transportation should be used, when possible, taxi will only be refunded if and when the time of travel is substantially shortened compared with using public transportation and it is agreed with Fojo in advance.

**Economy class:** Fojo travels in Economy class. Travel bookings should be done well in advance to obtain the lowest fare with a reasonable travel plan.

**Change of reservations:** Contact Stureplans travel agency (see above) for changing of reservation, that must be first approved by Fojo.

Please note, that you need your booking reference for any contact regarding your ticket, the booking reference can be found on your electronic ticket.

**Mileage allowance:** Fojo can if agreed prior to the travel reimburse mileage allowance in accordance with Linnaeus University's travel policy.

**Accommodation.** Fojo stays at mid class hotels where safety, cleanness and access to the Internet are key factors when choosing the hotel. The reservation must be agreed and made through Fojo if no other agreements have been made.

**Visa:** Fojo provides visa application support depending on visa requirements.

**Internet/Telephone on International assignment:** Communication necessary to the assignment is refunded. Communication through online services is preferred, mobile phones should only be used when it's absolutely necessary.

**Expenses related to travel:** Fojo reimburses daily allowances for increased daily living expenses associated with business trips. The business trip must involve an overnight stay and be outside of one's regular place of work.

Daily allowance is half in case:

- business trip starts at noon or later
- business trip ends at noon or earlier

If the accommodation is arranged privately, the Contractee is entitled to half the daily allowances rate. The Swedish Tax Agency sets domestic and foreign daily allowance rates (only in Swedish): [Skatteverket, traktamente](#), rates outside Sweden: ([Utlandstraktamenten](#)).

Deductions for meals shall be made from the per diem for all meals that the traveller does not pay for himself/herself. The following percentages are applied:

- Breakfast 15% deduction
- Lunch and dinner 70% deduction
- Lunch or dinner 35% deduction
- All meals 85% deduction

**Costs in relation to the assignment:** (pre-agreed with Fojo)

Reimbursable costs:

- Per diem according to Swedish Tax Agency
- Accommodation
- International and national air and train tickets
- Transportation Airport/Residence
- Local transportation
- Interpreters
- Cost for Internet
- Vaccinations
- Visa

Non-reimbursable costs:

- Laundry
- Excess luggage
- Tip

## 2. Invoicing and tax regulations

**Invoicing:** The following information must be stated on the invoice submitted to Fojo:

- **Reference information** can be found in article 1 in the agreement.
- Cost carrier (if applicable):
- Information\* of where (in which country) the work has been performed
- Type of the performed work/ name of the activity
- Number of hours, days
- Dates of the assignment
- Agreement number (can be found at the top of the document)

**You can use Fojo Invoice template** (can be found on the Consultancy portal portal link).

**Tax regulations:** Contractees outside Sweden but within the EU should NOT add VAT on the invoices, the following text should be included on the invoices:

*Fojo/Linnaeus University is VAT exempt, and VAT is not applied according to EU regulations. This invoice is exempt from VAT; Fojo VAT exemption number is SE202100627101*

**International Contractees (outside Sweden)** are responsible for payment of any taxes including, but not limited to, federal, state and local taxes incurred through the contractor's activities in accordance with this contract. Upon request from Fojo, the Contractee is responsible to provide proof of paid taxes.

*\*All organisations that perform work/ assignments **on site in Sweden** but not registered at the Swedish Tax Agency (F-skatt) are subject to tax deduction. Fojo Media Institute will be obliged to withhold 30 % tax from payment for the work performed in Sweden.*

### 3. Safety guidelines; insurance

#### Introduction

Fojo Media Institute operates nationally and globally to support journalism for more sustainable and democratic world. Fojo also links academia (research) and practice – keeping journalism as its core focus. Fojo staff and consultants frequently travel for longer and shorter assignments all over the world, including to high-risk areas. Ultimately every risk analysis is based on the present situation and needs a day-to-day assessment that can only be done on-site.

No guidelines can cover all possible situations, and absolute security can never be guaranteed. Safety and security are never one individual's responsibility but are shared throughout the whole organisation. It is ultimately the individual staff/consultant who has to make conscious and balanced decisions on her/his own safety, in close dialogue with Fojo. Fojo Contractees are guided by and shall follow Fojo Safety Guidelines describes below.

#### Travel – Fojo consultants

##### Before travelling

**Insurance:** Fojo Media Institute provides insurance for Swedish citizens under a state insurance via [Kammarkollegiet](#). For more information on insurance for Swedish citizens contact Fojo.



Fojo does not provide insurance for international Contractees; therefore, Contractees are responsible for their own insurance.

**Preparations:**

- Discuss the situation regarding safety with the Programme Manager, read Fojo's Safety and Security Guidelines and country specific information provided by Fojo.
- Ensure that you are prepared and have information enough for your assignment.
- Ensure that your visa is in order; or that you have the necessary documents to obtain a visa on arrival. Fojo enters on official visas (not tourist)
- Ensure that you have a valid insurance that will cover emergency care and evacuation in the country you will visit and share the details with Fojo Programme Manager
- Ensure you have access to safe transport and accommodation during your travel and information on how to get a local SIM-card.
- Check your vaccinations and bring necessary medicine. Consider bringing extra supplies of key medicine if travelling to areas with special considerations, e.g., Malaria prophylaxis, diarrhoea.
- Consultants for Fojo are normally not allowed to do journalistic work during the travels included in the assignment – eventual exemptions need to be discussed with Fojo Programme Manager.

**Packing:**

- Ensure you have the required travel documents. This includes extra copy of your passport and vaccination card, test results, etc.
- Ensure you have contact details of Fojo Programme Manager, local partners, your insurance provider, embassy, and other relevant numbers on your phone and at hand, including written down on a piece of paper should your phone be stolen or lost.
- Always bring some cash in USD or Euro. If possible, bring local currency with you so that you don't have to make initial withdrawals.
- Pack the first aid kit if recommended for your destination. Go through it and familiarise yourself with the content. Identify what you need to add for your personal needs.
- Ensure that you don't bring sensitive information on your devices or in documents, if needed bring an empty computer and phone.
- Bring cloths and accessories that are in line with social and cultural norms and be aware of your profile, i.e., how you could be perceived by others. Making special arrangements, wearing expensive jewellery/clothes/accessories, flashing business cards or VIP travel memberships could get you unwanted attention.

**Online communication:**

- Minimize dissemination of information on travel plans. Never post travel plans on social media.
- Minimize other sensitive information in on-line communication.

**High-risk areas (countries or regions where Swedish Foreign Ministry advice against nonessential travels):**



- Make safety assessment together with Fojo's Programme Manager.
- Pack a grab bag (see details below). Ensure its content is suitable for the area you are travelling to.
- Ensure that you are mentally, practically and physically prepared to travel to high-risk environment.

### During the travel

#### At arrival

- Present yourself as a development consultant at immigration and avoid talking about yourself as a journalist.
- Text Fojo Programme Manager on arrival.
- Get a local SIM-card.
- Ensure that your hotel room is above ground floor but not higher than sixth floor (due to access by fire ladders); familiarise yourself with fire escapes and evacuation routes when checking in and during your stay.

#### Informing Fojo

- Text the Programme Manager minimum once a day during the travel if traveling without Fojo colleagues.
- When travelling inside the country: Always make sure someone knows where you are going and when you will be back, plan your trips in advance and know the relevant contingency plans in case of breakdown, illness, or other emergencies.
- If security deteriorates during the travel, contact the Programme Manager to discuss the situation.

#### General recommendations:

- Never leave your laptop, sensitive documents or smartphone open in your hotel room. When leaving the room, store them in a safe or lockable suitcase.
- Minimise risks when travelling by car or bus: Always use seat belts, try to use drivers who are known to Fojo or partners pay attention to your surroundings, ensure you are following the planned route by following on the map if you are not familiar with the environment, tell the driver to slow down if speeding, always sit in the back seat, avoid traveling longer distances after dark.
- Avoid high-risk areas and locations which attracts large groups of people if possible, e.g., large shopping malls, popular hangouts, public rallies and areas with high criminality.
- Enquire about cultural sensitivities concerning communities, gender and dress code.
- Do not walk alone after dark unless 100% convinced that the area is safe.
- Do not share detailed information on the project or your job with people you don't know; avoid discussing sensitive issues in restaurants, bars and other public places.
- Keep your passport with you at all times and keep a copy of the passport with your other belongings.
- Only carry limited cash, but always carry some cash.
- If robbed, give away everything immediately.



- If a serious incident occurs, notify Fojo Programme Manager and ask for appropriate assistance among your insurance provider, local partners, embassy and/or emergency service.

### High-risk areas

- Avoid government, police and military buildings, checkpoints and vehicles.
- Do not take pictures of Government, police or military buildings, checkpoints or vehicles.

### Grab bag content

The Grab Bag must be small and easy to carry. It is to be carried on all field trips and to be at hand in the office/hotel/etc. Its purpose is to be available if a situation occurs where there is a need to evacuate to an unknown location and/or for an unknown period of time and to provide the person with essential items. The bag is normally a lightweight backpack of high quality. Avoid a tactical/military appearance to the grab bag as it might draw unwanted attention to it or to you.

The content must be adjusted to the area visited and the local settings, but a recommended minimum standard of contents are:

- Emergency Cash (minimum USD \$200). This should be hidden in several places, including the bag and your clothes, in small to medium denominations.
- Mobile/satellite phone plus charger
- Extra battery/power bank and cords for your phone/tablet/computer
- Torch and batteries
- Biscuits and chocolate
- 1L bottle of water
- Medication (if required)
- Spectacles (if required)
- Pocket knife or multi-tool
- Passport and ID
- Insect repellent
- First aid kit including medication for diarrhoea and mini trauma kit
- Pen and paper
- A note with emergency numbers and contact details
- Toilet roll
- Antiseptic hand wash or wet wipes
- Sanitary items as appropriate
- Water purification tablets
- Waterproof matches
- Duct tape
- Work gloves

If the study/assignment is postponed a new deadline is to be documented in writing.

The assignment under special circumstances may need to be held digitally instead of on site. As a course leader / lecturer, contractee, you must be prepared to complete the course via Zoom (or other digital tools). Fojo provides practical help, and you get more information before the assignment.



## 4. Reporting

Contractees are expected to submit a report after the completion of the assignment, unless otherwise agreed upon with Fojo. (For other consultancies see separate ToR for reporting format.) The purpose of the report is to measure the results and effectiveness of the training. The report should cover the following headings:

1. **Main objectives and concrete objectives of the course**
2. **Description of the participants:** Number of participants, target group, gender balance, age, TV/radio/print/new media, private/government media
3. **Description of course objectives and content:** A summary of the course objectives (concrete, achievable, time bound and measurable) and content
4. **Summary of oral and written evaluations** made by the participants
5. **Objectives reached** (results)
  - Which of the objectives did the group reach? Why? What contributed to the result of the course?
  - Did the group fail to reach any of the objectives? Why? What could be done instead?
6. **Obstacles/ Problems.** Any divergence from the original programme? Why?
7. **Reflections on the methodology/pedagogy** of the course
8. **Recommendations for the future**

## 5. Termination terms

Either party may by written notice terminate this agreement, in whole or in part, effective immediately, should the other party breach the agreement in any important way.

Due to unforeseen circumstances Fojo reserves the right to change the date, location or scope of the assignment, in agreement with the Contractee.

Under certain circumstances the assignment may need to be completed digitally; Fojo is responsible for practical and technical assistance.

Should Fojo cancel the assignment later than 30 days without postponing the assignment, the Contractee will be reimbursed for the preparation time spent on the assignment.

The Contractee may not assign or transfer the agreement, or any part thereof, to anyone, or engage any sub-Contractee to perform any part of the Services, without the prior approval of Fojo.

## 6. Amendments



No amendments to this Agreement shall be binding unless made in writing and signed by all of the parties.

## 7. Intellectual property

The intellectual property rights of any material produced by the Contractee under the scope of work belong to the Contractor. Fojo Media Institute is entitled to use any material collected, prepared and acquired for the assignment for the purpose of the continuation, further development and implementation of the assignment and the project.

## 8. Confidentiality

As a Contractee you guarantee handling information regarding Fojo's operations with discretion. You must obtain Fojo's consent to hand out or publish information concerning Fojo.

## 9. Personal Data and Public Access to Information

According to the EU General Data Protection Regulation, (GDPR), the consent is required to process Contractee's personal information. By signing this agreement, Contractees give their consent to processing the personal data by Fojo within the period of the assignment. If a Contractee wants to correct, revise or remove any of the personal information, it can be done at any time. The agreement will be archived at Fojo as well as in Linnaeus University's central registry.

All correspondence and documents submitted to Fojo are subject to the principle of public access to information.

## 10. Fojo's vision, mission and GFMD code of practice

When working for Fojo, Contractees represent Fojo Media Institute and are no longer independent reporters or journalists. Contractees shall be guided by Fojo's vision and mission.

### Fojo's Vision 2030

The world is facing an era of immense environmental, social, and economic challenges, both at a local and global level. These challenges demand a new understanding of the role of journalism in society. Just as independent journalism is an inalienable part of democracy, Fojo sees it as an essential element of an environmentally, socially and economically sustainable society. We call this new way of looking at the role of journalism sustainable journalism. On this basis, Fojo has formulated its vision: The public has access to the journalism it needs to make informed and sustainable decisions so that people have power over their lives and can, together with others, form sustainable, democratic, and inclusive societies.

### Fojo's mission

Together with partners we strengthen journalism, enabling democracy and sustainability.

### Code of Practice

Contractees who undertake assignments on behalf of Fojo Media Institute shall follow GFMD Code of practice (Global Forum for Media Development) that can be found here: [GFMD Code of practice](#)

## 11. Legal disputes

Any dispute, controversy or claim arising out of or in connection with this Agreement shall be settled amicably through negotiations between the Parties. Any right or obligation set out in the Agreement is subject to Swedish laws regulations and administrative instructions issued by a responsible Swedish governmental authority.

## 12. Force Majeure

If delivery and/or completion of the agreement is hindered by delay/deficiency/damage caused by a legally authorized intervention or injunction by public authorities, acts of war, labour disturbances, prohibitions, restrictions, rejected permits, accidents, or other similar circumstances or events that the affected party was unable to foresee at the time of the signing of the agreement, and the results of which said party is unable to avoid or provide against by the exercise of reasonable diligence, the affected party shall be exempted from the obligation to provide agreed upon services to the extent of the impact of force majeure.

## 13. Fojo graphic profile

Contractees shall use Fojo graphic templates during presentations or other contacts. The following templates can be downloaded here: [Fojo Consultant portal](#)

- *Fojo Power Point template*
- *Fojo Word template*
- *Fojo logos*

## 14. Reporting of irregularities (whistle-blower)

It is of great importance for Fojo that all irregularities are reported and looked into, whether they are issues of possible corruption, sexual harassments, unethical behaviour or likewise. Please go to: <https://fojo.se/visselblasare/> for more information and reporting of irregularities.

