



ANNEX N.1
for the Executive Training on School Feeding Programmes in ASEAN cities
to the
LETTER OF INTENT
for developing a center of excellence on urban food policy in Asia Pacific

This annex is intended to be an integral part of the Letter of Intent between the Milan Urban Food Policy Pact – Municipality of Milan and Parahyangan Catholic University (UNPAR) with the goal of developing a center of excellence on urban food policy in Asia Pacific.

As envisaged in the Letter of Intent, the parties are working towards a number of objectives, including:

1. the development of joint project proposals for funding opportunities;
2. the organization of joint knowledge exchange workshops for cities;
3. the development of innovative resources on urban food policies for the MUFPP Asia Pacific region and ASEAN;
4. the development of innovative studies on School Meals Programmes in Bandung, Indonesia and ASEAN Member States.

Therefore, in October 2023, the Milan Urban Food Policy Pact – Municipality of Milan has developed and submitted to ASEAN the project proposal “**Executive Training on School Feeding Programmes in ASEAN cities**”, focusing on increasing the capacity of city officers and member states from ASEAN countries to develop school meals programmes and policies that can multiply positive health, environmental, economic and social outcomes in local communities. The project has been funded by the **Italian Ministry of Foreign Affairs** and aims at increasing opportunities for capacity building and city-to-city exchange that can support ASEAN mayors and city officers in maximizing the transformative potential of school meals for local food systems transformation. The project will contribute to the goals of the **ASEAN-Italy Development Partnership: Practical Cooperation Areas (2022-2026)**, by aligning with measure 18, measure 39 and measure 54 and to the ASEAN Post-2015 Health Development Agenda (2021-2025), project activity 45.

In order to achieve the objectives of the project it was fundamental to involve a local partner in the activities’ implementation. Therefore, given the letter of intent among the Municipality of Milan and UNPAR with the scope of developing a center of excellence on urban food policy in Asia Pacific, with this operative annex UNPAR agrees to co-organize this executive training.

The in-person summer school targeted to city officers responsible of school meals programmes from ASEAN countries. The 4-day training will provide extensive guidance and practical tools on the sustainable implementation of school meal programmes. Furthermore, UNPAR will be involved in the Advisory Committee in order to evaluate the project works that will be submitted by cities at the end of the summer school. UNPAR representatives are also invited to join all the activities of the project.

With the goal of carrying out the above-mentioned objectives, UNPAR is committing to taking care of the following items:

- setting up the venue of the summer school;
- organizing coffee breaks, lunches and dinners for participants;
- setting up interpretation services;
- taking care of all related logistics to the venue;
- local transfer for participants;
- media coverage of the event (photographers, video makers);
- arranging technical field visits for participants;
- graphic materials for the event;
- participation to the Advisory Committee;
- identification of participants to the summer school;
- co- development of the programme of the summer school along with relevant speakers;
- translation of preliminary materials in Indonesian;
- any other relevant activity and contribution required by the City of Milan to the overall project;

On the other side, the Municipality of Milan through the Milan Urban Food Policy Pact Secretariat commits to carrying out:

- co-development of the programme of the summer school along with relevant speakers;
- development of the syllabus;
- preparing and setting up all preliminary activities of the summer school;
- identification of participants;
- identification of the Advisory Committee;
- cover the travel expenses of participants;
- lumpsum transfer of €20,000 to UNPAR to partially cover the costs of the activities to be carried out;

The transfer will be disbursed from the Municipality of Milan to UNPAR prior to the summer school in one transaction before the 30/06/2024. According to the accountability rules of the funder (Italian Ministry of Foreign Affairs), at the end project, UNPAR will have to produce a technical report of the activities carried out which will prove that the following KPIs have been achieved.

- Number of participants in the summer schools – Target: 50
- Number of speakers and moderators in the summer school – Target 15
- Number of ASEAN countries represented – Target 5
- Number of meetings of the advisory committee – Target 2
- Number of synthesis dossier of the project – Target 1

The MUFPP Secretariat will support the UNPAR in the achievement of the above-mentioned targets.

Any divergences among the Parties related to the present Annex n.1 shall be settled amicably between the parties.



This Annex n.1 for the Executive Training on School Feeding Programmes in ASEAN cities, shall have effect as of the date of signature by the Parties and will be effective until the 31st May 2025.

6th June 2024

F.to. (**Andrea Magarini**, Direttore Area Food Policy, Comune di Milano – e – **Pius Sugeng Prasetyo** Presidente del Comitato Direttivo, Università Cattolica Parahyangan) originale sottoscritto in forma autografa, conservato in atti/originale presso la Direzione Educazione – Area Food Policy

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