March 16, 2012

Dr. Steve Maharey
Vice-Chancellor
Massey University
University House
Tennent Drive
Palmerston North 4442
New Zealand

Excellency:

Re: Grant No. TF098536 (European Commission Avian and Human Influenza Trust Fund for the Regional Training in Animal and Human Health Epidemiology in South Asia: Phase 2)

Additional Instructions: Disbursement

I refer to the Grant Agreement ("Agreement") between the Massey University ("Massey University") and the International Bank for Reconstruction and Development/International Development Association ("World Bank"), acting as administrator of grant funds provided by the European Commission (the "Donor") under the Avian and Human Influenza Trust Fund, for the above-referenced project, dated September 28, 2011. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant No. TF098536 ("Grant"). This letter ("Disbursement Letter"), as revised from time to time, constitutes the additional instructions and amends the Disbursement Letter dated September 28, 2011 by changing the currency of Designated Account from United States Dollar to New Zealand Dollar, as set out in paragraph II (vi) below.

The attached World Bank Disbursement Guidelines for Projects, dated May 1, 2006, ("Disbursement Guidelines") (Attachment 1), are an integral part of the Disbursement Letter. The manner in which the provisions in the Disbursement Guidelines apply to the Grant is specified below. Sections and subsections in parentheses below refer to the relevant sections and subsections in the Disbursement Guidelines and, unless otherwise defined in this letter, the capitalized terms used have the meanings ascribed to them in the Disbursement Guidelines.

I. Disbursement Arrangements

(i) Disbursement Methods (section 2). The following Disbursement Methods may be used under the Grant:

- Reimbursement
- Advance
- Direct Payment
- Special Commitment

(ii) Disbursement Deadline Date (subsection 3.7). The Disbursement Deadline Date is four (4) months after the Closing Date specified in the Grant Agreement. Any changes to this date will be notified by the
II. Withdrawal of Grant Proceeds

(i) Authorized Signatures (subsection 3.1). A letter in the Form attached (Attachment 2) should be furnished to the World Bank at the address indicated below providing the name(s) and specimen signature(s) of the official(s) authorized to sign Applications:

The World Bank
1818 H Street, N. W.
Washington, D.C. 20433
United States of America

Attention: Salman Zaheer
Program Director for Regional Integration
South Asia Region

(ii) Applications (subsections 3.2 - 3.3). Please provide completed and signed (a) applications for withdrawal, together with supporting documents, and (b) applications for special commitments, together with a copy of the commercial bank letter of credit, to the address indicated below:

The World Bank
No. 11, Taramani Main Road
Taramani
Chennai 600 113, India

Attention: Ms. Samvita Reddy Arikatla
Finance Officer, Loan Department - Chennai

(iii) Electronic Delivery (subsection 3.4) The World Bank may permit the Massey University to electronically deliver to the World Bank Applications (with supporting documents) through the World Bank’s Client Connection, web-based portal. The option to deliver Applications to the World Bank by electronic means may be effected if: (a) the Massey University has designated in writing, pursuant to the terms of subparagraph (i) of this Section, its officials who are authorized to sign and deliver Applications and to receive secure identification devices (“Tokens”) from the World Bank for the purpose of delivering such Applications by electronic means; and (b) all such officials designated by the Massey University have registered as users of Client Connection. If the World Bank agrees, the World Bank will provide the Massey University with Tokens for the designated officials. Following which, the designated officials may deliver Applications electronically by completing Form 2380, which is accessible through Client Connection (https://clientconnection.worldbank.org). The Massey University may continue to exercise the option of preparing and delivering Applications in paper form. The World Bank reserves the right and may, in its sole discretion, temporarily or permanently disallow the electronic delivery of Applications by the Massey University.

(iv) Terms and Conditions of Use of Tokens to Process Applications. By designating officials to accept Tokens and by choosing to deliver the Applications electronically, the Massey University confirms through the authorized signatory letter its agreement to: (a) abide by the Terms and Conditions of Use of Secure Identification Devices in connection with Use of Electronic Means to Process Applications and Supporting Documentation (“Terms and Conditions of Use of Tokens”) provided in Attachment 3; and (b) to deliver the Terms and Conditions of Use of Tokens to each such official and to cause such official to abide by those terms and conditions.
(v) **Minimum Value of Applications (subsection 3.5).** The Minimum Value of Applications for reimbursement, direct payment and special commitment is 20% of advances to the designated account.

(vi) **Advances (sections 5 and 6).**

- **Type of Designated Account (subsection 5.3):** Pooled. The general account of the Massey University will be the pooled designated account.

- **Currency of Designated Account (subsection 5.4):** New Zealand Dollar.

- **Financial Institution at which the Designated Account Will Be Opened (subsection 5.5):** Bank of New Zealand.

- **Ceiling (subsection 6.1):** Forecast for two (2) quarters as provided in the quarterly Interim Unaudited Financial Report

### III. Reporting on Use of Grant Proceeds

(i) **Supporting Documentation (section 4).** Supporting documentation should be provided with each application for withdrawal as set out below:

- **For requests for Reimbursement and for reporting eligible expenditures paid from the Designated Account:**
  - Interim Unaudited Financial Report in the form attached (Attachment 4)

- **For requests for Direct Payment:** records evidencing eligible expenditures, e.g., copies of receipts, supplier invoices, etc.

(ii) **Frequency of Reporting Eligible Expenditures Paid from the Designated Account (subsection 6.3):** The period set out in the Grant Agreement for provision of Interim Unaudited Financial Reports, i.e. quarterly.

### IV. Other Disbursement Instructions: In the case of the first request for withdrawal submitted to the World Bank before any withdrawal has been made, i.e. request for initial advances to the designated account, the Massey University shall submit to the World Bank only a statement with the projected sources and applications of funds for the Project for the six-month period following the date of such request.

### V. Other Important Information


If you have not already done so, the World Bank recommends that you register as a user of the Client Connection website ([https://clientconnection.worldbank.org](https://clientconnection.worldbank.org)). From this website you will be able to download Applications, monitor the near real-time status of the Grant, and retrieve related policy,
financial, and procurement information. All Massey University officials authorized to sign and deliver Applications by electronic means are required to register with Client Connection before electronic delivery can be effected. For more information about the website and registration arrangements, please contact the World Bank by email at <clientconnection@worldbank.org>.

If you have any queries in relation to the above, please contact Chau-Ching Shen, Senior Finance Officer at loa-sar@worldbank.org using the above reference.

Yours sincerely,

Salman Zaheer
Program Director for Regional Integration
South Asia Region

Attachments
1. World Bank Disbursement Guidelines for Projects, dated May 1, 2006
2. Form for Authorized Signatures
4. Form of Interim Unaudited Financial Report

Cc with copies: Eric Neumann
Massey University EpiCentre
B2.10 Wool Building
Tennent Drive
Palmerston North 4442
New Zealand