

**Sharing of Responsibilities and Costs Between
Mr. Pavel Andrle, CACCI and the Host Chamber for the Joint Road-show
Workshop on Incoterms 2020 & Documentary Credits and Bank Guarantees**

Sharing of responsibilities and costs between Mr. Pavel Andrle, CACCI and the host chamber is as follows:

1. **Mr. Pavel Andrle** will:
 - a. Join the road-show workshop and share his expertise and answer questions from the participants.
 - b. provide materials in electronic form (to be printed) required to facilitate the conduct of the workshop.

2. **CACCI** will:
 - a. pay for the round-trip airfare ticket of Mr. Pavel Andrle; and
 - b. coordinate with the host chamber on the date and timing of the workshop session.

3. The **host chamber** will:
 - a. undertake promotional efforts to ensure good attendance. These include the printing of brochures to be sent along with transmittal letters to possible participants who will come primarily from the host city;
 - b. provide workshop facilities such as meeting room for the workshop, projection facilities, and photocopying machines to reproduce documentation as may be needed;
 - c. arrange and pay for decent hotel room accommodation for Mr. Pavel Andrle (approximately for no more than **three nights in each city**);
 - d. pay for Mr. Pavel Andrle's per diem and fees, which should amount to no more than **US\$500** (net) per day in **each city**;
 - e. provide for the local transportation of Mr. Pavel Andrle;
 - f. invite **local** speakers to provide the local perspectives on the subject matter, and cover the attendant costs in inviting them; and
 - g. arrange and provide for at least one lunch and two coffee/tea breaks with light snacks (one in the morning and another one in the afternoon) for the participants.