Agenda

Committee	:	**General Meeting**
Date	:	Monday 9th September 2019
Time	:	14:30 – 17:00 hrs.
Place	:	Beijing, China
Reference	:	Agenda_2019_Beijing_GeneralMeeting
Chairman	:	Mr. Oosterom, AIPH
Secretary	:	Mr. Briercliffe, AIPH

1. **Opening and confirmation of the agenda by the chairman, AIPH president Mr. Bernard Oosterom.**

2. **Minutes**
   2.1. Minutes of the General meeting April 01, 2019 (Annex 1).

3. **Incoming items, announcements, correspondence.**
   3.1. Open membership fees. *SG to report unpaid subscriptions.*
   3.2. Membership (Active) applications – BdB, Germany (Annex 2); Tanzania Horticultural Association, Tanzania (Annex 3)
   3.3. Membership enquiries
   3.4. New Affiliate Members. *Members will be informed of new Affiliate Members*

4. **Finances.**
   4.1. Report annual accounts 2018, (Annex 4a and 4b).
   4.2. Audit (Agreed Upon Procedures) Report on 2018 accounts (Annex 5). *General Meeting is asked to approve the motion to accept the report and accounts for 2018.*
   4.3. 2020 AIPH Budget (Annex 6). *General Meeting is asked to approve.*
   4.4. Long term forecast 2020 – 2025, (Annex 7).

5. **AIPH Governance**
   5.1. Elections (annex 8)
   The following Board positions are open for election:
   5.1.1. Election of Representative Region V
   Candidate – Mr. Robert Okubo (Brazil)
   5.1.2. Election of Representative Region VI
   Candidate – Mr. Ismail Yilmaz (Turkey)
   5.1.3. Election of Representative Region VII
   Candidate – Ms. Haiyan Kong (China)

   5.2. Membership subscriptions 2019
   It is proposed to retain the current membership subscription that is €1,500 per Full member and €500 per Affiliate Member. General Meeting is asked to approve.

6. **Report of the Secretary General,** (Annex 9).
   Mr. Tim Briercliffe will give a presentation on developments within AIPH.

7. Report – Green City Committee

7.1. AIPH Green City Report (Annex 10)

Mr. Bill Hardy (Chair of Green City Committee) will present the Green City Report.

8. Report – Ornamentals Production Committee

8.1. AIPH Environment and Plant Health Report (Annex 11)

Mr. Tim Edwards will present the Ornamentals Production Report with input from Mr. George Franke.

8.2. AIPH Novelty Protection Report (Annex 11)

Mr. Tim Edwards will present the report with input from Ms. Mia Buma.

9. Report – Exhibitions Committee

9.1. AIPH Exhibitions Report (Annex 12)

Mr. Kevin Chung (Chair of the Exhibitions Committee) and Mr. Tim Briercliffe will present the Exhibitions Report

9.2. AIPH Regulations for International Horticultural Exhibitions (Annex 14)

Proposals will be outlined for the revision of Exhibition Regulations as recommended by the Board. General Meeting is asked to approve.

9.2.1. A1 World Horticultural Exhibitions (annex 14a and 14b)

9.2.2. B International Horticultural Exhibitions (annex 14c and 14d)

9.2.3. C International Horticultural Shows (annex 14e)

9.2.4. D International Horticultural Trade Shows (annex 14f)

9.3. 2018 Taichung World Flora Expo (A2/B1) Final Report (Annex 15)

10. New Member Presentation

12.1 IGMPR – Mr. Ibo Gulsen - *will give a short presentation on their activities*

11. Other business and Closure

12. Preparation of future meetings.

12.1. Spring Meeting 2020 – 1-4 March 2020, Miami, USA
12.2. Annual Congress 2020 – Warsaw, Poland
12.3. Spring Meeting 2021 – Invitation from Bali, Indonesia
12.4. Annual Congress 2021 – No invitation
12.5. Spring Meeting 2022 – No invitation

Closed Session for AIPH Full/Active Members only

13. Decisions on Applications for International Horticultural Exhibitions

13.1. Yokohama, Japan 2027 (A1) (Annex 16a – questionnaire, Annex 16b – Feasibility Study, Annex 16c – Site inspection report)

14. Other business

15. Closure

AIPH General Meeting – MINUTES (FINAL)

01 April 2019

Noordwijk, the Netherlands

Attendees: AIPH members & other attendees
Date : Monday, 01 April, 2019
Time : 15.50 – 1700 hrs
Place : Hotel van Oranje, Noordwijk, the Netherlands
Reference: AIPH General Meeting - Noordwijk - April 1 2019
Chairman : Mr. Bernard Oosterom, President, AIPH
Secretary : Mr. Tim Briercliffe, Secretary General, AIPH

Members Present:

1. Mr. Bernard Oosterom – AIPH President
2. Mr. Hong kyun Ahn – KFMA, Korea
3. Mr. George Franke – NTR/ VBN, the Netherlands
4. Mr. Pieter Van Oost – AVBS, Belgium
5. Mr. Umut Sakarya – OAIB, Turkey
6. Mr. Nikolaos Thymakis – HEPEXIA, Greece
7. Ms. Peng Hongming – CFA, China
8. Ms. Kong Haiyan – CFA, China
9. Prof. Zhang Qixiang – Vice President, AIPH
10. Ms. Liu Xuemei – CFA, China
11. Mr. Peter Vaughan – NGIA, Australia
12. Mr. Andras Treer – Hungary
13. Mr. Wojciech Wroblewski – ZSZP, Poland
14. Mr. Leonardo Capitanio – ANVE, Italy
15. Ms. Karen Tambayong – ASBINDO, Indonesia
16. Mr. Gijs Kok – RFH, the Netherlands
17. Mr. Tim Edwards – HTA/NFU, UK
18. Mr. Mike Rimland – American Hort, USA
19. Mr. Bill Hardy – CNLA, Canada
20. Mr. Andre van Kruijssen – CVH, Brazil
21. Mr. Roberto H. Okviso – CVH, Brazil
22. Mr. Takuhiro Yamada – JLCA, Japan
23. Mr. Kevin Chung – TFDA, Chinese Taipei
24. Mr. Hwang-Jaw Lee – TFDA, Chinese Taipei
25. Dr Fayqa Ashkanani – MME, Qatar
26. Ms. Gulsen Bay OAIB, Turkey
27. Mr. Tadashi Touchi – JLCA, Japan
28. Mr. Ronald van den Breevaart – Fairtrade International

Others Present:

1. Mr. Tim Briercliffe – Secretary General, AIPH
2. Mr. Markus Gull – BDB, Germany
3. Mr. Peter Bakker – Plantion
4. Ms. Angie Duffree – FCI/ AIPH
5. Mr. Treve Evans – AIPH

6. Ms. Penelope Tomkins – AIPH
7. Ms. Elena Terekhova – AIPH
8. Mr. Roger Bottomley – AIPH
9. Dr Audrey Gerber – AIPH
10. Ms. Mia Buma – AIPH

1. Introductions and welcome

1.0 Opening and confirmation of the agenda by the chairman, AIPH President Mr. Bernard Oosterom.
Mr. Bernard Oosterom welcomed all those present to the AIPH General Meeting.

2. Minutes

2.0 Minutes of the General Meeting in Padova, Italy, 19 September, 2018 (Annex 1). The minutes were agreed.

3. Incoming items, announcements, correspondence.

3.1 Open membership fees

Silk Road Association – AIPH member in Kazakhstan – have not paid their membership fees since joining 18 months ago. In addition, the practices of the organisation have been brought to the attention of the AIPH Board and as a result the AIPH Chairman and Secretary General request a member's vote on the continuation of Silk Road's membership.

Vote: members voted to discontinue Silk Road Association membership of AIPH.

3.2. Full membership (Active) applications.

3.2.1 An application has been received from Cooperative Veiling Holambra (CVH), Brazil (Annex 2a,b,c).

Vote: members approved this application.

3.2.2. An application has been received from Global Horticulture Association of Pakistan (Annex 3a,b,c)

This is a new organisation and at present the Board are uncomfortable with the application and do not consider this to be the right time to recommend their membership to AIPH members due to the fact that it is not currently providing services to its membership. AIPH welcomes the organisation to AIPH events and will maintain links with the organisation for the year ahead. General Meeting will reconsider the application in one year if the organization begins to operate as a truly representative body for the ornamentals industry in Pakistan and shows genuine interest and engagement with AIPH.

Vote: members did not accept this application at this time.

3.3 Membership enquiries

BDB Germany requested permission to observe today's meeting and following their attendance it is expected that they will submit a membership application for approval at the next meeting.

3.4 New affiliate members

The following new affiliate members were approved at the AIPH Board Meeting on Sunday 31st March 2019, Noordwijk, the Netherlands:

3.4.1 World Expo Comissioners Club, Italy – an organisation for expo partners.
3.4.2 JDC, Korea is a national city development and semi government organisation, established to stimulate development and foster production in areas and green cities.
3.4.3 Fairtrade International
3.4.4 Djiboutii - a small flower trading business interested in expos and development
3.4.5 Turkish Flower Group, Turkey.

3.5 Qatar Expo (new agenda point)

Subsequent to a site inspection in early February 2019 the expo organisers have requested to change the site of Expo 2021 Doha. Such a fundamental change in the planning of an expo requires AIPH members approval. Following the organiser's request, Mr. Tim Briercliffe, Mr. Bernard Oosterom and Mr. Osman Bağdatlioğlu visited the new site – Al Bidda Park in the centre of Doha. Initially the AIPH inspection team were concerned that the new site would remove an existing park from citizens, however the site visit dispelled such concerns as the park will remain and the site next to the park will be developed. This is considered by the AIPH inspection team to be a positive change which will reduce the expo's construction time by one year due to the use of existing infrastructure. This will allow the expo organisers to concentrate on other details of the expo. The AIPH board therefore recommend the approval of this change to members.

Vote: members approved the organiser's request to change the site of Expo 2022 Doha.

Dr. Fayqa Ashkanani of MME was congratulated on gaining approval.

4. Report of the Secretary General – Mr Tim Briercliffe (Annex 4)

4.0 Mr. Tim Briercliffe gave a presentation on a number of changes and developments regarding; the AIPH Secretariat, IGOTY 2020, launch of the IVP reports, Expo regulations and Green City.

4.1 The AIPH Secretariat. Changes have taken place in the secretariat with regard to structure and size of the team. Two new staff have recently been recruited: Dr. Audrey Gerber - Technical Advisor (part-time) and Ms. Elena Terekhova – International Relations Manager (full-time). Elena was welcomed to the team on her first day with AIPH. In addition, Mr. Treve Evans has the new job title – Senior International Relations Manager. The secretariat now consists of 8 staff members assisted with consultancy and advisory support from Ms. Mia Buma, Ms. Hanim Dur, Ms. Pinar Acar, Mr. Sven Stimac and Ms. Karen Tambayong.

4.1.1 FCI is supported by Mr. Ron van der Ploeg – Editor (4 days per week), Ms. Angie Duffree – Senior Account Manager, Mr. Roger Bottomley – Media Account Manager and supported for 2.5 days per week by Ms. Penelope Tomkins – Assistant Editor, website and promotion.

4.1.2 AIPH is supported by Ms. Penelope Tomkins – Communications Manager who is currently developing a broader communication plan for the organisation. Mr. Treve Evans is overseeing the work of Ms. Angie Duffree and Mr. Roger Bottomley and all AIPH contact with commercial organisations. Ms. Elena Terekhova (based in Paris) will focus on; exhibitions and regulations (the latter will be reviewed this year), preferred partnerships (with Treve), the Flower Auction Meetings Group, IVP and IGOTY. Dr. Audrey Gerber joined AIPH at the end of February for 3 days per week as a Technical Advisor for Green City and the Ornamental Production Committee and activities. Ms. Vanessa Stockton and the Worldspan team continue their role as part of the team and as the main contact for AIPH meetings.

4.1.3 AIPH Board members continue to support the secretariat. Ms. Karen Tambayong is still actively involved in Green City. Under the Ornamental Production Committee Mr. George Franke continues to support AIPH on plant health and Ms. Mia Buma on novelty protection.

4.2 International Grower of the Year (IGOTY). Entries have now opened for IGOTY 2020. Gediflora, Belgium won 'International Grower of the Year 2019. Mr. Tim Briercliffe urged members to encourage their members to submit entries for the awards. He commented on the success of the 2019 event and stated the awards work best with as many entries as possible. A video made at IGOTY 2019 was shown. Tim commented that it was great to have a sponsor on the video saying they are looking forward to next year's awards.

4.3 The first International Vision Project (IVP) report – *'Ornamentals Production – A Growing Industry?'* was published at the IGOTY Awards and IPM in January 2019. The second IVP report *'Vision on Production Developments'* will be published in June 2019 and the third report *'Emerging Domestic Producers – China'* will be launched at the AIPH Annual Congress, Beijing (September 2019).

Question from Mr. Peter Vaughan: How is the report funded and who produces it?

Response from Mr. Tim Briercliffe: Funding came from the former 'Project Board' in the Netherlands to fund and compile the reports. That funding and support has now ended. AIPH is looking for partners with shared interests in this project. Currently there is no clear plan but this project forms part of Elena's work for the year. More information will be available at the next meeting. T Briercliffe invited members to put forward ideas for partners on this project.

4.4 FCI is published bi-monthly and all members should receive printed copies and if this is not the case to request that A Duffree adds members to the mailing list. Members should already receive the digital version to forward on to their members.

4.5 The AIPH 71st Annual Congress. The week commencing 8th September is the provisional date for the Annual Congress. This depends on Chinese authorities and the date will be confirmed soon. Events associated with the congress include the World Flower Summit to which CEOs of Dummen Orange and Dutch Flower Group have confirmed their participation. Online retailer Alibaba have yet to confirm. This major industry event will attract people from around the world and members are called on for their support to promote it globally along with the next AIPH Expo and Green City Conferences which will form part of the congress.

4.6 Expo regulations – these will be revised this year and members are invited to submit their ideas.

4.7 Green City awards – AIPH has made a proposal to Expo 2022 Doha to develop this concept.

4.8 AIPH Gardens – AIPH have gardens at World Flora Expo Taichung 2018 and Expo Beijing 2019. Members are encouraged to visit these gardens.

4.9 2020 – The International Year of Plant Health (IYPH). AIPH will be active in this initiative.

Other aspects are contained within the Secretary General's report (Annex 4).

Question from Mr Wojciech Wroblewski: Can IVP be translated into Polish and shared with ZSZP?
Response from Mr. *Tim Briercliffe:* Members are welcome to translate the document and share with their members and AIPH. AIPH will add any translated document to the AIPH website.

Comment from Dr. Fayqa Ashkanani: With regard to FCI and IVP – AIPH should go paper free and publish only digital and not printed documents.
Response from Mr. Tim Briercliffe: AIPH will investigate an app for FCI.

Question from Mr. George Franke: The FCI report states FCI has improved in quality – whose assessment is this – that of AIPH or the readers?
Response from Ms. Angie Duffree: Since AIPH has taken on FCI the feedback from advertisers and readers has been 100% positive.

Mr. Tim Briercliffe welcome comments from members on FCI. No comments were received.

5. Preferred Partners

5.0 Mr. Treve Evans presented a broad outline of the AIPH Preferred Partners programme to strengthen commercial relationships and revenues. A bidding process to create competition is also under consideration. A strategy will be developed and presented at the next meeting.

5.1 Sponsorship has been secured from PERA – Turkish event organisers.

6. FloraCulture International – Partnership Agreements

6.0 Ms. Angie Duffree introduced FCI partnership agreements and how AIPH members can benefit. 87 FCI partnership agreements are currently in place and work is underway to re-affirm these agreements and to measure FCI readership. Members were again encouraged to share FCI with their members.

7. Finances

7.0 Financial update by Mr. Tim Briercliffe

7.1 2018 accounts are now closing. The AIPH financial year runs January – December.

The 2018 accounts are a little below the expected budget as half of the income from the World Flora Taichung Expo which was expected in 2018 will be received in 2019. The full income to be received from the Taichung Expo is the budgeted amount.

7.2 Expo 2019 Beijing income will be 1% of the gate fee as agreed under old regulations. AIPH has requested an estimated income from the expo organisers so that AIPH may make a clear calculation. For now, a conservative figure as been estimated. For future events there will be more clarity on income as new expo regulations will apply by which AIPH receives an income based on a set license fee.

Question from Mr. Peter Vaughan: When will the 2018 accounts be circulated?
Response from Mr. Tim Briercliffe: The accounts and audit reports will be circulated to members following the summer audit and in advance of the Annual Congress.

8. Preparation of future meetings

8.1 Annual Congress 2019 9 – 13 September - Beijing, P. R. China. AIPH are discussing the Congress with CFA and AIPH hopes that all members will attend.

8.2 Spring Meeting 2020 USA. An invite has been received from the USA. AIPH is working with AmericanHort to tie this in with a large conference and event for breeders in Miami.

8.3 Annual Congress 2020 Poland. This will be tied in with the 'Green is Life' exhibition in Warsaw.

8.4 Spring Meeting 2021, No formal invitation has been received, however Karen Tambayong hopes to be able to invite AIPH to Bali, Indonesia and is actively progressing this invitation.

8.5 Annual Congress 2021 or Spring 2022. AIPH are in discussion with Qatar to tie this in with the opening or closing event of Expo 2021 Doha.

9. Report – Green City Committee

9.1 AIPH Green City Report (Annex 5)
Mr. Bill Hardy (Chair of Green City Committee) presented the Green City Report. In particular three projects are under consideration as part of a potential new 'World Green City Organisation' *(name yet tbc):*

9.1.1 Green City awards
9.1.2 Dedicated website
9.1.3 Revision of the Green City guidelines

The over whelming proportion of this work will be gathering information for a website.

9.2 The World Green City Organisation is an idea for a new organization that could be facilitated by AIPH but may be at arm's length from AIPH. Members would be cities. AIPH is seeking the support of the Expo 2021 Doha as the main partner for this initiative.

10. Report – Ornamentals Production Committee

10.0 AIPH Environment and Plant Health Report (Annex 6)
Mr. Tim Edwards presented the Ornamentals Production Report with input from Mr. George Franke.

10.1 AIPH Novelty Protection Report (Annex 6)
Mr. Tim Edwards presented the report with input from Ms. Mia Buma.
One new item arising from the AIPH Board Meeting on Sunday 31st March was AIPH's proposed engagement with the International Year of Plant Health (IPYH). The IPPC (plant health regulators) are asking a variety of organisations what they can do to promote the IYPH. Currently there is no conference on the timetable to discuss how to improve biosecurity. Achieving good biosecurity relies on strong regulation (governed by IPPC), good delivery (by EPO and others) and accurate interpretation by operators (growers). For such an event to lead to a real improvement in biosecurity around the world it will be critical to bring together growers, authorities, regulators and those that design the regulations. Mr. Tim Edwards will investigate the idea of an IYPH event on biosecurity with the IPPC. Further news on this will be available at the Congress.

10.2 Ms. Mia Buma will be hosting a meeting from 8 - 8.45am Tuesday 2nd April in the Mauritz room, Hotel van Oranje, to provide a short update on novelty protection issues. All members are invited to attend.

Mr. Tim Briercliffe thanked Mr. Tim Edwards and Ms. Mia Buma for their support to AIPH throughout the year. Mr. Tim Briercliffe also thanked Mia and Mr. George Franke for their specialist knowledge in this complex area.

11. Exhibitions Committee

11.0 AIPH Exhibitions Report (Annex 7)
Mr. Kevin Chung (Chair of the Exhibitions Committee) and Mr. Tim Briercliffe presented the Exhibitions Report.

11.1 The World Flora Expo Taichung 2018 opening event was attended by 30,000 visitors. The AIPH garden has been very popular and AIPH supported the Taichung declaration. Kevin Chung has worked very hard to manage the international exhibition area and blossom paviion. T Briercliffe thanked Kevin and Betty of the TFDA for their invaluable support to the Taichung city government.

11.2 Expo 2021 Doha has been recognized by the BIE.

11.3 AIPH is working with more trade shows to get AIPH approval. Offering €8,000 of FCI advertising is attracting more interest. AIPH is currently working to secure AIPH Category D approval for:

11.9.1 My Plant and Garden, Milan, Italy
11.9.2 Green is Life, Warsaw, Poland
11.9.3 IPM Essen, Germany

T Briercliffe would like to make D category approval quicker than the current 6 months wait for the next AIPH meeting to approve an annual tradeshow. He requested to email members to seek approval giving them a two-week window of response. On approval from members the approval process will continue. Bernard added to this proposal that the approval process for D category shows is reviewed at

every member meeting and that members approval is sought at meetings when possible.

Vote: Members agreed to this change

12. New Affiliate Member Presentation

12. Mr. Ronald van den Breevaart, Fairtrade International gave a short presentation on the organisation's activities in the ornamental horticulture industry.

13. Other Business and Closure

13.0 Mr. Bernard Oosterom closed the meeting reiterating his call for members to promote the activities of AIPH to their members, governments, universities, industries etc.

MEETING CLOSED AT 1700 HRS.

Actions

3.1 Inform Silk Road Association of termination of membership - TB

3.2.2 Inform Global Horticulture Industry of Pakistan about members decision. – TB

4.6 Submit ideas for update of Exhibition Regulations – Members

4 AIPH to investigate moving FCI to paper-free – Secretariat

5.0 Preferred partnerships strategy to be developed and presented at next meeting – TE

6.0 AIPH members to share FCI with their membership whenever it is published – Members

7.2 2018 accounts and audit report to be circulated to members in advance of next meeting – TB

10.1 Investigate potential for a plant health conference during the International Year of Plant Health in 2020 – T Edwards

AIPH Membership Application Form

Please complete and return the application form, in English, to AIPH Secretary General, Tim Briercliffe at sg@aiph.org.
AIPH meetings and communications are in English. Please ensure the named contacts are able to speak, read and understand the English language.

Along with your application please also include:

- A copy of the Charter or Articles of Association and Regulations for your association.
- The most recent statement of financial accounts for your organisation

1	Name of organisation	Bund deutscher Baumschulen e.V. (BdB)
2	Postal Address	Kleine Praesidentenstrasse 1 10178 Berlin Germany
3	Country	Germany
4	Email Address	info@gruen-ist-leben.de
5	Telephone number	0049 302408699 0
6	Fax number	0049 302408699 31
7	Website	www.gruen-ist-leben.de
8	**Contact 1** Name Postal Address Email address Telephone number Mobile/cell number	Markus Guhl Kleine Praesidentenstrasse 1 10178 Berlin Germany Guhl@gruen-ist-leben.de 0049 302408699 10 0049 1755910568
9	**Contact 2** Name Postal Address Email address Telephone number Mobile/cell number	Bettina Schilling Kleine Praesidentenstrasse 1 10178 Berlin Germany schilling@gruen-ist-leben.de 0049 302408699 11 0049 1755910568

10	Description of organisation	The BdB is the professional association of German nurseries.
11	Total number of members	970
12	Number of ornamentals plant and flower growers represented	900
13	Type of growers; for example flowers, nursery stock, house plants, bedding plants	Nursery stock
14	Number of landscaping businesses represented	-
15	Areas of activity for your members (for example; policy lobbying, market research, promotion, exhibitions, etc)	We represent the interests of tree nurseries in German politics, support companies in opening up new markets and offer economic services.
16	Why you want to join AIPH	We want to share the worldwide network and knowledge of the industry represented in AIPH.
17	Estimated value of national production of flowers/ornamental plants (euros)	Turnover is around 1 billion euros

Statutes of the Federation of German Nurseries (BdB) e.V.

Decided at the Assembly of representatives of the Members of theAssembly on14.January 2015in Goslar.

Section 1 Name, registered office and purpose

1. The merger of German nurseries into a professional association in the territory of the Federal Republic of Germany is called the "Bund deutscher Baumschulen (BdB) e.V.". The association is based in Berlin and is registered in the register of associations.

2. The objective of the BdB is to promote nursery education, particularly in the qualitative, technical and cultural fields, as well as to represent the common interests of member companies in relation to political and administrative bodies of the European Union, and the Federal Government and the Länder and official, semi-official and private organisations within the territory of the European Union and the Federal Republic of Germany.

3. The Association provides advice and assistance in legal and tax matters within the scope of legal, financial and organisational possibilities. The association is a party to the collective agreement within the meaning of collective bargaining law. The granting of advice and assistance in legal and tax matters, as well as the exercise of collective bargaining law, is in principle the responsibility of the national associations in accordance with Article 16 of the Statute.

4. Gainful and self-employment activities are excluded.

Section 2Business Year

the financial year is the period from 1 October of a year to 30 September of the following year.

Section 3 Members

1. Membership is voluntary. Ordinary members may be nurseries and institutions in the federal territory, insofar as they are related to the nursery system in accordance with their purpose and purpose. With the application for admission, the applicant

acknowledges the statutes of the BdB together with the resulting rights and obligations as well as the rules on contributions in the respective valid version.

2. As a prerequisite for membership, paragraph 1 is defined conceptually:

   a. A "tree school" within the meaning of Section 3 (1) is a horticultural company that regularly plantsits own cultivations of wood.

   b. A "marketing company for nursery plants" is a nursery company which mainly trades in nursery plants.

3. Candidates for ordinary membership must guarantee that their products comply with the professional "qualityregulations for nursery plants".At the request of the Association, candidates shall prove this condition in an appropriate manner.

4. Members are obliged to involve sister and subsidiarycompanies or other related companies for the productionand marketing of nursery plants in theprofessionalregistration ofthe BdB.

5. Independent branches of member companies must be members of the national association in which they are established.

6. The admission is decided by the regional association responsible for the seat of the candidate's company with a decision on the board. Applications submitted to a regional association of the BdB must benotified to the Federal Office. In the event of a rejection of the application by the Land Association, this must also be notified to the Federal Office. The applicant may lodge an objection with the Federal Office within a period of one month. The rejection notice must be accompanied by a corresponding notice of appeal. Decide on the opposition:

   a. The President of the BdB or, if the applicant comes from the territory of the national association to which the President belongs, one of his alternates, and

   b. two members of the Main Committee, who may also not be members of the relevant national association, and

   c. two members of the board of the national association against whose decision the appeal is directed. Appointment is made by the National Association Board.

7. All ordinary members have equal rights. They shall exercise them in person or through their elected representatives. The ordinary members are bound by decisions of the BdB taken in accordance with the statutes.

8. All companies that have been confirmed as members of the BdB automatically become members of the relevant countryassociation.

9. As supporting members, their application to the B.B.I.'s Bureau may include natural and legal persons interested in promotingthe schooling. There isno need for the Bureau to reject anapplication for admission. Supporting members have neither an active nor a passive right to vote in the BdB. The regional associations can accept support members on their own.

10. Individuals from the field of ordinary Members of the BdB may be granted passive membership if they retire from active professional life. Passive members have neither an active nor a passive right to vote in the BdB.

Section 4Deleting membership

1. Membership expires:

   a. by written declaration of withdrawal, which must be submitted in writing no later than 6 months before the end of the financial year. The withdrawal declarationshall take effect at the end of the financial year,

   b. by exclusion. It may be issued in writing by the President with immediate effect if members are in arrears with benefits to the BdB for more than six months or if members are grossly or sustainably opposed to the Statutes, the interests of the professional organisation or honour. If an excluded member objects within four weeks of notification of the decision, the Bureau shall decide. This does not affect the association's claims against the member.

2. Outgoing and excluded companies will lose all membership rights and shares in the assets of the BdB from the date of retirement. They must meet their liabilities to the BdB incurred before the date of departure. If the member leaves before the end of a financial year, a pro rata repayment of the contributions paid for that financial year shall not take place.

Section 5 Contributions

1. The amount, due date, confiscation and other modalities of the membership fees are determined by the General Assembly within the framework of a rules on contributions. Contributions can be staggered according to the size of the contribution scheme in this contribution regulations.

2. The regional associations of the BdB may, insofar as they levy contribution surcharges, have them collected by the office of the BdB. Their general meetings decide on the contributions to the state associations of the BdB.

3. The place of performance and place of jurisdiction for contribution obligations is the registered office of the Association.

Section 6 Information

Insofar as it is necessary for the performance of the statutory tasks, the members are obliged to obtain the information requested in accordance with thetruth and time limit. The infringement may be a gross infringement within the meaning of Section 4(1)b and result in exclusion.

Section 7 Organs of the BdB

1. The organs of the BdB are:

   a. the General Assembly of Representatives (Section 8)

   b. the Bureau (Section 9)

   c. the Main Committee (Section 10)

2. A minutes shall be drawn up for each meeting held by an institution of the BdB, signed by the head of the meeting and the recorder and sent to all members of the institution (by post or electronically).

§ 8 Mitgliedervertreterversammlung

A Composition of the General Assembly

The general assembly consists of 100 (indicative) members of the regional associations. Each regional association sends as many members as its contribution share corresponds to the total contribution revenue of all state associations in the current financial year as a percentage. The percentage in the second place after the comma shall be rounded commercially. If the numerical value after the comma exceeds the number 50, another representative of the members may be sent by the national association. Each national association has at least one vote. Each member representative shall remain in office until the national association for which he was posted has appointed the new members' representatives to the BdB, but for a maximum period of 3 months after the end of the financial year for which he has been appointed.

B Tasks of the General Assembly

The General Assembly shall decide in all matters, insofar as they have not been expressly delegated to the other organs of the BdB by statute; it has inparticular the followingtasks:

a. Election of the members of the Bureau

b. Resolutions on amendments to the Articles of Association

c. Adoption of the Rules on Contributions (Section 5)

d. Approval of the annual budget

e. Approval of the annual financial statements

f. Election of auditors

g. Decision on the discharge of the Bureau and the management.

C Convening and decision-making

1. Meetings of the General Assembly must be held at least once a year.

2. The President shall convene the GeneralAssembly. He must convene them if three members of the Bureau or at least 2 national associations so request.

3. The meeting place of the general assembly shall be determined by the President.

4. The invitation to the general assembly must be made with the agenda with a period of at least two weeks in writing or by e-mail. Members who have not provided the association with an e-mail address will receive the invitation in writing. The period begins on the day following the sending of the invitation, not counting the date of the meeting.

5. The General Assembly is quorum regardless of the number of members' representatives present.

6. The resolutions of the General Assembly shall be taken by a simple majority of votes, unless a higher majority of votes is required by law or these Statutes. Amendments to the Articles of Association or the dissolution of the BdB require a majority of two-thirds of the votes present or represented. In the event of a tie, a motion made shall be deemed to have been rejected, taking into account Section 9, A(4).

7. Elections are held in open voting. A secret ballot shall be held at the request of at least one member representative or, if expressly provided for in these Statutes.

8. Each member's representative has one vote. Voice transfers are not permitted, except for the elected deputy in accordance with Section 16.

Section 9 Presidency

A Composition of the Bureau

1. The Bureau consists of the President as Chairman, 4 Vice-Presidents and the Treasurer. The Vice-Presidents and the Treasurer shall be the Vice-Presidents.

2. The President, the Vice-Presidents and the Treasurer jointly form the Executive Board of the Association within the meaning of Section 26 of the German Civil Code (BGB). They represent the BdB in court and out of court and are bound by the decisions of the Bureau and the General Assembly; each of them is entitled to represent individually. In the internal relationship, in particular for decisions pursuant to the second sentence of Paragraph 9, A(3) and (4), a member of the Bureau shall, in accordance with the President's decision, represent another member of the Bureau in the event of his prevention; If the President does not make a provision if

he is prevented from doing so, the oldest member of the Bureau shall be represented at the age.

3. The President is a spokesman for the BdB both externally and internally. He represents the Bureau to the management.

4. The President shall decide on all matters of a tie in the case of votes of the institutions within the meaning of Paragraph 7. Within the annual budget approved by the General Assembly, the President has freedom of action.

5. The members of the Presidium are elected by the General Assembly for a term of 4 years. You must be the owner of a member company of the BdB. Membership of the Bureau is linked to an age limit of 70 years. Only persons who have not reached the age of 66 before the start of the four-year term of office may be elected to the Bureau.

6. In order to ensure the continuity of the bureau's work, the President and two Vice-Presidents shall not be re-elected inthe year in which thevice-presidents and the Treasurer are elected. to be re-selected.

7. Elections to the Bureau are held in secret.

8. In the event of the early resignation of a member of the Bureau, a by-election shall be held no later than the year following the date ofthe decision for the remainder of the parliamentary term.

9. The Bureau may co-opt other members of the Bureau. The co-opted members of the Bureau do not have the right to vote; they shall participate in the meetings of the Bureau in an advisory capacity.

B Tasks of the Bureau

1. The Bureau shall determine the guidelines for the work of the Association within the framework of the resolutions of the General Assembly.

2. The Bureau manages the assets of the Association and determines the budget and the annual accounts.

3. The Bureau shall appoint the representatives which the Association sends to other organisations.

4. The Bureau appoints the management of the Federal Office.

C Convening and decision-making of the Bureau

The Bureau shall meet as required. It is convened by the President. He must convene it if at least two members of the Bureau request it.

Section 10 Main Committee

A Composition of the Main Committee

The Main Committee consists of the Bureau and the chairmen of the regional associations and the branch associations (in accordance with Section 16) of the BdB, unless they are already members of the Bureau. Each member of the Main Committee shall have one vote. The President is the born Chairman of the Main Committee.

B Tasks of the Main Committee

1. The Main Committee assumes the tasks of the BdB, which the Bureau entrusts to it on the basis of its competence in directives. It is also responsible for advising the Bureau.

2. The Main Committee has the right to submit requests to the Bureau.

3. The Main Committee shall set its allely set of rules.

C Convening and decision-making of the Main Committee

1. The Main Committee shall meet at least twice a year. The President may convene the Main Committee as necessary. It must convene it if requested by at least one third of the members of the Main Committee. The Summoning of the Main Committee shall be made in writing or by e-mail, with simultaneous notification of the agenda and in the event of a summons period of at least two weeks. Section 8 C (4) sentence 3 applies accordingly.

2. The chairmen of the committees may be invited in addition.

3. The Main Committee shall take its decisions by a simple majority of the members present. In the event of a tie, the President shall decide.

Section 11 Committees

1. The Bureau shall set up committees after consulting the Main Committee. The committees are responsible to the Bureau and they advise the Bureau on all matters arising from the areas of work assigned to them. The national associations nominate representatives for their participation in the committees. The chairmen of the committees shall appoint the members of their committee. The appointment must be confirmed by the Bureau. The chairmen of the committees are elected by their members. The chairmen shall appoint their alternates. The election of the chairmen of the committees and the appointment of the members of the Committee shall be for a term of office of four years, starting from the date of election or appointment and ending with the expiry of the next 31 January.

2. The provisions of Paragraph 9, A(5) on age limits apply by analogy to elections of chairmen of committees and appointments for committee members.

Section 12 Advisory Boards

1. The Bureau may convene a parliamentary advisory board to advise the Association on political matters.

2. The Bureau may convene a scientific advisory board to promote research in the field of nursery education.

Section 13 Honorary Membership and Order of Honour

1. The Presidium may appoint persons who have made a special interest in the BdB for the interests of the Association as honorary members. Honorary members have the right to participate in the meetings of the General Assembly in an advisory capacity.

2. The Bureau may appoint a President as Honorary President of the BdB. The Honorary President has the right toparticipate in all meetings of the association's organisation in an advisorycapacity.

3. Further honours and awards of the association can be defined in an honorary order. The order of honour is decided by the General Assembly.

Section 14 Auditors

1. For a period of four years, the General Assembly appoints two auditors to examine the books and the cash management of the BdB and to report on the results of their audit of the General Assembly.

2. Every other year, the auditor resigns with the longest term of office. With the same term of office, the lot decides. Immediate re-election is excluded.

Section 15 Management

1. The BdB maintains a federal office for the execution of day-to-day business. These and, where applicable, maintained field offices shall be managed by the full-time management to be appointed by the Bureau.

2. The management of the association is entrusted either to a Federal Managing Director or to a Chief Executive Officer and other Managing Directors. The members of the Management Board are to be appointed by the Bureau and are responsible for this. In accordance with the instructions of the Bureau, the members of the Management Board shall have power of representation within the meaning of Section 30 of the German Civil Code (BGB). The Federal or Chief Executive Officer is the direct manager of all employees of the association.

Section 16 National and Branch Associations

A Position of the national and branch associations with the members and to the Federal Association

The companies affiliated to the BdB are directly members of the Federal Association, whichis also an entire association.For the regional recording and support of the individual members of theFederal government, state associations arethe entire association. In addition, branch associations may be formed as supra-regional special purpose mergers. The regional associations and branch associations are not members of the BdB.

B Structure of the national associations

1. The regional associations may be formed in the legal form of an association with legal capacity or in capable of legal rights; the statutes drawn up for this purpose and their subsequent amendments are to be based on the content of these statutes and require the approval of the BdB Bureau.

2. The individual Member of the BdB is a member of the national association in whose territory the member company has its headquarters.If a company maintains an independently managed branchin this respect, it is also a member of the national association in whose area the branch is located. The same applies if several branches are maintained.

3. The formation and dissolution of the regional associations as well as regional changes between the regional associations among themselves require the decision of the Presidium and the MainCommittee of theBdB.

4. The regional associations represent the interests of the BdB within their area and in particular with regard to their state governments. They also have the right to decide on the detailed arrangements of the surrenders assignedto them in accordance with Paragraph 1(3). The regional associations inform the Federal Office of all its basic work andactivities.

5. The regional associations may set up regional and localsub-councils. The subdivisions are not intended tohold the same feeling with the state government, which is toopermanent, but via theirnetwork.

6. Statutes of the regional associations must not conflict with these statutes of the BdB as a whole and should take into account the above provisions of this clause. In addition, the following provisions of these statutes are to be incorporated in the statutes of the regional associations (LV):

   - Name of the LV: In addition to the regional designation (e.g. "LV Bayern") the addition "in the Federation of German Nurseries e.V." is to be included in order

to designate the regional association as a regional association of the general association.

- Purpose of the LV: Since the LV are regional associations of the association as a whole, the following wording is mandatory: "Promoting the nursery system, particularly inthe qualitative, technical and cultural field and representation to the memberstates. local authorities in the area of the national association."Where appropriate, in accordance with Paragraph 1(3) of these Articles of Association, the provision that the LV legal advice and/or collective bargaining association.

- Regulations for the financial year, members, lapses of membership, contributions, information are tobe included in accordance with Sections 2 to 6 of theseArticles.

- Organs of the LV are the General Assembly and the Board of Directors, and in addition, Section 7(2) of these Articles of Association shall be applied accordingly.

- Regulations on the tasks, convening and resolution of the General Assembly are to be structuredas in sections 8 B and C of these Articles of Association.

- The General Assembly elects the members' representatives and their alternates for the general assembly of the association as a whole.

- Regulations on the tasks, convening and resolution of the Board of Management are to comply with Section 9 of these Articles of Association, as well as the regulation on committees and auditors, in accordance with the provisions of Sections 11 and 14 of these Articles.

C Establishment of branches

1. Branch associations may be formed in the legal form of a registered association or an unregistered association;dhe Establishment and the legal form of a branch association requires the approval of the bdB's general representatives' meeting.

2. Statutes of branch associations must not conflict with the statutes of the BdB as a whole. In particular, the following provisions of these statutes are to be incorporated into the statutes of branch associations (ZV):

   - Name of the ZV: In addition to the designation of purpose (e.g. "Garden Tree Schools") the addition "BdB") is to be included in order to designate the special purpose association as a branch association within the association as a whole.

   - Purpose of the ZV: Since branch associations pursue the identical purpose of the association as a whole, the following wording should be provided for: 'promotion of the nursery system, particularly in the qualitative, technical and cultural fields'. In addition, the special purpose of the branch association must be identified by stating that the representation is carried out in that regard by the branch association itself, whereas, moreover, the association is represented by the association as a whole.

- The regulations for the financial year, members and the lapse of membershipmust be designed in accordance with Sections 2 to 4 of these Articles of Association. In addition, provision should be made for the transfer of assets to the association as a supra-regional special purpose group if the branch association were to be dissolved.

Section 17 Volunteering and confidentiality

The members of the bodies of the BdB are active on a voluntary basis. They can receive reimbursement of their expenses and compensation for expenses. The amount of the allowance is determined by a three-member management committee, which is elected by the Main Committee for a four-year term. The members of the institutions shall conduct the offices impartially and keep trade secrets which come to their knowledge and to refrain from their exploitation.

Section 18 Resolution

1. The dissolution of the association requires a resolution of the General Assembly, which must be convened specifically for this agenda item, by a majority of two-thirds of all members' representatives.

2. In the event of the dissolution of the BdB, existing funds for the common good shall be used for nurseries.

AIPH Membership Application Form

Please complete and return the application form, in English, to AIPH Secretary General, Tim Briercliffe at sg@aiph.org.
AIPH meetings and communications are in English. Please ensure the named contacts are able to speak, read and understand the English language.

Along with your application please also include:

- A copy of the Charter or Articles of Association and Regulations for your association.
- The most recent statement of financial accounts for your organisation

1	Name of organisation	TANZANIA HORTICULTURAL ASSOCIATION, (TAHA)
2	Postal Address	HEAD OFFICE, KANISA ROAD, HOUSE No. 49 P.O. Box 16520 ARUSHA, TANZANIA
3	Country	TANZANIA
4	Email Address	info@taha.or.tz
5	Telephone number	+255 27 254 4568
6	Fax number	+255 27 254 4568
7	Website	www.taha.or.tz
8	**Contact 1** Name Postal Address Email address Telephone number Mobile/cell number	JACQUELINE MKINDI HEAD OFFICE, KANISA ROAD, HOUSE No. 49 P.O. Box 16520 ARUSHA, TANZANIA jackie.mkindi@taha.or.tz +255 27 254 4568 +255754306878
9	**Contact 2** Name Postal Address Email address Telephone number Mobile/cell number	ANTHONY .P. CHAMANGA HEAD OFFICE, KANISA ROAD, HOUSE No. 49 P.O. Box 16520 ARUSHA, TANZANIA anthony.chamanga@taha.or.tz +255 27 254 4568 +255767833962

10	Description of organisation	The Tanzania Horticultural Association (TAHA) is an apex private sector member based organization that advocates for the competitiveness of the horticultural industry in Tanzania. Since its inception in 2004, TAHA has been an effective voicing platform for producers, traders, exporters and processors of the horticultural products mainly flowers, fruits, vegetables, horticultural seeds and spices and tubers. TAHA works to strengthen the Tanzania horticultural industry by uniting and coordinating the industry value chain actors under one roof. The overarching objective of TAHA is to promote and develop the horticultural industry in Tanzania for inclusive growth, viability and sustainability.
11	Total number of members	1700 (Including flowers and other horticultural value chains actors)
12	Number of ornamentals plant and flower growers represented	8
13	Type of growers; for example flowers, nursery stock, house plants, bedding plants	Flowers (eg roses) and cuttings producers
14	Number of landscaping businesses represented	Non
15	Areas of activity for your members (for example; policy lobbying, market research, promotion, exhibitions, etc)	TAHAs areas of activity are on; I. Facilitating improved business enabling environment II. Compliance to market standards and market linkage. III. Conduct trainings on standards compliance including GlobalGAP, and facilitating standards certification IV. Research, development and dissemination of information to stakeholders on product and market development to suit the ever changing needs of targeted markets. V. Providing logistics services such as trucking, airfreighting, sea freighting and clearing and forwarding
16	Why you want to join AIPH	TAHAs focus is in making sure that the horticulture industry nourishes in all angles by coordinating and uniting the industry value chain actors for growth and sustainability. Therefore by joining AIPH membership, we are confident that AIPH presents the greatest opportunity for continuous growth by exploring deeper market intelligence, building industry capacity on policy, legal and regulatory issues as well as making and emphasizing on decisions which help in fast tracking development of the sector.
17	Estimated value of national production of flowers/ornamental plants (euros)	US $ 30 million

TANZANIA

Certificate of Incorporation

No. 48838

I HEREBY CERTIFY THAT

TANZANIA HORTICULTURAL ASSOCIATION =

Limited

is this day incorporated under the Companies Ordinance (Cap. 212) and that the Company is Limited.

Given under my hand at Dar es Salaam this 7th day of May Two Thousand and Four

CERTIFIED TRUE COPY OF THE ORIGINAL
ATTORNEY GENERAL'S CHAMBERS P. O. Box 9143 ARUSHA, Tanzania

Asst. Registrar of Companies

IDAF

G P Dsm—Tanzania

TANZANIA

Certificate of Incorporation

No. .....

I HEREBY CERTIFY THAT

TANZANIA HORTICULTURAL ASSOCIATION LIMITED is this day incorporated under the Companies Ordinance (Cap. 212) and that the Company is Limited.

Given under my hand at Dar es Salaam this day of May two thousand and four.

.....

Registrar of Companies

CERTIFIED TRUE COPY OF THE ORIGINAL
ATTORNEY GENERAL'S CHAMBERS
P O. Box 3144 ARUSHA Tanzania
STATE ATTORNEY

THE COMPANIES ORDINANCE (CAP. 212)

COMPANY LIMITED BY GUARANTEE

MEMORANDUM OF ASSOCIATION

OF

TANZANIA HORTICULTURAL ASSOCIATION LIMITED

1. The name of the Fund shall be TANZANIA HORTICULTURAL ASSOCIATION LIMITED

2. The registered office of the Company will be situated in Tanzania

3. The objects for which the Company is established are:-

   3.1 To promote the Horticulture sector in Tanzania;

   3.2 To liaise with external and internal governmental and non-governmental institutions, bodies or persons interested in the sector on behalf of its members;

   3.3 To empower members to attain international standards and certifications as will be deemed necessary and expedient for purposes of attaining and sustaining quality in production;

   3.4 To organise a joint purchasing of all goods required by the members and to arrange a joint transportation of such goods so as to maximize efficiency and reduce cost overheads;

   3.5 To put in place a mechanism for sharing technology and expertise;

   3.6 To source top market flower and vegetable seed varieties and devise the appropriate mechanism of production;

   3.7 To represent the sector in various fora and defend the interests of its members from undue interferences;

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ATTORNEY GENERAL'S CHAMBERS
P. O. Box 3144 ARUSHA Tanzania

3.8 To carry on the activity of training, development and stimulation of skills among its members in the science of cultivation and preservation of horticultural produce;

3.9 To organise meetings, seminars, symposia, workshops, exchange visits and study tours aimed at fostering the aims and objects of the company;

3.10 To print, publish and broadcast through the mass media and to publish its own journals, books magazines and the like geared to the attainment of its objects;

3.11 To seek opportunities to voice its views and advance its objects and functions in national and international fora;

3.12 To liaise cooperate, affiliate and work together with other organizations both in Tanzania and else where having similar aims and objects to those of the company;

3.13 To raise money by way of donations and subscriptions;

3.14 To borrow money from individuals or groups of people for purposes of the company;

3.15 To sell or otherwise alienate any property owned by the company;

3.16 To give donations in cash or in kind to any deserving person or persons;

3.17 To act as business and professional consultants to any person, firm or company whether local or foreign;

3.18 To enter into hire purchase agreements with any persons and to negotiate, assign, mortgage or pledge such agreements for cash or otherwise or payments due or rights accruing thereunder;

3.19 To stock and carry on any shops or stores to raise money for the projects of the company;

3.20 To effect and maintain insurance on the life or lives of any director or directors and other officers or servants of the company and any other persons in whose lives the company has an insurable interest;

3.21. To purchase, or otherwise acquire all or any part of the business, property and liabilities of any company, society, partnership or person, formed for all or any part of the purposes within the objects of this company, and to conduct and carry on, or liquidate and wind up any such business;

3.22. To purchase or otherwise acquire, erect, maintain, reconstruct and adapt any office, workshops, mills, plant, machinery and other things found necessary or convenient for the purposes of the company;

3.23. To let on lease or on hire the whole or any part of real and personal property of the company on such terms as the company shall determined;

3.24. To draw, accept and make and to endorse, discount, negotiate bills of exchange and promissory notes and other negotiable instruments;

3.25. To invest moneys of the Company not immediately required in such manner as from time to time may be determined;

3.26. To provide for the welfare of persons in the employment of the company, or formerly in the employment of the company to its predecessors in business;

3.27. To sell, dispose of, or transfer the business, property and undertaking of the company or any part thereof, for any consideration which the company may see fit to accept;

3.28. Generally to do such other things as may appear to be incidental or conducive to the attainment of the above objects of any of them.

And it is hereby declared that, in the interpretation of this clause the powers conferred on the company by any paragraph, shall not be restricted by reference to any other paragraph, or to the name of the company, or by the juxtaposition of two or more objects and that in the event of any ambiguity, this clause and every paragraph thereof shall be constructed in such a way as to widen, and not to restrict the powers of the company.

4.0. Liability of the members is limited.

5.0. Every member of the company undertakes to contribute to the assets of the company with the event of its being wound up, while he is a member or within one year afterwards, for payment of the debts and liabilities of the company contracted before he ceases to be a member, and costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding 50 million Shillings.

We, the several persons whose names, addresses and description are subscribed are desirous of being formed into a company in pursuance of this Memorandum of Association and we respectively agree to take the number of shares in the capital of the company set out opposite our respective names.

Name, Address and Description of Subscriber	Signature of Subscriber
COLMAN MARK NGALO PLOT 14A SEKEI P.O.BOX 3003 ARUSHA **ADVOCATE**	
AVINASH MOKATE HOUSE NO. 37 PPF HOUSING COMPLEX NJIRO P.O.BOX 988 ARUSHA **COMPANY DIRECTOR**	
MIKE CHAMBERS GOMBA ESTATE ARU MERU DISTRICT P.O.BOX 1179 ARUSHA **COMPANY DIRECTOR**	
TJERK SCHELTEMA PLOT 28 THEMI HILL P.O.BOX 14387 ARUSHA **COMPANY DIRECTOR**	

Dated this 5th day of May 2004

Witness to the above signatures:
Ngalo & Company
Advocates
P.O. Box 3003
Arusha.

CERTIFIED TRUE COPY OF THE ORIGINAL

ATTORNEY GENERAL'S CHAMBERS
P. O. Box 3144 ARUSHA Tanzania

Michael J. T. [illegible], Esq.
Advocate
Notary Public &
Commissioner for Oaths
P. O. Box 42
DAR ES SALAAM

THE COMPANIES ORDINANCE (CAP. 212)

COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION

OF

TANZANIA HORTICULTURAL ASSOCIATION LIMITED

1. PRELIMINARY

(a) In these articles:

The **"Act"** means the Companies Ordinance (Cap. 212) including any statutory modification or re-enactment of it for the being in force;

"clear days" in relation to the period of a notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;

the "council" means the council of management of the company "Ordinary member" means member of TANZANIA HORTICULTURAL ASSOCIATION LIMITED

(b) The company is established for the purposes expressed in the memorandum of association.

(c) The regulations in table C in the Act shall not apply to the company.

2. QUALIFICATION OF MEMBERS

Any company or person may apply to the Secretary for admission as a member of the company provided that such company or person is engaged in horticulture.

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ATTORNEY GENERAL'S CHAMBERS
STATE ATTORNEY
P. O. Box 3144 ARUSHA Tanzania

3. ADMISSION OF MEMBERS

(a) The admission of members of the company, in all categories, is vested solely in the council.

(b) The application for membership shall be in the form prescribed by the council and shall be accompanied by the membership fee as the council may prescribe.

(c) Upon admission into membership, the secretary shall enter the name of the member in the books of the company and upon such entry the applicant shall become a member accordingly.

4. RESIGNATION OF MEMBERS

Any member of the company who no longer is an employee of the company will be notified in writing to the secretary and his name shall then be removed from the list of members of the company, and he shall cease to be a member of the company, as soon as his name has been removed from the list. No right or privilege of any member as such shall be transferable or transmissible, but all such rights and privileges shall cease upon the member ceasing to be such, whether by death, retirement or otherwise.

5. BOARD OF DIRECTORS

A) The first Board of Directors shall consist of not more than seven members who will hold office for TWO years after which election will be held for new Directors. The Directors will be elected at the Annual General Meeting by a simple majority of those attending in person or by proxy.

B) The officers of the Company shall be the Chairman, Vice Chairman, the Secretary, and the treasurer.

(a) The office bearers shall be elected by simple majority at the Annual General Meeting and shall hold office from the date of election for two years and shall be eligible for re-election.

(b) Any office bearer who ceases to be a member of the company automatically ceases to be an office bearer thereof and shall be replaced by election at Special General Meeting within 30 days.

(c) The Directors shall have powers to suspend any office bearer who it has reasonable cause to believe is not properly accounting for any of the funds or property of the company and shall have power to appoint another person in his place. Such suspension shall be reported at a General Meeting to be convened not later than two months from the date of suspension where it will be decided whether any further action shall be taken in the matter.

(d) Any office bearer may be expelled from the Board of Directors, if a general meeting of the company shall resolve by two-thirds majority of the members present that such a person should be expelled on the grounds that his conduct has adversely affected the reputation and/or dignity of the company, or that he has contravened any of the provisions of the Memorandum and Articles of Association of the company. A person who expulsion is proposed shall have the right to address the General meeting at which the expulsion is to be considered. Any vacancy thus crated shall be filled by persons elected at the General Meetings resolving the expulsion.

6. DUTIES OF OFFICE BEARERS

a)

Chairperson:- The chairperson shall, unless prevented by illness or other sufficient cause, preside over all meetings of the Directors at all general meetings. He is a mandatory signatory for the welfare account. He is responsible for implementation of the mandate given to the office bearers. The chairperson is responsible for producing and signing annual audited accounts audited by a reputable audit firm of Tanzania Horticultural Association Limited choice.

Vice Chairperson:- the vice-chairperson will perform the duties of the Chairman in his absence. He will also perform duties allocated to him by the Chairman.

Secretary:- The secretary shall deal with all the correspondence of the company under the general supervision of the Directors. In cases of urgent matters where the Directors cannot be consulted he shall consult the chairperson or, if the chairperson is not available, the vice chairperson. The decisions reached shall be subject to ratification or otherwise at the next Directors meeting. He shall issue notices convening all meetings of the Directors and all general meetings of the group and shall be responsible for

keeping minutes of all such meetings and for the preservation of all records of proceedings of the Directors.

Treasurer:- The treasurer shall receive and disburse under the direction of the Directors all monies belonging to the company and shall issue receipts for all monies received by him and preserve vouchers/records for all money paid out by him. The treasurer is responsible to the Directors and to the members and has to ensure that proper books of accounts of all monies received and paid by the company are written up, preserved and available for inspection.

(b) The management of the company except as otherwise provided by these articles is deputed to the Directors.
The Directors shall have control over all the affairs and property of the company and may prescribe, alter or cancel rules for the regulation of the company and shall exercise all such powers of the company as it thinks fit except as otherwise provided by these articles

(c) The Directors shall meet at such times and places as it shall resolve but shall not meet less than once in any three months.

(d) The chairperson will at all times call a meeting of the Directors to discuss any issue or for making decisions concerning a project or making of any payments after giving a maximum notice of 5 days.

7. GENERAL MEETINGS

(a) There shall be two classes of general meetings:- Annual General meeting and Special general meeting.

(b) The annual general meeting shall be held not later than 30th of October each year. Notice in writing of such Annual General Meeting accompanied by the Annual Audited Accounts and the Agenda of the meeting shall be sent to the members not less than 21 days before the date of the meeting. The accidental omission to give Notice of a meeting to, or the non-receipt of such Notice by any member shall not invalidate the proceedings of that meeting.

(c) The Directors may call for a Special General Meeting at any time. Notice in writing of such meeting shall be sent to all members not less than 21 days before the date of the meeting together with the

general nature of any business that requires the calling of the Special General Meeting.

(d) A Special General Meeting may also be requisitioned for a special purpose by Order as set out in Section 247 of the Companies Act and such meetings shall be held within 30 days of the date of requisition.

(e) The quorum for general meeting shall not be less than two thirds of the members.

8. PROCEDURE AT THE MEETING OF THE BOARD OF DIRECTORS

(a) At all meetings of the company, the Chairman and in his absence the Vice-Chairman and in his absence a member elected by the Directors shall chair the meeting.

(b) If within 30 minutes of the time appointed for the meeting a quorum, is not present, the meeting, if convened upon the requisition of the members, shall be dissolved.

(c) Votes shall be cast by secret ballot and Resolutions decided by a simple majority. In case of equal votes, the chairman shall have a second or casting vote.

(d) Every member shall have one vote.

(e) The appointment of a proxy shall be by an instrument in the usual common form or in any form approved by the Directors and shall be in writing under the hand of the appointor. Such instrument shall be deposited with or received by the secretary at least 24 hours before the time appointed for the meeting at which the person named in the instrument intends to vote by virtue thereof and in default, such instrument shall not be treated as valid.

(f) A vote given in accordance with terms of an instrument of proxy shall be valid notwithstanding the previous date or insanity of the principal or revocation of the instrument of proxy provided that no intimation in writing of such death, insanity or revocation has been received by the Secretary before the commencement of the meeting or adjourned meeting at which the instrument of proxy is used.

The meetings should always have a clearly stated agenda, which should include the following:-

- Minutes of the last meeting which should be approved during the meeting
- Update on running projects
- Update of premium received and balances held in the Company's separate account
- Information dissemination methods on how to communicate Directors decisions to the workers.

9. QUORUM

1. A simple majority of the members of the General Meeting or of the Board of Directors shall constitute a quorum for the meeting to which it relates.

2. Where the quorum for a meeting of the General Meeting or of the Board of Directors is not reached, the meeting shall be adjourned for twenty four hours, and in case thereafter the quorum is again not reached, the meeting shall be held and shall be a valid meeting.

10. SEAL

The seal of the company shall not be affixed to any instrument except by the authority of a resolution of the Directors's and except in the presence of at least one member of the Directors and the secretary both of whom shall sign the instrument.

11. QUALIFIED AUDITORS AND LEGAL ADVISOR

Auditors and a Legal Advisor shall be appointed by the Directors and their duties regulated in accordance with the Law.

12. FUNDS

1) The funds of the company shall be used only for projects falling within objects of the company as set out in the Memorandum of Association.

2) All monies and funds shall be received by and paid to the Treasurer and shall be deposited by him in the name of the company in banks approved by the Company.

3) No payments shall be made out of the bank account without a resolution of the Directors authorizing such payments and all cheques on such bank account shall be signed by the designated signatories.

4) The Financial Year for the Company shall be 1st July to 30th June.

13. REPORTING

Audited reports must be presented within six months after the end of the financial year.

14. AMENDMENTS OF THE MEMORANDUM AND ARTICLES OF ASSOCIATION

(a) Amendments to the Memorandum and Articles of Association must be approved by at least a two thirds majority of the members present at a General Meeting of the Company attended by at least two thirds of the members of the Company.

(b) No amendment may however be implemented until the consent in writing of the Registrar of Societies (hereinafter referred to as "the Registrar") is obtained upon application to him in writing, signed by four of the Directors.

15. DEPOSITORY

Subject to the provisions of the Companies Ordinance Cap 212, the first Chairman of the General Meeting shall be the depository of the Memorandum and Articles of Association.

16. WINDING UP

Dissolution of the company: After approval from the Registrar the Premium Money balance shall be transferred to employees pension scheme and divided equally amongst all members in employ at time of approval.

The Company shall not be dissolved except by a resolution passes at a General Meeting of members by at least two-thirds of the members present, and by a decision of Company's Directors. The quorum at such meeting shall be at least two-thirds of the members of the Company and in respect of Directors, 4 Directors. If quorum is not obtained, the proposal shall be submitted at a further General Meeting, which shall be held four weeks later on the same day at the same time and place. Notice of this General Meeting shall be given to all members at least 14 days before the date of the meeting. The quorum for this meeting shall be the number of members present in respect of a General Meeting.

Name, Address and Description of Subscriber	Signature of Subscriber
COLMAN MARK NGALO PLOT 14A SEKEI P.O.BOX 3003 ARUSHA **ADVOCATE**	
AVINASH MOKATE HOUSE NO. 37 PPF HOUSING COMPLEX NJIRO P.O.BOX 988 ARUSHA **COMPANY DIRECTOR**	
MIKE CHAMBERS GOMBA ESTATE ARU MERU DISTRICT P.O.BOX 1179 ARUSHA **COMPANY DIRECTOR**	
TJERK SCHELTEMA PLOT 28 THEMI HILL P.O.BOX 14387 ARUSHA **COMPANY DIRECTOR**	

Dated this 5th day of May 2004

Witness to the above signatures:
Ngalo & Company
Advocates
P.O. Box 3003

CERTIFIED TRUE COPY OF THE ORIGINAL

ATTORNEY GENERAL'S CHAMBERS
P. O. Box 3144 ARUSHA Tanzania

Michael J. T. Ngalo, Esq.
Advocate
Notary Public &
Commissioner for Oaths
P. O. Box
DAR ES SALAAM

TANZANIA HORTICULTURAL ASSOCIATION

Registration Number 48838

REPORTS AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

May 2019
This report contains 40 printed Pages

TANZANIA HORTICULTURAL ASSOCIATION (TAHA)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

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ABREVIATIONS

AIM-VfA	Amsterdam Initiative against Malnutrition – Vegetable for all
AKF	Aghakan Foundations
CHIPS	Calories Household and Income from Potato Subsector
GAIN	Global Alliance for Improved Nutrition
HOSTI	Horticultural Sector Transformation Initiative
ITC	International Trade Centre
SIDA	Swedish International Development Cooperation Agency
STS	Support to TAHA strategy
TAHA	Tanzania Horticultural Association
TRIAS	Means Triangle
USDA	United States Department of Agriculture
VECO	VredesEilanden Country Offices (Rikolto)
ZAHLIP	Zanzibar Horticultural Linkage Project

TANZANIA HORTICULTURAL ASSOCIATION (TAHA)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

CORPORATE INFORMATION

Country of Registration and Domicile:	United Republic of Tanzania
Registered Office:	Tanzania Horticultural Association (TAHA) Plot No. 8, House No. 49, Kanisa Road P. O. Box 16520 Arusha Tanzania
Directors:	Mr. Eric Ng'maryo Mr. Harald Peeters Ms. Renalda Mlay Ms. Jacqueline Mkindi Mr. Colman Ngalo Ms. Fatma Riyami Mr. Peter Ngongoseke Mr. Alphonsus Nijenhuis Mrs. Mshinwa Edith Banzi Ms. Maryam Juma Saadalla
Bankers:	Barclays Bank Tanzania Ltd P. O. Box 14652 Arusha Tanzania Stanbic Bank Tanzania Ltd Arusha Branch P. O. Box 3062 Arusha Tanzania
Auditor:	ABA Alliance Certified Public Accountants 1st Floor, Ubungo Plaza Morogoro Road P.O Box 11621 Dar es Salaam Tanzania
Company Registration Number	48838

TANZANIA HORTICULTURAL ASSOCIATION (TAHA)

REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 DECEMBER 2018

The Directors present this report and the audited financial statements for the financial year ended 31st December 2018, which disclose the state of affairs of the Tanzania Horticultural Association.

1. INCORPORATION

TAHA is incorporated in Tanzania under the Companies Act, 2002 as a company limited by guarantee and not having a share capital. It was registered on 7th May 2004 and issued with certificate of incorporation number 48838 by the Registrar of Companies in Tanzania.

2. PRINCIPLE ACTIVITIES

The Tanzania Horticultural Association (TAHA) is an apex private sector member based organization that advocates for the growth and competitiveness of the horticultural industry in Tanzania. Since its inception in 2004, TAHA has been an effective voicing platform for producers, traders, exporters and processors of the horticultural products mainly; flowers, fruits, vegetables, horticultural seeds, spices and tubers. The Association safeguards the interest of the private sector and ensures that the industry issues are well mainstreamed at the national and international agenda.

The Goal

TAHA's goal revolves around ensuring that there is inclusive growth and competitiveness of horticultural value chains in the country for social and economic gains of the people and the country at large. The Association provides a strong voicing platform, representing the industry actors i.e. farmers, processors, exporters and service providers while addressing the specific and cross cutting issues of the industry.

3. VISION STATEMENT

An economically vibrant, prosperous, and sustainable horticulture industry'

4. MISSION STATEMENT

Driving inclusive, transformative, competitive and sustainable horticultural growth in Tanzania

5. COMPOSITION OF THE BOARD OF DIRECTORS

The directors of Tanzania Horticultural Association (TAHA) who held office during the year and to the date of this report, except where otherwise stated were:

Name	Position	Nationality	Discipline	Appointed on
Mr. Eric Ng'maryo	Chairperson	Tanzanian	Advocate	Re- Appointed 6 Dec 2017
Mr. Harald Peeters	Vice Chairperson	Belgian	Management	Re- Appointed 6 Dec 2017
Ms. Renalda Mlay	Treasurer	Tanzanian	Farmer	Re- Appointed 6 Dec 2017
Ms. Jacqueline Mkindi	Secretary	Tanzanian	Management	Appointed 28 May 2013
Mr. Colman Ngalo	Member	Tanzanian	Advocate	Re- Appointed 6 Dec 2017
Ms. Fatma Riyami	Member	Tanzanian	Food Processor	Re- Appointed 6 Dec 2017
Mr. Peter Ngongoseke	Member	Tanzanian	Farmer	Re- Appointed 6 Dec 2017
Mr. Alphonsus Nijenhuis	Member	Dutch	Management	Appointed 6 Dec 2017
Mrs. Mshinwa Edith Banzi	Member	Tanzanian	Farmer	Appointed 6 Dec 2017
Ms. Maryam Juma Saadalla	Member	Tanzanian	Principal Secretary	Appointed 22 May 2018

6. PERFORMANCE FOR THE PERIOD

The performance for the period are set out on page 17 of the financial statements.

7. SOLVENCY

The Company's state of affairs as at 31 December 2018 is set out on page 16 of the financial statements. The Board of Directors confirm that applicable accounting standards have been followed and the financial statements have been prepared on a going concern basis.

The Board of Directors has reasonable expectation that TAHA has adequate resources to continue in operational existence for the foreseeable future.

8. GOING CONCERN

The company management has made an assessment of the company's ability to continue as a going concern and the Board of Directors has reasonable expectation that the donors and strategy implementing partner shall continue supporting TAHA's activities and strategies and each strategy shall be allocated adequate resources to implement the intended activities and continue as a going concern. Therefore, the financial statements continue to be prepared on the going concern basis from one strategy to another.

9. CORPORATE GOVERNANCE

The Board of TAHA consists of Directors and apart from the Chief Executive Officer, no other directors hold executive positions in the Association. The Board takes overall responsibility for the Association, including responsibility for identifying key risk areas, considering and monitoring investment decisions, considering significant financial matters, and reviewing the performance of management business plans and budgets. The Board is also responsible for ensuring that a comprehensive system of internal control policies and procedures is operative, and for compliance with sound corporate governance principles.

The Board is required to meet at least four times a year The Board delegates the day-to-day management of the business to the Chief Executive Officer assisted by Senior Managers. The Management is invited to attend Board meetings and facilitates the effective control of all the Association's operational activities, acting as a medium of communication and coordination between all the various business units.

The Association is committed to the principles of effective corporate governance hence directors are obliged to recognize and comply with the importance of integrity, transparency and accountability.

During the year, the Board of TAHA had the following board sub-committees to ensure a high standard of corporate governance throughout the Association.

TAHA Finance and Audit Committee (TAFACO)

Name	**Position**	**Nationality**	**Discipline**	**Appointed on**
Mr. Machel Tarimo	Chairperson	Tanzanian	Finance	Re-appointed 28 May 2016
Mr. Abdalla Mashausi	Member	Tanzanian	M.sc Finance	Re-appointed 28 May 2016
Mr. Nick Stubbs	Member	South African	Chartered Accountant & CPA (T)	Re-appointed 28 May 2016
Ms. Loyce I. Maro	Member	Tanzanian	Chartered Accountant - ACCA	Appointed 15 Dec 2016
Mr. Eliawonyi Kishimbo	Member	Tanzanian	Tax Consultant & CPA(T)	Appointed 15 Dec 2016
Mr. David Mlaki	Secretary	Tanzanian	Chartered Accountant / Internal Auditor	Appointed April 2017

TAFACO Committee reports to the TAHA Board of Directors four times a year. The Committee meets as required by TAFACO terms of reference, however, the committee may convene whenever need arises.

TAHA Disciplinary Committee

The TAHA disciplinary committee comprises of the following members:

Name	Position	Nationality	Discipline	Appointed on
Mr. Fadhili Makumba	Advisor	Tanzanian	Lawyer	Re- Appointed 28 May 2013
Ms. Grace Mkinga	Secretary	Tanzanian	Lawyer	Appointed 19 December 2016
Mr. Amani Temu	Chairperson	Tanzanian	Management	Appointed 27 Feb 2018
Mr. Simon Mlay	Member	Tanzanian	Management	Appointed 27 Feb 2018
Ms. Elianchea Shang'a	Member	Tanzanian	Management	Appointed 27 Feb 2018

The TAHA Disciplinary Committee reports to the Chief Executive Officer (CEO) and meets when necessary and as the secretary informs the Chairman and other members.

10. MANAGEMENT

The Management of the Association is under the Chief Executive Officer and is organized in the following departments and units.

a) Development Wing

The development wing serves the "industry service" part of TAHA and has the following departments:

- Finance
- Operations
- Technical
- Policy and Advocacy
- Programs department
- Marketing
- Communications
- Zanzibar Coordination Office
- Monitoring Evaluation Accountability and Learning

b) Commercial Wing

The CEO oversees implementation of TAHA's commercial agenda. TAHA implements its commercial activities through its fully fledged business companies namely TAHAFresh Handling Limited (providing horticultural logistics services). The company has its own management set up (headed my General Manager) and Board. The TAHA CEO sits as Chairperson of the company's Board

c) Cross-cutting Departments

- Human Resource and Administration – overseeing HR and administration issues across both Development and commercial wings.
- Internal Audit and Results Measurements – which is responsible in ensuring risks controls, monitoring compliance to systems and monitoring performance of implementation of TAHA's development and commercial activities.

11. RISK MANAGEMENT AND INTERNAL CONTROL

The Board accepts final responsibility for the risk management and internal control systems of the Association. It is the task of the management to ensure that adequate internal financial and operational control systems are developed and maintained on an ongoing basis in order to provide reasonable assurance regarding:

- The effectiveness and efficiency of operations;
- The safeguarding of the Association's assets;
- Compliance with applicable laws and regulations;

RISK MANAGEMENT AND INTERNAL CONTROL (CONTINUED)

- The reliability of accounting records;
- Organization sustainability under normal as well as adverse conditions; and
- Responsible behavior's towards all stakeholders.
-

The efficiency of any internal control system is dependent on the strict observance of prescribed measures. There is always a risk of non-compliance of such measures by staff. Whilst no system of internal control can provide absolute assurance against misstatement or losses, the Association system is designed to provide the Board with reasonable assurance that the procedures in place are operating effectively.

The Board assessed the internal control systems throughout the financial year ended 31st December 2018 and is of the opinion that they met accepted criteria. The Board carries risk and internal control assessment through TAHA Finance and Audit Committee (TAFACO).

12. EMPLOYEES WELFARE

Management and Employees' Relationship

There were continued good relations between employees and management for the year ended 31st December 2018 and there were no unresolved complaints received by Management from the employees during the year.
The Association is an equal opportunity employer. It gives equal access to employment opportunities and ensures that the best available person is appointed to any given position free from discrimination of any kind and without regard to factors like gender, marital status, tribes, religion and disability which does not impair ability to discharge duties.

Medical Assistance

All TAHA employees were availed medical insurance and group accident cover. During the period under review, these services have been provided by AAR Insurance.

Health and Safety

The Association has a strong health and safety measurement which ensure that a strong culture of safety prevails at all times. A safe working environment is ensured for all employees and contractors by providing adequate and proper personal protective equipment, training and supervision as necessary.

Persons with Disabilities

Applications for employment by disabled persons are always considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment with the Association continues and appropriate training is arranged. It is the policy of the Association that training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

Employees Benefit Plan

The Association pays contributions to publicly administered pension plans on mandatory basis which qualifies to be a defined contribution plan. The average number of employees during the year under review was 72 employees.

13. GENDER PARITY

TAHA is an equal opportunity employer. It gives access to employment opportunities and ensures that the best person is appointed to any position free from discrimination of any kind and without regard to factors such as gender, marital status, tribes, religion and disability which does not impair ability to discharge duties. As at 31st December 2018, TAHA had the following distribution of employee by gender:

Gender	**31st Dec 2018**	**31st Dec 2017**
Male	50	62
Female	19	25
Total	**69**	**87**

14. CORPORATE SOCIAL RESPONSIBILITY

While TAHA approaches, analyses and addresses the underlying factors responsible for the challenges on agriculture and governances, it also creates more space to enable ordinary citizens across Tanzania to have broader participation in horticultural value chain activities. This is important in providing greater security of agriculture which is vital for development and poverty eradication.

15. ADMINISTRATIVE MATTERS

The Company is capable of handling all of its administrative matters.

16. POLITICAL AND CHARITABLE DONATIONS

The Company did not make any political or charitable donations during the year.

17. TAHA'S STRATEGIC ACTIVITIES DONE IN 2018

TAHA is a catalyst for the industry transformation, envisioning an economically vibrant, prosperous, and sustainable horticulture industry through its mission to drive an inclusive, transformative, competitive and sustainable horticultural growth in Tanzania. TAHA engages in a number of activities in alignment to the four pillars in its Strategic Plan 2017 – 2021. Specific interventions under each Strategic pillar include:

- ✓ Advocating for better business environment for the horticulture industry:
  - Maintaining positive dialogue with the Government of Tanzania, private sector and Development Partners to ensure supportive policy and regulatory frameworks.
  - Facilitating Value Chain actors to access agri-finance through Banks and other Micro-finance institutions; training farmers on entrepreneurial skills
  - Promoting healthy relationships between farmers and off-takers through advocacy, contract alignment and translation, and raising awareness on changes in the labor and legal laws.

- ✓ Increasing Access to Markets for Tanzanian horticulture products
  - Facilitating access to reliable, profitable, equitable and sustainable markets at both national, regional and international.
  - Facilitating the availability, and advocacy to the government and partners, for market support infrastructure, systems and strategies
  - Provision of industry logistics services such as clearing and forwarding, trucking, cargo consolidation and handling, airfreight bookings and negotiations, etc. through its vibrant logistic company TAHA Fresh Handling limited.
  - Facilitating compliance to market standards, systems and procedures.

TAHA`S STRATEGIC ACTIVITIES DONE IN 2018 (CONTINUED)

- ✓ Improving productivity and competitiveness of the horticulture industry
  - Providing quality agronomic services and trainings to farmers in the value chain on production, harvesting and post-harvest handling and management
  - Driving and promoting innovative, eco-friendly farming practices/technologies for improved production and productivity.
  - Facilitating access to innovative and affordable finances and other financial services.
  - Promoting compliance and practices to local, regional and international standards to farmers
  - Awareness creation, training and targeted special interventions on nutrition, gender and youth aspects

- ✓ Enhancing TAHA's effectiveness, efficiency and sustainability.
  - Engaging and maintaining partnerships to promote the growth, relevance and impact of the horticultural industry
  - Raising funds and soliciting for finances to increase reach and depth of TAHA's services in the country
  - Branding of TAHA and the industry through various promotion platforms at local, regional and international levels.
  - Ensuring optimal information/communication flow inside and outside the industry. TAHA manages its own TAHA Information System (TIS) in which market prices, agronomic tips and other information products are delivered to the industry.
  - Measuring the progress of achievement of results and impact of TAHA's activities, while assuring compliance to legal and financial standards and partner agreements

Membership

TAHA being a member-based institution services members in three membership categories. Category-specific, and general services are provided to ensure the competitiveness and sustainability of the horticultural industry in Tanzania. The three membership categories are:

- Comprehensive members: Large scale producers, processors, and exporters of horticultural produce.
- Allied members: Service providers in the horticultural industry, including suppliers of agro-inputs, clearing and forwarding agents, insurance and security, financial institutions, consultancy companies, development projects, etc.
- Associate members: Small to medium scale farmers, and processors, who join either individually or in their formal entities such as farmers groups, association, and cooperatives.

Partners

TAHA believes in the spirit of partnership in realizing its vision and mission. The Association actively engages with government institutions and agencies, Development Partners, Private Sector companies and platforms, regional and international bodies to mention but a few in its strategy to promote inclusive industry growth and sustainability. We strategically position ourselves to identify, manage and retain transformative partnerships.

TAHA Subsidiary companies

TAHA Fresh Handling Limited

TAHAFRESH Handling Ltd (TFHL) is a limited liability company owned jointly by the Tanzania Horticultural Association (TAHA) and horticultural investors in Tanzania. TFHL was established in 2008 and is providing demand driven logistics services (air and sea freight forwarding, refrigerated trucking, perishable handling at the exit points, cargo clearing and forwarding) to the horticultural industry investors. The company handles exports/imports through international airports in Tanzania and Kenya i.e. Kilimanjaro, Julius Nyerere and Jomo Kenyatta. Sea freight services at the regional ports i.e. Mombasa and Dar es Salaam is also part of the company's strategic day to day interventions.

TAHAGreen Limited

TAHAGreen is another TAHA subsidiary company, established in 2018 to carry out production, promotion and marketing of unexploited value chains, starting with orange fleshed sweet potatoes. The Company operates its farming business in Mwanga District and runs on an off-taker approach. Out growers will be engaged at a later stage as production and marketing picks up.

18. FUTURE DEVELOPMENT PLANS

The Association will continue to improve its sustainability through the introduction of innovative services, focusing on value-added customer services and selective expansion of its coverage while carefully managing both costs and risks. The Association will continue to focus on engaging Private Public Partnership and Development partners in implementing its strategic interventions in the industry.

19. EVENTS AFTER THE REPORTING PERIOD

Directors are not aware of any event that occurred after the financial statements reporting period that may require disclosures in the financial statements.

20. AUDITORS

The auditors, ABA Alliance, have indicated their willingness to continue in office. A resolution proposing the reappointment of ABA Alliance or any other Auditor will be put to the Annual General Meeting.

BY ORDER OF THE BOARD

.....
Ms Renalda Mlay
Board Treasurer
Date: 03/05/2019

.....
Ms Jacqueline Mkindi
Chief Executive Officer
Date: 03/05/2019

TANZANIA HORTICULTURAL ASSOCIATION (TAHA)

STATEMENT OF DIRECTORS' RESPONSIBILITIES FOR THE YEAR ENDED 31 DECEMBER 2018

The directors are responsible for preparing the Financial Statements of the company for each financial year that gives a true and fair view of the affairs of the company.

The directors of the company confirm that suitable Accounting Policies have been used and applied consistently, and reasonable and prudent judgment and estimates have been made in the preparation of the Financial Statements for the year ended 31st December 2018. The directors also confirm that the International Financial Reporting Standards have been followed and that the Financial Statements have been prepared on the going concern basis.

The directors are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the company. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud, error and other irregularities.

BY ORDER OF THE BOARD

.....
Ms Renalda Mlay
Board Treasurer
Date: 03/05/2019

.....
Ms Jacqueline Mkindi
Chief Executive Officer
Date: 03/05/2019

TANZANIA HORTICULTURAL ASSOCIATION (TAHA)

DECLARATION OF THE HEAD OF ACCOUNTING SECTION FOR THE YEAR ENDED 31 DECEMBER 2018

The National Board of Accountants and Auditors (NBAA) according to the power conferred under the Auditors and Accountants (Registration) Act. No. 33 of 1972, as amended by Act No. 2 of 1995, requires financial statements to be accompanied with a Statement of Declaration issued by the Head of Finance/Accounting responsible for the preparation of financial statements of the entity concerned.

It is the duty of a professional accountant to assist the Board of Directors to discharge the responsibility of preparing financial statements of an entity showing true and fair view position of the entity in accordance with international accounting standards and statutory reporting requirements. Full legal responsibility for financial statements rests with the Board of Directors as under Directors Responsibility statement on an earlier page.

I, REYVATH SILAYO, being the Head of Accounting Section of Tanzania Horticultural Association (TAHA) hereby acknowledge my responsibility of ensuring that financial statements for the year ended 31 December 2018 have been prepared in compliance with applicable accounting standards and statutory requirements.

I thus confirm that the financial statements comply with applicable accounting standards and statutory requirements as on that date and that they have been prepared based on properly maintained financial records.

Signed by: .....

Date 03/05/2019

Position: Head of Accounting Section

NBAA Membership No. **GA8115**

ABA Alliance
Certified Public Accountants
1st Floor - Ubungo Plaza, Morogoro Road
P. O. Box 11621, Dar es Salaam, Tanzania.

Tel: +255 22 246 1893
Fax: +255 22 240 0665
Email: info@aba-alliance.co.tz
Website: www.aba-alliance.co.tz

REPORT OF THE INDEPENDENT AUDITORS TO THE DIRECTORS OF TANZANIA HORTICULTURAL ASSOCIATION FOR THE YEAR ENDED 31 DECEMBER 2018

Opinion

We have audited the financial statements of TAHA (the Association), which comprise the statement of financial position as at 31st December 2018, the statement of profit or loss and other comprehensive income, statement of changes in equity and the cash flow statement for the year then ended, and the notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements give a true and fair view of the financial position of Tanzania Horticultural Association as at 31st December 2018, and of its financial performance and cash flows for the year then ended in accordance with the basis of preparation described in Note 2(a).

Basis of Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Tanzania, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting and Restriction on Distribution

We draw attention to Note 2 (a) to the financial statements, which describe the basis of accounting. The financial statements are prepared to assist the Association to comply with the funding agreements with donors of producing the financial statements by 30th April 2019 in respect of the financial year ended 31st December 2018. As a result, the financial statements may not be suitable for other purposes. Our report is intended solely for the Association and donors which are SIDA, TRIAS, BEST Dialogue, USDA/USAID, GAIN, VECO, KILIMO TRUST, FINTRAC and ITC, and should not be distributed to or used by parties other than the Association and donors mentioned above. Our opinion is not modified in respect of this matter.

Responsibility of Management and Those Charged with Governance

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the basis of preparation described in Note 2(a) and for such internal control as management determines is necessary to enable the preparation of financial statement that are free from material misstatements, whether due to fraud or error.

In preparing the financial statement, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless either management intend to liquidate the Association or cease operations, or have no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association financial reporting process,

Auditor's Responsibilities for the Audit of the Financial Statement

Our objectives are to obtain reasonable assurance about whether the financial statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statement.

ABA Alliance
Certified Public Accountants
Dar es Salaam
Signed by: William G. Kihigwa *(Partner) (ACPA 912)*

3rd may **2019**

TANZANIA HORTICULTURAL ASSOCIATION (TAHA)

STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31 DECEMBER 2018

	Notes	31st December 2018 TZS	31st December 2017 TZS
ASSETS			
Non-current Assets			
Property and equipment	4	117,408,151	190,875,519
Leasehold property	5	341,057,601	331,520,601
Total Non-current Assets		**458,465,752**	**522,396,120**
Current Assets			
Account receivables	6	26,907,399	163,530,592
Due from related parties	7	523,968,042	239,760,000
Cash and Cash equivalent	8	561,465,109	592,264,404
Total Current Assets		**1,112,340,550**	**995,554,996**
Total Assets		**1,570,806,302**	**1,517,951,117**
RESERVES AND LIABILITIES			
Reserves			
Accumulated surplus		389,896,175	432,501,892
Total Reserves		**389,896,175**	**432,501,892**
Current liabilities			
Accounts payables	9	285,110,593	249,288,569
Deferred grants	10	895,799,534	836,160,656
Total current liabilities		**1,180,910,127**	**1,085,449,225**
Total reserves and liabilities		**1,570,806,302**	**1,517,951,117**

The notes on pages 20 to 40 form part of these financial statements.

Report of the Auditors –Pages 14 to 15

.....
Ms Renalda Mlay
Board Treasurer
Date: 03/05/2019

.....
Ms Jacqueline Mkindi
Chief Executive Officer
Date: 03/05/2019

TANZANIA HORTICULTURAL ASSOCIATION (TAHA)

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 DECEMBER 2018

	Notes	31st December 2018 TZS	31st December 2017 TZS
INCOME			
Revenue grants	10	5,374,487,407	5,788,840,290
TAHA Income	11	493,404,305	388,260,517
Total Income		**5,867,891,712**	**6,177,100,807**
EXPENDITURE			
Staff salaries	12	1,157,394,454	1,002,961,160
Other direct Costs	13	1,074,381,536	1,027,695,293
Activities Implementation Costs	14	3,549,454,950	3,820,113,113
Project capital expenditures	15	96,095,120	519,342,211
Depreciation	4	73,467,368	79,455,820
Total Expenditures		**5,950,793,428**	**6,449,567,597**
Deficit for the year	26	**(82,901,716)**	**(272,466,791)**

The notes on pages 20 to 40 form part of these financial statements.

Report of the Auditors –Pages 14 to 15

The financial statements on pages 16 to 41 were approved by the Board of Directors and signed on its behalf by:

TANZANIA HORTICULTURAL ASSOCIATION (TAHA)

STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED 31 DECEMBER 2018

	Total equity TZS
Balance as at 1 January 2017	704,968,682
Deficit for the year	(272,466,791)
Balance as at 31 December 2017	**432,501,891**
Balance as at 1 January 2018	432,501,891
Prior year adjustment	40,296,000
Deficit for the year	(82,901,716)
Balance as at 31 December 2018	**389,896,175**

The notes on pages 20 to 40 form part of these financial statements.

Report of the Auditors –Pages 14 to 15

TANZANIA HORTICULTURAL ASSOCIATION (TAHA)

STATEMENT OF CASHFLOW
FOR THE YEAR ENDED 31 DECEMBER 2018

	31st December 2018	31st December 2017
	TZS	**TZS**
CASHFLOW FROM OPERATIONS		
Deficit for the year	(82,901,716)	(272,466,791)
Prior year adjustment	40,296,000	-
Loss on disposal	-	16,490,275
Depreciation charge	73,467,368	79,455,819
Operational cash flow before change in working capital	**30,861,652**	**(176,520,697)**
(Increase)/ Decrease in Accounts receivables	136,623,193	(1,142,105)
Increase in Due from related parties	(284,208,042)	121,750,000
(Decrease)/Increase in Deferred grants	59,638,878	(2,021,199,014)
Increase/(Decrease) in Accounts payables	35,822,024	187,957,922
Total Current Assets	**(52,123,947)**	**(1,712,633,195)**
Net cash generated from operations	**(21,262,295)**	**(1,972,524,493)**
CASHFLOW FROM INVESTING		
Acquisition of fixed assets	-	(134,673,556)
Disposal of fixed assets	-	20,300,000
Leasehold Property	(9,537,000)	(269,320,601)
Net cash generated from investing activities	**(9,537,000)**	**(383,694,157)**
(Decrease)/Increase in cash and cash equivalent	**(30,799,295)**	**(2,272,848,049)**
Cash and cash equivalent at 1 January	592,264,404	2,865,112,453
Cash and cash equivalent at 31 December	**561,465,109**	**592,264,404**

The notes on pages 20 to 40 form part of these financial statements.

Report of the Auditors –Pages 14 to 15

TANZANIA HORTICULTURAL ASSOCIATION (TAHA)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

1. REPORTING ENTITY

Tanzania Horticultural Association (the "Company") is a Company domiciled in Tanzania. The financial statements of the Company are for the year ended 31 December 2018. The Company is a non for profit independent civil society organization that focuses on horticulture transformation for improved income, nutrition and employment.

2. BASIS OF PREPARATION

(a) Statement of compliance

The financial statements have been prepared in accordance with International Financial Reporting Standards (IFRSs) and its interpretations adopted by International Accounting Standards Board (IASB) except for IAS 27 and IFRS 10 which will be prepared when general purposes financial statements are prepared.

(b) Basis of measurements

The financial statements have been prepared on the historical cost basis.

The preparation of financial statements in conformity with IFRSs required management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on as on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

(c) Functional and presentation currency

These financial statements are presented in Tanzanian Shillings rounded to the nearest thousand which is the Company's functional currency.

(d) Use of estimates and judgements

The preparation of financial statements in conformity with IFRSs requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

3. SIGNIFICANT ACCOUNTING POLICIES

The accounting policies set out below have been applied consistently by the Company.

a. Revenue recognition

- **Revenue grant recognition**

Revenue is deferred when received and transferred to the income statement to offset expenses incurred.

- **Membership fees**

Revenue is recognised when received for the members of association

- **Overhead Income**

This income is the charge to projects at an agreed rate with donors and it is recognised after implementation of respective project activities.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

b. Foreign currency translation

A foreign currency transaction is recorded, on initial recognition in Tanzanian shillings, by applying to the foreign currency amount the spot exchange rate between the functional currency and the foreign currency at the date of the transaction

At the end of the reporting period:

- Foreign currency monetary items are translated using the closing rate;
- Non- monetary items that are measured in terms of historical cost in a foreign currency are translated using the exchange rate at the date of the transaction;
- Non-monetary items that are measured at fair value in a foreign currency are translated using the exchange rate at the date when the fair value was determined.

Exchange difference arising on the settlement of monetary items or on translating monetary items at rates different from those at which they were translated on initial recognition during the period or in previous financial statements are recognised in the statement of profit or loss and other comprehensive income in the period in which they arise.

Cash flows arising from transactions in a foreign currency are recorded in Tanzanian Shillings by applying to the foreign currency amount the exchange rate between the Tanzanian shillings and the foreign currency at the date of the cash flow.

c. Financial instruments

i) Non-derivative financial instruments

The Company recognises loans and receivables on the date they are originated. Non-derivative financial instruments comprise trade and other receivables, cash and cash equivalents, loans and borrowings, and trade and other payables.

Cash and cash equivalents

Cash and cash equivalents comprise cash balances and bank deposits. Bank overdraft (if any) that are repayable on demand and form an integral part of the Company's cash management are included as component of cash and cash equivalents for the purpose of the statement of cash flows.

ii) Non derivative financial liabilities

The Company initially recognises debt securities subordinated liabilities on the date that they are originated. All other financial liabilities (Trade and other payables) are recognised initially on the trade date which is the date the Company becomes a party to the contractual provision of the instrument.

The Company derecognises financial liability when its contractual obligations are discharged, cancelled or expire.

d. Trade and other receivables

Trade receivables are measured at initial recognition at fair value and subsequently measured at amortized cost using the effective interest rate method. Appropriate allowances for estimated irrecoverable amounts are recognized in the statement of profit or loss and other comprehensive income when there is objective evidence that the asset is impaired. Significant financial difficulties of the debtor, probability that the debtor will run bankrupt or financial reorganisation and default or delinquency in payments (more than 60 dyes overdue) are considered indicators that the trade receivable is impaired. The allowance recognized is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the effective interest rate computed at initial recognition.

The carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognized in the statement of profit or loss and other comprehensive income within operating expenses. When a trade receivable is uncollectable, it is written off against the allowance account for trade receivables. Subsequent recoveries of amounts previously written off are credited against operating expenses in the statement of profit or loss and other comprehensive income.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

e. Trade and other payables

Trade payables are initially measured at fair value and are subsequently measured at amortized cost, using the effective interest rate method.

Balances due within 12 months equal their carrying balances as the impact of discounting is not significant.

f. Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and that is readily convertible to a known amount of cash and is subject to an insignificant risk of changes in value. These are initially and subsequently recorded at fair value.

g. Property, plant, and equipment

(i) Recognition and measurement

Items of property, plant, and equipment are stated at cost less accumulated depreciation and any accumulated impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the asset. The cost of self-constructed assets includes the cost of materials and direct labour, and any other costs which also include the borrowing costs directly attributable to bringing the asset to working condition for its intended use. When parts of an item of property and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

Gains and losses on disposal of an item of equipment are determined by comparing the proceeds from disposal with the carrying amount of equipment and are recognised net within "other income" in profit or loss.

Items of property, plant and equipment nature acquired as part development partner grant utilization, are expensed on acquisition and reported as utilized in accounting for deferred grant. A memorandum fixed asset register is kept for the purposes of tracking items of this nature.

(ii) Subsequent cost

The cost of replacing part of an item of equipment is recognised in the carrying amount of the item if it is probable that the future economic benefits embodied within the part will flow to the Company and its costs can be measured reliably. The carrying amount of the replaced part is derecognised. The costs of day to day servicing of equipment are recognised in profit or loss as incurred.

When an item of property, plant, and equipment is revalued any accumulated depreciation at the date of the revaluation is restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount.

Valuations are performed frequently enough to ensure that the fair value of revalued assets does not differ materially from its carrying amount.

The revaluation surplus in equity related to a specific item of property, plant, and equipment is transferred direct to retained earnings when the asset is de-recognised.

(iii) Depreciation and amortisation

Depreciation is recognised in profit or loss on a straight line basis over the estimated useful lives of each part of an item of property, plant, and equipment. The annual rates used for this purpose are:

Class	**%**
Motor vehicle and M/cycle	25
Computer and electronics	37.5
Other equipment	37.5
Furniture and fittings	12.5
Farm equipment	37.5

SIGNIFICANT ACCOUNTING POLICIES (Continued)

h. Impairment

i) Financial assets

A financial asset is assessed at each reporting date to determine whether there is any objective evidence that it is impaired. A financial asset is considered to be impaired if objective evidence indicates that one or more events have had a negative effect on the estimated future cash flows of that asset.

An impairment loss in respect of a financial asset measured at amortised costs is calculated as the difference between its carrying amount, and the present value of estimated future cash flows discounted at the original effective interest rate.

Individually significant financial assets are tested for impairment on an individual basis. The remaining financial assets are assessed collectively in groups that share similar credit risk characteristics.

ii) Non-financial assets

The carrying amount of Company's non-financial assets, other than inventories and deferred tax assets, are reviewed at each reporting date to determine whether there is any indication of impairment. If any such indication exists, then the asset's recoverable amount is estimated.

The recoverable amount of an asset or cash-generating unit is the greater of its value in use and its fair value less cost to sell. In assessing value in use, the estimated future cash flows are discounted at their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset.

For the purpose of impairment testing, assets are grouped together into the smallest group of assets that generates cash inflows from continuing use that are largely dependent of the cash inflows of other assets or group of assets (the "cash-generating unit").

Impairment losses are recognised in profit or loss. Impairment losses recognised in respect of cash-generating units are allocated first to reduce the carrying amount of any goodwill allocated to the units and then to reduce the carrying amount of the other assets in the unit (group of units) on a pro rata basis.

An impairment loss in respect of goodwill is not reversed. In respect of other assets, impairment losses recognised in prior periods are assessed at each reporting date for any indication that the loss has decreased or no longer exists. An impairment loss is reversed if there has been a change in the estimates used to determine the recoverable amount. An impairment loss is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined, net of depreciation or amortisation, if no impairment loss had been recognised.

Any impairment loss of a revalued asset is treated as a revaluation decrease.

i. Employee benefits

i) Defined contribution plan

A defined contribution plan is a post-employment benefit plan under which an entity pays fixed contributions into a separate entity and will have no legal and constructive obligation to pay further amounts. Obligations for contributions to defined contribution pension plans are recognised as an employee benefit expense in profit or loss when they are due.

ii) Other employee benefits

The company provides free medical treatment to staff and their dependants through a medical scheme at designated hospitals. The cost is charged to the statement of profit or loss and other comprehensive income. The estimated monetary liability for employees accrued leave entitlement at the balance sheet date is recognised as an expense accrual.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

iii) Short-term benefits

Short-term employee benefit obligations are measured on an undiscounted basis and are expensed as the related service is provided.

A liability is recognised for the amount expected to be paid under short-term cash bonus or profit-sharing plans if the Company has a present legal or constructive obligation to pay this amount as a result of past service provided by the employee and the obligation can be estimated reliably.

j. Provisions

A provision is recognised if, as a result of a past event, the Company has a present legal or constructive obligation that can be estimated reliably, and it is probable that an outflow of economic benefits will be required to settle the obligation. Provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability.

k. Operating lease payments

Lease payments made under operating leases are recognised in profit or loss on a straight-line basis over the term of the lease. Lease incentives received are recognised as an integral part of the total lease expense, over the term of the lease.

l. Tax

Income tax

No corporate tax provision has been made in these financial statements as management and the Board of Directors are confident that they will secure a private ruling from the commissioner of income tax as per section 64 of the income tax Act, 2004 that the Company is not a profit making organization and that the income it earns is for the business horticulture transformation to eradicate poverty for small scale farmers

Value Added tax

The company is not registered for VAT therefore cost of purchase of supplies includes the VAT except where VAT exemption is obtained from Tanzania Revenue Authority (TRA) in specific procurement of goods or services.

m. Finance income and expenses

Finance income comprises interest income on funds invested (including available-for-sale financial assets), gains on the disposal of available-for-sale financial assets and changes in the fair value of financial assets at fair value through profit or loss. Interest income is recognised as it accrues in profit or loss, using the effective interest method.

Finance expenses comprise interest expense on borrowings, changes in fair value of financial assets at fair value through profit or loss. All borrowing costs are recognised in profit or loss using the effective interest method.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

n. New standards and interpretations

i) Relevant new standards, amendments and interpretations effective and adopted during the year

New standard or amendments	Effective for annual periods beginning on or after
Amendment to IFRS 15: Revenue from contracts with customers The amendment clarifies how the underlying principles of the standard should be applied including two additional reliefs to reduce costs and complexity for a company when it firsts applies the new standard	1 January 2018

The adoption of these standards, amendments and interpretations did not have a significant impact on the financial statements of the company.

ii) Relevant new standards, amendments and interpretations not yet adopted

New standard or amendments	Effective for annual periods beginning on or after
New Standard IFRS 16: Leases The standard introduces major revisions of the way in which companies account for leases. The new standard requires all leases to be reported in a company's statement of financial position as assets and liabilities	1 January 2019 Early application is permitted for companies that also apply IFRS 15 Revenue from Contracts with customers

During the year, these new standards, amendments and interpretations to several existing accounting standards relevant to the Company were issued but are not yet effective.

The directors have assessed the relevance of the standards, amendments and interpretations with respect to the Company's operations and concluded that they do not have a material impact on the Company's financial statements.

4. PROPERTY AND EQUIPMENT

	Motor Vehicle TZS	Computer & Electronics TZS	Office Equipment TZS	Farm Equipment TZS	Furniture & Fixtures TZS	Total TZS
COST						
As at 1 January 2017	234,562,139	2,255,600	2,630,520	-	24,315,050	**263,763,309**
Additions	-	3,245,000	-	131,428,556	-	**134,673,556**
Disposal	(93,214,439)	-	-	-	-	**(93,214,439)**
As at 31st December 2017	**141,347,700**	**5,500,600**	**2,630,520**	**131,428,556**	**24,315,050**	**305,222,426**
As at 1 January 2018	141,347,700	5,500,600	2,630,520	131,428,556	24,315,050	305,222,426
Additions	-	-	-	-	-	-
Disposal	-	-	-	-	-	-
As at 31st December 2018	**141,347,700**	**5,500,600**	**2,630,520**	**131,428,556**	**24,315,050**	**305,222,426**
DEPRECIATION						
As at 1 January 2017	75,945,448	2,255,599	2,630,519	-	10,483,686	**91,315,252**
Disposal	(56,424,164)	-	-	-	-	**(56,424,164)**
Charge for the year	38,126,416	832,883	-	37,457,138	3,039,381	**79,455,819**
As at 31st December 2017	**57,647,700**	**3,088,482**	**2,630,519**	**37,457,138**	**13,523,067**	**114,346,907**
As at 1 January 2018	57,647,700	3,088,482	2,630,519	37,457,138	13,523,067	**114,346,907**
Charge for the year	31,722,821	1,248,027	-	37,457,138	3,039,381	**73,467,368**
As at 31st December 2018	**89,370,521**	**4,336,509**	**2,630,519**	**74,914,276**	**16,562,449**	**187,814,275**
NETBOOK VALUE						
As at 31st December 2017	**83,700,000**	**2,412,117**	**1**	**93,971,417**	**10,791,982**	**190,875,519**
As at 31st December 2018	**51,977,179**	**1,164,091**	**1**	**56,514,280**	**7,752,602**	**117,408,151**

5. LEASEHOLD PROPERTY

	Total
	TZS
At 1 January 2018	331,520,601
Additions	9,537,000
As at 31st December 2018	**341,057,601**

6. ACCOUNTS RECEIVABLES

	31st December 2018	31st December 2017
	TZS	TZS
Staff Imprest	10,107,033	9,750,884
USDA	-	123,914,187
ITC	-	12,092,621
FINTRAC	16,800,366	17,772,900
	26,907,399	**163,530,592**

7. RELATED PARTIES

Tanzania Horticultural Association (TAHA) is a membership-based company. The company, in the past, invested in the establishment of TAHA Fresh Handling Project, as the facilitation agent in handling the cargo of TAHA members. TAHA Fresh Handling Project was later transformed into a limited company. The formalities of TAHA Fresh Handling Limited issuing shares to TAHA are still under way. The amount advanced into the handing project are recoverable until when the formalities are completed, and shares issued in name of TAHA.

During the year TAHA advanced TAHA Fresh Ltd with TZS 225, 000,000 to secure airline extra cargo space for members. The need for extra cargo space raised as a result of TAHA interventions in marketing which triggered demand for more produce from Tanzania. The advance will be recovered from TAHA Fresh Ltd subsequent to the year end.

TAHA Fresh Handling Limited revolving fund	253,356,000	213,060,000
TAHA SACCOS	30,230,000	26,700.000
TAHA Green Limited	15,382,042	-
TAHA Fresh Handling Limited	225,000,000	-
	523,968,042	**239,760,000**

Key Management remuneration

Long term Management Personnel benefits	**766,815,357**	**730,300,340**

Key management personnel of the company include the Chief Executive Officer, Finance Manager, Chief Manager (Development) and other organization's department managers. Key management remuneration consists of salaries and pensions contributions.

8. CASH AND CASH EQUIVALENT

	31st December 2018 TZS	31st December 2017 TZS
Barclays Tshs	38,188,610	14,823,444
Barclays USD	963,617	3,521,860
Barclays Euro	27,857,120	15,643,180
Stanbic Operations Tshs	7,340,794	21,389,323
Stanbic USAID Tshs	71,961,903	6,399,610
TRIAS DGD	2,402,472	56,162,617
TAHA Kilimo	200,000	200,000
Stanbic USD	1,562,095	44,905,470
TADEF Barclays USD	3,220,341	3,132,535
Barclays WSSD EURO	48,760,094	175,364,607
Petty Cash Tshs	666,000	9,500
Mpesa	100,000	20,302,900
Stanbic ASDP Tshs	84,107	12,166,168
Stanbic STS Tshs	250,439,736	168,318,847
Barclays BEST USD	75,125,279	32,720,925
Barclays ZNZ Tshs	4,185,500	15,395,500
Membership fees account	28,407,441	1,807,918
	561,465,109	**592,264,404**

9. ACCOUNTS PAYABLES

Payroll liabilities **Note 9 (a)**	177,340,327	147,817,232
Suppliers/Service Providers	67,080,110	54,585,634
Withholding Tax Consultants	-	5,393,943
STS project Severance	21,754,604	13,541,760
Audit fee provision	18,935,552	27,950,000
	285,110,593	**249,288,569**

Note 9 (a) Payroll liabilities

National Social Security Fund (NSSF)	33,293,301	34,025,690
Parastatal Pension Fund (PPF)	12,612,942	7,724,205
Public Sector Pension Fund (PSPF)	6,475,419	2,527,749
Zanzibar Social Security Fund (ZSSF)	1,884,871	1,698,250
Government Employees Pension Fund (GEPF)	24,947,930	22,020,832
Local Authorities Pension Fund (LAPF)	7,836,390	4,751,874
Pay as you Earn Tax (PAYE)	57,024,007	52,808,943
Skill Development Levy (SDL)	10,913,575	11,832,381
Workers Compensation (WC)	4,458,335	8,678,804
TAHA Welfare Deductions	8,423,249	-
High Education Loan Board (HELB)	4,556,504	1,748,504
Withholding Tax contracted consultants	4,913,804	-
Total Payroll Liabilities	**177,340,327**	**147,817,232**

10. DEFERRED GRANTS

	31st December 2018	31st December 2017
Grants received	**TZS**	**TZS**
BEST	71,581,932	182,504,000
USDA	2,477,894,741	2,249,930,805
AIM	265,732,909	297,829,836
AKF	-	76,053,701
VECO	52,432,206	83,743,040
STRONG	620,397,083	518,190,466
CHIPS	64,487,181	94,652,775
SIDA	1,724,781,536	137,449,785
FINTRAC	184,332,302	-
IR-4	97,373,100	-
ITC	12,092,636	53,628,640
Total Grants received	**5,571,105,626**	**3,772,119,308**
Deferred grants		
As at 1 January	836,160,657	2,857,359,670
Grants received	5,571,105,626	3,772,119,308
Reimbursed funds	(153,779,708)	(158,257,740)
Available funds	**6,253,486,575**	**6,471,221,238**
Grants Utilized	(5,374,487,407)	(5,788,840,290)
Due from (Note 6):		
USDA	-	123,914,187
TC	-	12,092,621
FINTRAC	16,800,366	17,772,900
Total Deferred grants	**895,799,534**	**836,160,656**

	Opening Balance	Grants Received	Available funds	Grant Utilized	Deferred grants
	TZS A	**TZS B**	**TZS C=A+B**	**TZS D**	**TZS E=C-D**
BEST – **Note 16**	143,282,507	71,581,932	214,864,439	15,180,970	199,683,469
USDA – **Note 17**	(123,914,187)	2,477,894,741	2,353,980,554	2,123,663,056	230,317,498
AIM – **Note 18**	157,296,226	265,732,909	423,029,135	352,751,123	70,278,011
VECO – **Note 19**	66,159,884	52,432,206	118,592,090	74,691,467	43,900,623
CHIPS – **Note 20**	93,977,949	64,487,181	158,465,130	156,519,767	1,945,363
STRONG– **Note 21**	150,184,373	620,397,083	770,581,455	707,377,500	63,203,955
SIDA – **Note 22**	225,038,000	1,724,781,536	1,950,041,254	1,740,939,256	208,880,280
FINTRAC– **Note 23**	(17,772,900)	184,332,302	166,559,402	183,359,768	(16,800,366)
IR – 4 – **Note 24**	-	97,373,100	97,373,100	20,004,500	77,368,600
ITC– **Note 25**	(12,092,621)	12,092,636.	15	-	15
	682,380,949	**5,571,105,626**	**6,253,486,575**	**5,374,487,407**	**878,999,168**

Due from (Note 6):		
USDA	123,914,187	-
ITC	12,092,621	-
FINTRAC	17,772,900	16,800,366
Total Deferred grants	**836,160,657**	**895,799,534**

11. TAHA INCOME – Note 26

	31st December 2018	31st December 2017
	TZS	**TZS**
Membership fees	92,498,295	93,626,260
Overhead Contribution	394,446,742	285,316,424
Unrealized exchange gain	4,124,060	9,317,833
Bank interest income	2,335,208	-
	493,404,305	**388,260,517**

12. STAFF SALARIES

		31st December 2018	31st December 2017
		TZS	TZS
BEST		-	8,332,000
USDA	17	413,422,127	561,136,798
VECO	19	30,433,959	2,396,625
STRONG	21	45,102,563	34,003,381
SIDA	22	503,845,566	240,221,551
TAHA	26	164,590,239	156,870,805
		1,157,394,454	**1,002,961,160**

13. OTHER DIRECT COSTS

2018	USDA	VECO	STRONG	SIDA	TAHA	TOTAL
Administrational Travel (Air tickets, Transport Fares, Accommodation, Airtime, Viza Fees,)	123,436,268	5,359,007	25,945,533	56,699,460	24,028,675	**235,468,942**
Office Supplies, rent Utilities, communication, Delivery and connection fees	149,323,492	6,482,905	31,386,866	68,590,549	29,068,002	**284,851,814**
Office equipment and Vehicle maintenance and Fuel, Car Hire	187,158,188	8,125,505	39,339,483	85,969,613	36,433,079	**357,025,867**
Fees & Premiums (Auditing, Vehicle and Health Insurance, Legal, Bank Charges, Enumerators)	103,288,587	4,484,292	21,710,616	47,444,784	20,106,634	**197,034,913**
	563,206,534	**24,451,708**	**118,382,498**	**258,704,405**	**109,636,391**	**1,074,381,536**
Notes	17	19	21	22	26	

2017	USDA	VECO	STRONG	SIDA	TAHA	TOTAL
Administrational Travel (Air tickets, Transport Fares, Accommodation, Airtime, Viza Fees,)	108,040,502	-	3,936,121	74,640,249	34,588,830	**221,205,702**
Office Supplies, rent Utilities, communication, Delivery and connection fees	128,116,334	-	4,667,522	88,509,725	41,016,046	**262,309,627**
Office equipment and Vehicle maintenance and Fuel, Car Hire	172,472,484	-	6,283,501	119,153,363	55,216,529	**353,125,878**
Fees & Premiums (Auditing, Vehicle and Health Insurance, Legal, Bank Charges, Enumerators)	93,313,958	-	3,399,605	64,466,352	29,874,173	**191,054,089**
	501,943,278	**-**	**18,286,750**	**346,769,689**	**160,695,578**	**1,027,695,296**

14. ACTIVITIES IMPLEMENTATION COSTS

2018	Business enabling	Marketing, promotion & publicity	Technical support	Monitoring & evaluation	Institution and staff capacity building	Travels and transportation	Field technical positions costs	Total
Donor	**TZS**	**TZS**	**TZS**	**TZS**	**TZS**	**TZS**	**TZS**	**TZS**
USDA	561,396,749	14,910,850	54,827,110	-	41,940,625	174,356,890	275,253,231	**1,122,685,454**
VECO	-	80,000	-	9,231,000	10,494,800	-	-	**19,805,800**
STRONG	-	-	318,534,708	-	-	-	205,467,231	**524,001,939**
SIDA	42,996,398	121,782,206	130,379,728	36,423,102	55,792,206	94,219,800	444,940,167	**926,533,606**
BEST	-	-	-	-	15,180,970	-	-	**15,180,970**
AIM	141,100,449	35,275,112	105,825,337	-	-	-	70,550,225	**352,751,123**
CHIPS	-	85,242,745	-	-	-	-	71,277,021	**156,519,766**
FINTRAC	-	29,825,216	-	-	-	-	153,534,552	**183,359,768**
IR - 4	9,279,000	-	10,725,500	-	-	-	-	**20,004,500**
TAHA	137,167,213	-	-	-	91,444,809	-	-	**228,612,022**
TOTAL	**891,939,809**	**287,116,130**	**620,292,384**	**45,654,102**	**214,853,409**	**268,576,690**	**1,221,022,427**	**3,549,454,950**

2017	Business enabling	Marketing, promotion & publicity	Technical support	Monitoring & evaluation	Institution and staff capacity building	Travels and transportation	Field technical positions costs	Total
Donor	**TZS**	**TZS**	**TZS**	**TZS**	**TZS**	**TZS**	**TZS**	**TZS**
BEST	-	-	-	-	248,993,761	-	-	**248,993,761**
USDA	32,548,285	21,610,428	79,461,421	-	60,784,923	72,594,883	925,325,444	**1,192,325,384**
REACT					10,932,899			**10,932,899**
AIM	93,274,782	23,318,696	69,956,087	-	-	-	46,637,391	**233,186,956**
AKF				11,035,751	22,071,503		33,107,254	**66,214,508**
VECO	-	49,063	-	5,661,201	6,436,266	-	-	**12,146,530**
CHIPS	-	38,666,391	-	-	-	-	32,331,492	**70,997,883**
STRONG	-	-	226,941,928	-	-	-	146,386,338	**373,328,266**
SIDA	57,378,162	162,516,851	173,990,138	48,606,179	74,454,010	125,735,160	593,767,160	**1,236,447,660**
GAIN BUSINESS					28,340,000			**28,340,000**
ITC		65,721,261						**65,721,261**
TAHA	-				263,705,104			**263,705,104**
TOTAL	**183,201,230**	**311,882,689**	**550,349,573**	**65,303,132**	**715,718,465**	**198,330,043**	**1,777,555,080**	**3,802,340,212**

15. CAPITAL EXPENDITURE

	Note	31st December 2018 TZS	31st December 2017 TZS
USDA	17	24,348,942	58,291,362
STRONG	21	19,890,500	135,082,337
SIDA	22	51,855,678	325,968,512
		96,095,120	**519,342,211**

These are expensed items of property plant and equipment accounted as part utilization of respective development partner grants. For memorandum purposes a summary of the asset register of all expensed fixed asset is appended on these financial statements.

16. BEST COMBINED PROJECTS STATEMENT OF RECEIPT AND PAYMENT

	Note	31st December 2018 ACTUAL TZS	31st December 2018 BUDGET TZS
Receipts			
Opening balance		143,282,507	-
Grant received from BEST		71,581,932	71,581,932
Available funds	10	**214,864,439**	**71,581,932**
Expenditures			
Project facilitation costs	14	15,180,970	71,581,932
Total expenses		**15,180,970**	**71,581,932**
Surplus/Deferred grants	10	**199,683,469**	-

17. USDA HOSTI PROJECT STATEMENT OF RECEIPT AND PAYMENT

	Note	31st December 2018 ACTUAL TZS	31st December 2018 BUDGET TZS
Receipts			
Opening Balance		(123,914,187)	-
Transfer from USDA		2,477,894,741	2,204,365,397
Available funds		**2,353,980,554**	**2,204,365,397**
Expenditures			
Salaries	12	341,903,984	368,290,763
Fringe Benefits		71,518,143	80,708,742
		413,422,127	**448,999,505**
-Activities implementation costs			
Domestic Travel		168,921,590	143,982,122
Foreign Travel		5,435,300	15,790,615
Contractual		9,868,800	19,999,817
Other activities costs		938,459,764	975,489,280
-Sub total	14	**1,122,685,454**	**1,155,261,834**
Other Direct Cost	13	563,206,534	572,020,445
Supplies	15	24,348,942	28,083,611
Total expenses		**2,123,663,056**	**2,204,365,397**
Surplus/Deferred grants		**230,317,498**	-

18. AIM PROJECT STATEMENT OF RECEIPT AND PAYMENT

	Note	31st December 2018 ACTUAL TZS	31st December 2018 BUDGET TZS
Receipts			
Opening Balance		157,296,226	-
Transfer from AIM		265,732,909	585,733,729
Available funds	10	**423,029,135**	**585,733,729**
Expenditures			
Project facilitation costs	14	352,751,123	585,733,729
Total expenses		**352,751,123**	**585,733,729**
Surplus/Deferred grants	10	**70,278,011**	-

19. VECO PROJECT STATEMENT OF RECEIPT AND PAYMENT

	Note	31st December 2017 ACTUAL TZS	31st December 2018 BUDGET TZS
Receipts			
Opening balance		66,159,884	-
Transfer from VECO		52,432,206	174,719,750
Available funds		**118,592,090**	**174,719,750**
Expenditures			
Staff Salaries	12	30,433,959	37,500,000
Other direct costs	13	24,451,708	11,919,925
Project facilitation costs	14	19,805,800	125,299,825
Total expenses		**74,691,467**	**174,719,750**
Surplus/Deferred grants		**43,900,623**	-

20. CHIPS PROJECT STATEMENT OF RECEIPT AND PAYMENT

	Note	31st December 2017 ACTUAL TZS	31st December 2018 BUDGET TZS
Receipts			
Opening Balance		93,977,949	-
Transfer from CHIPS		64,487,181	230,487,498
Available funds	10	**158,465,130**	**230,487,498**
Expenditures			
Project facilitation costs	14	156,519,767	230,487,498
Total expenses		**156,519,767**	**230,487,498**
Surplus/Deferred grants	10	**1,945,363**	-

21. STRONG PROJECT STATEMENT OF RECEIPT AND PAYMENT

	Notes	31st December 2018 ACTUAL TZS	31st December 2018 BUDGET TZS
Grant Income			
Opening balance		150,184,372	-
Funds received during the period		620,397,083	800,201,069
Total available fund		**770,581,455**	**800,201,069**
Expenditures			
Personnel costs	12	45,102,563	50,102,487
Other direct costs			
General Functioning costs		106,238,744	66,844,996
Audit costs		8,028,720	10,016,245
Functioning - Other		4,115,034	12,520,305
Sub total	13	**118,382,498**	**89,381,546**
Activities implementation costs			
Service delivery and capacity - Results Area 1		8,462,110	22,723,720
Service delivery and capacity - Results Area 2		20,147,570	57,771,238
Service delivery and capacity - Results Area 3		227,716,699	257,327,239
Service delivery and capacity - Results Area 4		9,728,025	31,074,378
Service delivery and capacity - Other		52,480,304	12,242,556
Technical staff costs		205,467,231	228,244,664
Sub total	14	**524,001,939**	**609,383,795**
Capital expenditure	15	19,890,500	26,292,630
Credit Fund		-	25,040,611
Total Expenditures		**707,377,500**	**800,201,069**
Fund Surplus/(Deficit) for the year		**63,203,955**	-

22. SIDA PROJECT STATEMENT OF RECEIPT AND PAYMENT

		31st December 2018 ACTUAL TZS	31st December 2018 BUDGET TZS	31st December 2018 ACTUAL SEK
Receipt				
Opening Balance		125,473,326	-	532,796
Restricted fund		99,564,674	-	422,780
Transfer from SIDA		1,724,781,536	1,896,463,472	6,500,000
Available funds	10	**1,949,819,536**	**1,896,463,472**	**7,455,576**
Total available fund for project implementation		**1,850,254,862**	**1,896,463,472**	**7,032,796**
Expenditures				
Personnel costs	12	503,845,566	546,541,804	1,915,107
Activities implementation costs				
KRA 1: Business Enabling Environment		42,996,398	39,742,000	163,428
KRA 2: Market Access and Value Addition		70,059,165	75,254,800	266,294
KRA 3: Technical Support for the Industry		130,379,728	134,913,522	495,571
KRA 4: Institutional Capacity		39,310,581	37,125,000	149,419
KRA 5: Investment Promotion & Industry Information Access		51,723,041	49,581,000	196,598
Field technical positions costs		444,940,167	482,644,718	1,691,209
Monitoring and Evaluation		36,423,102	35,509,140	138,444
Travel and Transportation		94,219,800	95,759,188	358,128
Consulting Issues		16,481,625	17,051,250	62,646
Sub total	14	***926,533,607***	***967,580,618***	***3,521,737***
Other Direct Cost	13	258,704,405	240,828,050	983,330
Equipment Purchases	15	51,855,678	141,513,000	197,102
Total expenses		**1,740,939,256**	**1,896,463,472**	**6,617,276**
Surplus/Deferred grants	10	**208,880,280**	**-**	**415,520**

Represented by:

Cash and cash equivalents	250,439,736
Payables and Accruals	(41,559,456)
Total Fund balance	**208,880,280**

23. FINTRAC PROJECT STATEMENT OF RECEIPT AND PAYMENT

	Note	31st December 2018 ACTUAL TZS	31st December 2018 BUDGET TZS
Receipts			
Opening balance		(17,772,900)	-
Transfer from FINTRAC		184,332,302	296,711,235
Available funds	10	**166,559,402**	**296,711,235**
Expenditures			
Project facilitation	14	183,359,768	296,711,235
Total expenses		**183,359,768**	**296,711,235**
Deficit/Due from FINTRAC	10	**(16,800,366)**	-

24. IR – 4 PROJECT STATEMENT OF RECEIPT AND PAYMENT

	Note	31st December 2018 ACTUAL TZS	31st December 2018 BUDGET TZS
Receipts			
Transfer from IR- 4		97,373,100	93,373,100
Available funds	10	**97,373,100**	**93,373,100**
Expenditures			
Project facilitation	14	20,004,500	93,373,100
Total expenses		**20,004,500**	**93,373,100**
Surplus/Deferred Grant	10	**77,368,600**	-

25. ITC PROJECT STATEMENT OF RECEIPT AND PAYMENT

	Note	31st December 2018 ACTUAL TZS	31st December 2018 BUDGET TZS
Receipts			
Opening balance		(12,092,621)	
Transfer from ITC		12,092,636.	-
Available funds	10	**15**	-
Expenditures			
Project facilitation	14	-	-
Total expenses		-	-
Surplus/Deferred Grant	10	**15**	-

26. TAHA ACTIVITIES STATEMENT OF RECEIPT AND PAYMENTS

	Note	31st December 2018 ACTUAL TZS	31st December 2018 BUDGET TZS
Receipts			
Membership fees		92,498,295	150,000,000
Overhead contribution		394,446,742	541,250,000
Bank Interest		2,335,208	-
Unrealized foreign exchange gain		4,124,060	-
Available funds	11	**493,404,305**	**691,250,000**
Expenditures			
Staff salaries	12	164,590,239	204,000,000
Project facilitation	14	228,612,022	228,612,022
Other direct costs			
Administrative cost		53,568,041	92,350,000
Travel and Meeting		16,777,236	20,000,000
Professional fees		30,248,639	35,952,000
Marketing and Information		9,042,475	39,250,000
Sub total	13	**109,636,391**	**187,552,000**
Depreciation	4	73,467,368	-
Total expenses		**576,306,020**	**643,552,000**
Deficit for the period		**(82,901,716)**	**47,698,000**

27. FINANCIAL RISK MANAGEMENT

The Association is exposed to the following risks from its use of financial instruments:

- Credit risk
- Liquidity risk
- Market risk

This note presents information about the Association's exposure to each of the above risks, the Association's objectives, policies and processes for measuring and managing risk, and the Association's management of capital. Further quantitative disclosures are included throughout these financial statements. The Association's directors have overall responsibility of the establishment and oversight of the Association's risk management framework.

The Association's risk management policies are established to identify and analyse the risks faced by the Association, to set appropriate risk limits and controls, and to monitor risk adherence to limits. Risk management policies and systems are reviewed regularly to reflect changes in market conditions, products and services offered.

The Association, through its training and management standards and procedures, aims to develop a disciplined and constructive control environment, in which all employees understand their roles and obligations.
The directors are responsible for monitoring compliance with the risk management policies and procedures, and for reviewing the adequacy of the risk management framework in relation to the risk faced by the Association. The directors are assisted in these functions by the management.

FINANCIAL RISK MANAGEMENT (Continued)

Credit risk

Credit risk is the risk of financial loss to the Association if a member or counterparty to a financial instrument fails to meet its contractual obligations, and arises principally from the Association's accounts receivables. As at 31 December 2018 the Company had accounts receivables of TZS 26,907,399

The carrying amounts of financial assets represents the maximum credit exposure. The maximum exposure to credit risk at the reporting date was as follows:

For 31 December 2018	**Accounts receivables**	**Carrying amounts**
Accounts receivables	26,907,399	26,907,399
For 31 December 2017		
Accounts receivables	163,530,592	163,530,592

Liquidity risk

Liquidity risk is the risk that the Association will not be able to meet its financial obligations as they fall due. The Association's approach to managing liquidity is to ensure as far as possible that will always have sufficient liquidity to meet its liabilities when due under both normal and stressed conditions without incurring unacceptable losses or risking damage to the Association's reputation. The Association also monitors the level of expected cash flows on trade and other receivables together with expected cash outflow on trade and other payables. The Liquidity risk of the Association is low as the current assets of the Association are higher than the current liabilities.

The Company liquidity position/risk is shown below:

	Carrying amount	**Contractual cash flows**	**Within 1 year**
At 31 December 2018			
Accounts payables	**285,110,593**	**285,110,593**	**285,110,593**

Market risk

Market risk is the risk that arises from changes in market prices, such as foreign exchange rates, interest rates etc. will affect the Association's income or the value of its holdings of financial instruments. The objective of market risk management is to manage and control market risk exposures within acceptable parameters, while optimising the return.

i) Currency risk

The Association's functional currency is Tanzanian shillings (TZS). The Association is exposed to currency risk on purchases and borrowings that are denominated in a currency other than the functional currency of the Association. No significant currency risk is attached to accounts payables and receivables. The Association strategy towards managing its foreign currency exposure is through transacting mainly using its functional currency.

ii) Interest rate risk

The Association is not exposed to the changes in interest rate in the market because it has no interest-bearing securities.

28. COMPARATIVES

Where necessary, the comparative figures have been reclassified to conform to changes in presentation in the current period.

29. COMMITMENTS AND CONTINGENT LIABILITIES

The directors are not aware of any contingent liability against the Association as at the date of this report. The directors are also not aware of any commitments by the Association as at the date of this report.

30. EVENTS AFTER THE REPORTING PERIOD

The Board of Directors are not aware of any other significant events after the reporting date which requires disclosure in the financial statement

2018 Result

Profit & Loss account

Profit and loss account (Euro)	Result	2018	Budget 2018	
Revenues	Debit	Credit	Debit	Credit
Membership fee		48,761		48,000
Publications sold		12,972		12,000
Interest		0		500
Grower of the Year		87,089		100,000
Expo Conference		0		10,000
Spring Meeting		27,086		25,000
Annual congress		70,023		20,000
Green City Committee		0		0
Marketing Committee		0		0
International Vision project		11,777		12,000
FloraCulture International (FCI)		89,203		
Receipts (other)		371		0
Revenues Exhibitions				
Cautions retained / Financial Guarantee		110,366		12,000
Gate/Licence fee		370,381		335,000
AIPH Expo Garden		140,685		
Support and advice		0		102,000
Total: Revenues Exhibitions		**621,432**		**449,000**
Total: Revenues		968,714		676,500
Expeditures				
FCI				
FloraCulture International (FCI)	95,866			
NL payroll costs	16,239			
FCI salaries	45,637			
Total: FCI	**157,742**			
Projects				
International Vision project	43,734		20,000	
4010 - Publication expenses	16,912		15,000	
Costs Exhibitons				
4040 - Jury costs	6,140		8,000	
4050 - Awards	0		500	
4060 - AIPH Expo garden	140,652		100,000	
Total: Costs Exhibitons	**146,792**		**108,500**	
Depreciation				
4800 - Depreciation inventory	1,096		400	
4810 - Depreciation receivables (fees, book)	0		0	
4820 - Provision bad debts (adm. 2008-2012)	185		0	
Total: Depreciation	**1,281**		**400**	
Working expenses committees				
4093 - Science and education	0		0	
4094 - Expenses Green City	4,543		10,000	
4095 - Expenses Environment and Plant Health	0		1,500	
4096 - Expenses Economics and Statistics	1,057		0	
4097 - Expenses Marketing and Exhibitions	11,152		12,000	
4098 - Expenses Novelty Protection	18,403		22,500	
4099 - Expenses Executive Committee	0		1,000	
Total: Working expenses committees	**35,155**		**47,000**	
Working expenses other				
Travelling expenses President	5,985		10,000	
Travelling expenses SG	11,610		18,000	
Travelling expenses Int Rel Mgr and Comms Exec	7,608		5,000	
Employers National Insurance	14,521		20,000	
Insurance	5,692		3,000	
Office expenses	8,014		8,000	
Postage, freight and courier	0		300	
Printing and stationery	65		400	
Staff salaries	130,649		100,000	
Pension costs	25,906		15,000	
Motor vehicle expenses	1,589		1,000	
Car lease payments	4,212		6,000	
Staff training	0		200	
Telephone and internet	2,105		1,600	
4201 - Fee President	19,399		15,000	
4210 - Expenses board	7,324		5,500	
4300 - Grower of the Year	104,777		100,000	
4600 - Bank charges	3,623		4,000	
4660 - Bookkeeping and audit	11,006		10,000	
Foreign currency gains and losses	-1,733			
4700 - Costs for website	2,140		2,000	
4750 - Communication and PR	17,606		15,000	
Advertising and Marketing	992		0	
Legal expenses	1,478		1,000	
4900 - Miscellaneous	28,948		1,000	
4905 - Donation and subsidy	0		0	
Total: Working expenses other	**413,516**		**342,000**	
Spring meeting and annual congress				
4102 - Annual congress	85,751		20,000	
Expo Conference	0		5,000	
4103 - Spring Meeting	31,744		25,000	
Total: Spring meeting and annual congress	**117,495**		**50,000**	**0**
Total: Expenditures	**932,627**		**562,900**	**0**
Result	**36,087**		**113,600**	

Balance Sheet (Euro)

AIPH - International Association of Horticultural Producers
As at 31 December 2018

	31 Dec 2018	31 Dec 2017
Assets		
Bank		
AIPH	16,664	-
AUD Clearing Account	20	-
Barclays Current - EUR	133,506	305,277
Barclays Current - GBP	21,891	1,627
Rabobank - Current **8952	749	749
Rabobank - Savings **6503	5,020	20
World First GBP	6	-
Total Bank	**177,856**	**307,673**
Current Assets		
Accounts Receivable	644,625	23,553
Accrued Income	103,996	-
Prepayments	193,640	54,845
Provision for Bad Debts	(392,020)	-
Total Current Assets	**550,241**	**78,397**
Fixed Assets		
Computer Equipment	8,193	955
Less Accumulated Depreciation on Computer Equipment	(2,037)	(955)
Total Fixed Assets	**6,156**	**-**
Total Assets	**734,253**	**386,070**
Liabilities		
Current Liabilities		
Accounts Payable	283,027	37,717
Accruals	35,922	91,391
Cautions	454,308	333,654
Credit Card Control Account	(300)	-
Deferred Income	58,955	-
Historical Adjustment	(1,451)	(1,473)
PAYE Payable	7,320	14,819
Pensions Payable	1,036	-
Rounding	(22)	(1)
Suspense	-	628
Unidentified receipts	1,966	-
VAT	(58,691)	(5,521)
Total Current Liabilities	**782,071**	**471,215**
Total Liabilities	**782,071**	**471,215**
Net Assets	**(47,819)**	**(85,144)**
Equity		

Balance Sheet (Euro)

	31 Dec 2018	31 Dec 2017
Capital	461,963	468,784
Current Year Earnings	36,087	(138,564)
Retained Earnings	(545,869)	(415,364)
Total Equity	**(47,819)**	**(85,144)**

Notes

Figures converted into Euro using the following rates:
1.10941 EUR Euro per GBP. Rate provided by XE.com on 31 Dec 2018.
1.12579 EUR Euro per GBP. Rate provided by XE.com on 31 Dec 2017.
1.10941 EUR Euro per GBP. Rate provided by XE.com on 31 Dec 2018.
1.12579 EUR Euro per GBP. Rate provided by XE.com on 31 Dec 2017.

PRIVATE & CONFIDENTIAL

International Association of Horticultural Producers

Registration # 546.558.178

Financial Health Check

6 August 2019

Paul Basham Consulting

Finance ▪ People ▪ Operations

Paul Basham FCA ▪ 5 Cromwell Road ▪ Basingstoke ▪ RG21 5NR

ICAEW CHARTERED ACCOUNTANT

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2. EXECUTIVE SUMMARY

The International Association of Horticultural Producers (AIPH) is a small association that is not required to have a statutory audit or file statutory accounts in its country of incorporation, Belgium.

This financial health check was designed to meet the Board's request for an occasional (once every 4-years) audit of AIPH.

AIPH requested *Paul Basham Consulting* carry out a set of independent audit-tests on particular areas of its financial operations and records for the year to 31 December 2018. These tests are called "Agreed Upon Procedures." The procedures were agreed with the AIPH Executive Committee and they are set out at Appendix A.

Field work was carried out on behalf of *Paul Basham Consulting* by Asad Shah ACCA, member of the Association of Chartered and Certified Accountants, on 29 July 2019 and the field work report is attached at Appendix B.

No significant concerns were identified by Mr Shah on completion of the 'audit tests'. However, the report makes some suggestions for consideration to address points highlighted during the inspection.

It is important to note that the work was limited in scope and was not a statutory audit, hence no opinion is given on the financial statements or records as a whole. Agreed Upon Procedures only report on fact, not opinion, so readers of this report must draw their own conclusions from Appendix B and bear in mind the limited scope of the procedures.

During the course of our work we did identify two issues outside of the scope of the 'audit-tests' that are significant:

- AIPH has effectively grown into a permanent establishment (branch) in the UK and should register with the UK registry called Companies House. Once registered as a branch, AIPH will need to file corporation tax returns for the UK branch. I recommend AIPH takes further tax advice from a larger UK accounting firm.

- AIPH has grown in 2018 and now appears to breach the micro-company thresholds in Belgium. This probably creates additional reporting requirements (*e.g.* statutory filing of accounts) in Belgium. However, I am not a Belgian accountant, so I recommend AIPH takes further advice from its Belgian advisers *SBB Accountants & Adviseurs*.

3. INTRODUCTION

AIPH is an International Non-Profit Association (NPA) registered in Belgium. AIPH is a small organization and as such it benefits from administrative easements and filing exemptions: it is a micro-entity that is not required to have a statutory audit or file statutory accounts, simply an annual tax return. It is advised in Belgium by *SBB Accountants & Adviseurs*.

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Most of AIPH's operations are now in the UK. Each year, AIPH's UK accountant, *Kirkpatrick and Hopes* prepares management accounts that are delivered to members at AGM along with an *Assurance Review Statement* to confirm that the accounts have been reviewed by a professional accountant and are of sufficient quality. These management accounts are sent to the Belgian accountant to prepare the annual statutory tax return. AIPH files VAT and payroll returns in the UK but does not have a registered presence in the UK so does not yet file UK corporation tax returns or annual accounts.

AIPH's charter (Article 23.1) only requires a statutory audit if the audit threshold is exceeded. The threshold is not exceeded so AIPH charter (Article 23.3) delegates financial oversight to

one or more supervisory members, for a period that it determines, who will be entrusted with overseeing the income and expenditure of the association. These supervisory members may also verify the accuracy of the inventories. They may examine all documents and records that are useful for the performance of their duties.

In this capacity the Board proposed an audit of AIPH on a one-in-four-year cycle to keep costs proportionate.

A statutory audit is carried out on statutory financial statements. AIPH does not produce statutory financial statements in either Belgium or the UK, so in this context "audit" means a deeper look into the financial probity of AIPH rather than a statutory audit.

The Board requested *Paul Basham Consulting* carry out a set of independent audit-tests on particular areas of AIPH's financial operations and records for the year to 31 December 2018. These tests are called "Agreed Upon Procedures." The procedures were agreed with the AIPH Executive Committee and they are set out in Appendix A.

Field work was carried out on behalf of *Paul Basham Consulting* by Asad Shah ACCA, member of the Association of Chartered and Certified Accountants, on 29 July 2019 and the field work report is attached at Appendix B.

The 'audit-tests' did not discover anything significant but during the course of our discussions with the Secretary General and the field work I have identified some areas worth bringing to your attention in this report.

It is important to note that the work was limited in scope and was not a statutory audit, hence no opinion is given on the financial statements or records as a whole. It should also be noted that the work was not designed specifically to detect fraud, although we would report any findings to you if we suspected or identified fraud during the course of our work.

4. RISK

AIPH does not currently have a Risk Register. Introducing a Risk Register can:

1) Help to provide the appropriate focus to shape Board conversation on risk
2) Document what the business does to mitigate risk and encourage creative ways to mitigate it
3) Identify gaps in risk management

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4) Provide a clearly documented understanding of business risks

Considering the international nature of its operations I recommend establishment of a Risk Register with an annual review cycle at Board.

5. SYSTEMS

AIPH uses Xero to manage its bookkeeping, VAT returns and payroll.

AIPH uses Barclays and Rabobank internet banking to process payments. AIPH also uses World First to reduce transaction costs moving between currencies.

These are well known cloud-based systems and are a good flexible choice that require minimum IT support and offer maximum operational flexibility.

Our visit identified minor opportunities to increase automation and improve efficiency.

6. FINANCIAL CONTROLS

Controls are centralized through the Secretary General, with occasional reference to the President. This seems appropriate for the size of business.

AIPH should look to delegate authority where possible but should continue to use dual authorization where possible for cash payments. As the business grows, weak or cumbersome controls may limit growth, so it is important to get them right and review regularly.

Specific controls are discussed in the site visit findings at Appendix A.

7. REVENUE

Changes to the revenue model (licensing instead of a share of gate-fees) have had a positive effect. The field visit noted the use of proper sales contracts to support revenue.

With significant income from expos, AIPH must exercise care over revenue recognition (recognising revenue in the correct year). In the samples tested a large invoice was credit-noted before year-end and raised in the following financial year. AIPH will be allocating a proportion of this income to 2018 income.

8. CREDIT CONTROL

Some of the items tested indicate that AIPH would benefit from a more rhythmic review of debtors and a credit control process, which would help cash flow.

Debtors should be encouraged to use the invoice number as a payment reference.

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9. PURCHASES, CREDITORS AND PAYMENTS

The items tested indicate that purchases and payments are authorized appropriately by the Secretary General.

Our tests found some minor irregularities around a duplicated direct debit payment, an overpayment and one invoice record that could not be found. However, these were being addressed by AIPH.

AIPH could make better use of Xero to streamline procurement and payment approval, in particular the use of purchase orders in Xero. Specifically, our tests found an overpayment of c£5,000 was made. No money was lost because the overpayment was offset against a later invoice from the same supplier but the use of purchase orders would help minimize errors.

Invoice fraud is on the rise and AIPH should remain vigilant to new suppliers, changes of bank details and email communications requesting urgent payment.

10. BOOKKEEPING (GENERAL LEDGER)

The field visit took place in late July and it was noted that some financial records were still being entered or adjusted. If there are statutory filing requirements in the UK and Belgium, from now on AIPH will need to operate a swifter close-down of its financial year-end.

Review of year-end journal adjustments by a competent person would be helpful but can be challenging in a small business (for example, you would need two accountants).

11. PAYROLL

The employee payroll payments tested were traced back to employment contracts with no irregularities.

12. COMPANIES HOUSE

AIPH has effectively grown into a permanent establishment in the UK and should register with the UK registry called Companies House.

AIPH will need to file UK branch tax returns. I recommend AIPH takes further tax advice from a larger UK accounting firm.

AIPH could consider establishing a UK subsidiary company to replace the UK branch.

13. STATUTORY REPORTING

The financial year-end is 31 December.

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AIPH grew in 2018 and now appears to breach the micro-company thresholds in Belgium. This probably creates additional reporting requirements (*e.g.* statutory filing of accounts) in Belgium.

I recommend AIPH takes further advice from its Belgian advisers *SBB Accountants & Adviseurs*.

Once registered as a UK branch AIPH will have statutory reporting requirements in the UK. We will have greater clarity once the UK branch is registered.

14. RECOMMENDATIONS

Recommendations and items for consideration are made throughout the report so for ease of reference they are summarized here:

1) RISK:
   a) Establish a Risk Register and a 6 or 12-monthly review cycle at Board
2) CREDIT CONTROL:
   a) Monthly review of aged debtors with a follow-up process
3) SUPPLIER PAYMENT:
   a) Consider using Xero to raise purchase orders
   b) Consider using Xero to record invoice approval for payment
4) GENERAL LEDGER/BOOKKEEPING
   a) Close the year-end more promptly and operate a cut-off date for ledger adjustments
5) COMPANIES HOUSE:
   a) Register as a branch with Companies House in the UK
   b) Seek advice on the UK corporation tax implications of a UK branch
   c) Consider establishing a UK company as a 100% owned subsidiary of AIPH
6) STATUTORY REPORTING:
   a) Seek advice from AIPH's Belgian advisers *SBB Accountants & Adviseurs* on whether AIPH has new filing requirements in Belgium due to organizational growth

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APPENDIX A – AGREED UPON PROCEDURES (AUP)

I have set out below the Agreed Upon Procedures. The output will be a factual report, including professional comment on the findings but not a formal "opinion" on the financial statements.

In the table below I suggest some key areas for internal control testing. The seven suggested tests check the recording accuracy of financial transactions.

#	Area	Audit Test	Reason for test
1	Income	Test a sample of sales invoices through from contract to billing price charged and collection in the bank	To test if sales are being recorded and amounts received accurately
2	Debtors	Test a sample of aged debtors from the aged debt reports for work done on recoverability	To check existence and efficacy of procedures for recovery of outstanding debt
3	Purchases	Test a sample of large value transactions from the purchase ledger and trace back to the approved paperwork from the supplier	To check authorisation controls around procurement
4	Payments	Test sample of payments, including supplier payments made via bank and trace it to the backing paperwork for authorisation	To check existence and efficacy of procedures for payments authorisation
5	Creditors	Test a sample of aged creditors from aged creditors report to see if payment terms are being met	To check there are no major outstanding creditors
6	General Ledger	Test a sample of journals from the systems report of all journals to see who has reviewed and authorised	To check segregation of duties, errors, mis-postings causing inaccuracy and inefficiency
7	Payroll	Test a sample of payroll joiners and leavers traced back to the payroll payments	To check no leaver is being paid in error and staff are being paid appropriately or any other anomalies

APPENDIX B – AUP FINDINGS REPORT YEAR-ENDED 31 DECEMBER 2018

Field work report by Asad Shah, ACCA, 29 July 2019.

In the table below we bring to your attention key findings which we have come across from our internal controls testing in the following areas.

Area	Audit Test	Findings	Recommendations
Income	Test a sample of sales invoices through from contract to billing price charged and collection in the bank.	Selected seven sales invoices and traced it back to paperwork including regulations documents and evidence of financial guarantees. All invoices raised complied to the AIPH regulations and the financial guarantees and questionnaires from the customers.	As the company grows, it's advisable for AIPH to look into the robust system of raising sales orders attaching all the contracts and finance guarantee documents to it so all the documentation for sales exist in the central finance system. Currently some of the sales invoices are being tracked via a spreadsheet system, which could still run for monitoring and control of sales invoicing.
Debtors	Test a sample of aged debtors from the aged debt reports for work done on recoverability	Selected seven accounts receivables and checked if the payment has been made, on two occasions the invoices were written off to be raised again, one in 2019 and one in 2018, as there was a complexity of invoicing directly to one of the customers due to the requirement to register with tax authorities, therefore INV-0949 was written off and raised via Worldspan. 3 debtors were paid after the year end, one receivable was cancelled, and a couple were still outstanding.	The recoverability time on some debtors are quite long and some others are long outstanding so it's advisable to have a debt control procedure in place to tackle this issue. There is also an issue on unidentifiable receipts from statistical yearbook sales, AIPH to encourage customers to provide a reference number when making a payment via a bank transfer.

Purchases	Test a sample of large value transactions from the purchase ledger and trace it back to the approved supplier paperwork	Selected seven purchase transactions and traced them back to the paperwork and appropriate authorisations evidence seen. All seven purchase transactions were for approved suppliers.	It's advisable to have an online invoice authorisation process in place supported by Xero, currently all invoices are being authorised via an email sent to the accounts payable person, this is not sustainable as the organisation grows.
Payments	Test sample of payments, including supplier payments made via bank and trace it to the backing paperwork for authorisation	Selected 16 bank payments and traced them back to the original invoice and authorisation paperwork. One payment of £9085.01 was initially posted to the suspense account but then moved to the right account.	All payments being deducted by a Direct Debit, should be taken off from the supplier payments ledger or tracked appropriately to avoid duplicated payments, as noticed one instance where a supplier was paid via a DD and then invoice was also paid causing duplication.
Creditors	Test a sample of aged creditors from aged creditors report to see if payment terms are being met	Selected 6 transactions from the accounts payable report, 4 of the payables were paid after the year end, one transaction was a payment for which no supplier (Atypisch) invoice existed on the ledger, Tim is looking into this. The other transaction for Qwerty was an overpayment however was adjusted to the future creditor invoices.	AIPH could look into the process of raising a Purchase Order and matching invoices to them before payment, to have more control on purchasing and payment activities.
General Ledger	Test a sample of journals from the systems report of all journals to see who has reviewed and authorised	Selected 20 transactions from the General Journal report, comprising of income adjustment, deferred income release, accruals release and prepayment release journals. Noticed some journals with a narrative of overpayment, however only one transaction was an actual overpayment and the others were copied on the narrative of overpayment in error.	A lot of adjustments in relation to the year ended 31 December 2018 have been made more recently, as noticed that a major adjustment of £326k was made to the income and some other credit notes were posted to adjust the balances. It would be advisable to make the year-end adjustments as soon as possible after the year end and close the

			ledgers appropriately in a timely fashion. It is also advisable that someone reviews the journals before being posted in Xero to prevent and detect errors.
Payroll	Test a sample of Payroll joiners and leavers traced back to the payroll payments	Selected 4 employees payroll costs and traced back to the employee contracts.	In the past there has been just a few employees at AIPH, however now there are 9 employees, therefore a more robust payroll reconciliation process would be better at each month end moving forward.

2020 Budget Proposal

Profit & Loss account

Profit and loss account (Euro)	Budget 2020		Predicted 2019		Budget 2019	
Revenues	**Debit**	**Credit**	**Debit**	**Credit**	**Debit**	**Credit**
Membership fee		57,000		55,000		50,000
Publications sold		14,000		13,000		12,000
Interest		1,500		2,000		500
Grower of the Year		100,000		80,000		100,000
Expo Conference		40,000		5,000		35,000
Spring Meeting		60,000		35,000		35,000
Annual congress		70,000		27,500		5,000
Green City Committee		0		0		0
Marketing Committee		0		0		0
International Vision project		0		0		0
FloraCulture International (FCI)		180,000		178,000		225,000
Receipts (other)		0		0		0
Revenues Exhibitions						
Cautions retained / Financial Guarantee		40,000		65,000		15,000
Gate/Licence fee		362,500		727,000		655,000
AIPH Expo Garden				160,000		0
Support and advice		2,000		0		2,000
Total: Revenues Exhibitions		**404,500**		**952,000**		**672,000**
Total: Revenues		927,000		1,347,500		1,134,500
Expeditures						
FCI						
FloraCulture International (FCI)	58,500		100,000		128,000	
NL payroll costs	36,300		48,500		20,000	
FCI salaries	71,500		119,000		155,000	
Total: FCI	**166,300**		**267,500**		**303,000**	
Projects						
International Vision project	8,000		4,000		0	
4010 - Publication expenses	17,000		17,000		15,000	
Costs Exhibitons						
4040 - Jury costs	0		18,000		18,000	
4050 - Awards	0		20,000		20,000	
4060 - AIPH Expo garden	0		130,000		0	
Total: Costs Exhibitons	**0**		**168,000**		**38,000**	
Depreciation						
4800 - Depreciation inventory	400		1,200		400	
4810 - Depreciation receivables (fees, book)	0		0		0	
4820 - Provision bad debts (adm. 2008-2012)	0		0		0	
Total: Depreciation	**400**		**1,200**		**400**	
Working expenses committees						
4093 - Science and education	0		0		0	
4094 - Expenses Green City	10,000		10,000		45,000	
4095 - Expenses Environment and Plant Health	6,000		6,000		1,500	
4096 - Expenses Economics and Statistics	2,500		2,500		2,500	
4097 - Expenses Marketing and Exhibitions	30,000		8,000		12,000	
4098 - Expenses Novelty Protection	22,500		22,500		22,500	
4099 - Expenses Executive Committee	1,000		0		1,000	
Total: Working expenses committees	**72,000**		**49,000**		**84,500**	
Working expenses other						
Travelling expenses President	10,000		8,000		15,000	
Travelling expenses SG	15,000		15,000		20,000	
Travelling expenses Int Rel Mgr and Comms Exec	15,000		15,000		15,000	
Employers National Insurance	30,000		30,000		30,000	
Insurance	6,000		6,000		3,000	
Office expenses	12,000		10,000		15,000	
Postage, freight and courier	300		300		300	
Printing and stationery	400		400		400	
Staff salaries	307,000		240,000		200,000	
Pension costs	30,000		30,000		25,000	
Motor vehicle expenses	1,000		1,000		1,000	
Car lease payments	7,000		7,000		6,000	
Staff training	200		200		200	
Telephone and internet	2,500		3,000		2,000	
4201 - Fee President	15,000		20,000		15,000	
4210 - Expenses board	5,500		7,000		5,500	
4300 - Grower of the Year	100,000		100,000		95,000	
4600 - Bank charges	3,600		3,600		2,000	
4660 - Bookkeeping and audit	28,000		18,000		18,000	
Foreign currency gains and losses						
4700 - Costs for website	2,000		3,000		2,000	
4750 - Communication and PR	8,000		8,000		8,000	
Advertising and Marketing	1,000		1000		0	
Legal expenses	1,000		3,000		500	
4900 - Miscellaneous	1,000		4,800		1,000	
4905 - Donation and subsidy	0		0		0	
Total: Working expenses other	**601,500**		**534,300**		**479,900**	
Spring meeting and annual congress						
4102 - Annual congress	80,000		2,000		0	
Expo Conference	0		0		5,000	
4103 - Spring Meeting	70,000		73,000		35,000	
Total: Spring meeting and annual congress	**150,000**	**0**	**75,000**	**0**	**40,000**	**0**
Total: Expenditures	**1,015,200**	**0**	**1,116,000**	**0**	**960,800**	**0**
Result	**-88,200**		**231,500**		**173,700**	

2019 Predicted & Long Term Forecast 2020-2024. Excluding unapproved Expos. Including Yokohama.

Profit & Loss account

Profit and loss account (Euro)	Forecast 2024		Forecast 2023		Forecast 2022		Forecast 2021		Budget 2020		Predicted 2019	
Revenues	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
Membership fee		62,000		62,000		60,000		58,000		57,000		55,000
Publications sold		15,000		15,000		15,000		15,000		14,000		13,000
Interest		500		500		500		500		1,500		2,000
Grower of the Year		100,000		100,000		100,000		100,000		100,000		80,000
Expo Conference		40,000		40,000		40,000		40,000		40,000		5,000
Spring Meeting		0		0		0		0		60,000		35,000
Annual congress		0		0		0		0		70,000		27,500
Green City Committee		0		0		0		0		0		0
Marketing Committee		0		0		0		0		0		0
International Vision project		35,000		35,000		35,000		20,000		0		0
FloraCulture International (FCI)		180,000		180,000		180,000		180,000		180,000		178,000
Receipts (other)		0		0		0		0		0		0
Revenues Exhibitions												
Cautions retained / Financial Guarantee				0		15,000		0		40,000		65,000
Gate/Licence fee		350,000		275,000		687,500		450,000		362,500		727,000
AIPH Expo Garden												160,000
Support and advice		2,000		2,000		2,000		2,000		2,000		0
Total: Revenues Exhibitions		**352,000**		**277,000**		**704,500**		**452,000**		**404,500**		**952,000**
Total: Revenues		784,500		709,500		1,135,000		865,500		927,000		1,347,500
Expeditures												
FCI												
FloraCulture International (FCI)	60,000		60,000		60,000		60,000		58,500		100,000	
NL payroll costs	38,000		38,000		38,000		38,000		36,300		48,500	
FCI salaries	76,000		76,000		76,000		74,000		71,500		119,000	
Total: FCI	**174,000**		**174,000**		**174,000**		**172,000**		**166,300**		**267,500**	
Projects												
International Vision project	0		0		0		0		8,000		4,000	
4010 - Publication expenses	17,000		17,000		17,000		17,000		17,000		17,000	
Costs Exhibitons												
4040 - Jury costs	15,000		15,000		20,000		30,000		0		18,000	
4050 - Awards	3,000		3,000		9,000		6,000		0		20,000	
4060 - AIPH Expo garden	0		0		0		0		0		130,000	
Total: Costs Exhibitons	**18,000**		**18,000**		**29,000**		**36,000**		**0**		**168,000**	
Depreciation												
4800 - Depreciation inventory	400		400		400		400		400		1,200	
4810 - Depreciation receivables (fees, book)	0		0		0		0		0		0	
4820 - Provision bad debts (adm. 2008-2012)	0		0		0		0		0		0	
Total: Depreciation	**400**		**400**		**400**		**400**		**400**		**1,200**	
Working expenses committees												
4093 - Science and education	0		0		0		0		0		0	
4094 - Expenses Green City	10,000		10,000		10,000		10,000		10,000		10,000	
4095 - Expenses Environment and Plant Health	6,000		6,000		6,000		6,000		6,000		6,000	
4096 - Expenses Economics and Statistics	2,500		2,500		2,500		2,500		2,500		2,500	
4097 - Expenses Marketing and Exhibitions	12,000		12,000		12,000		12,000		30,000		8,000	
4098 - Expenses Novelty Protection	22,500		22,500		22,500		22,500		22,500		22,500	
4099 - Expenses Executive Committee	1,000		1,000		1,000		1,000		1,000		0	
Total: Working expenses committees	**54,000**		**54,000**		**54,000**		**54,000**		**72,000**		**49,000**	
Working expenses other												
Travelling expenses President	10,000		10,000		10,000		10,000		10,000		8,000	
Travelling expenses SG	15,000		15,000		15,000		15,000		15,000		15,000	
Travelling expenses Int Rel Mgr and Comms Exec	15,000		15,000		15,000		15,000		15,000		15,000	
Employers National Insurance	30,000		30,000		30,000		30,000		30,000		30,000	
Insurance	6,000		6,000		6,000		6,000		6,000		6,000	
Office expenses	12,000		12,000		12,000		12,000		12,000		10,000	
Postage, freight and courier	300		300		300		300		300		300	
Printing and stationery	400		400		400		400		400		400	
Staff salaries	307,000		307,000		307,000		307,000		307,000		240,000	
Pension costs	30,000		30,000		30,000		30,000		30,000		30,000	
Motor vehicle expenses	1,000		1,000		1,000		1,000		1,000		1,000	
Car lease payments	7,000		7,000		7,000		7,000		7,000		7,000	
Staff training	200		200		200		200		200		200	
Telephone and internet	2,500		2,500		2,500		2,500		2,500		3,000	
4201 - Fee President	15,000		15,000		15,000		15,000		15,000		20,000	
4210 - Expenses board	5,500		5,500		5,500		5,500		5,500		7,000	
4300 - Grower of the Year	95,000		95,000		95,000		95,000		100,000		100,000	
4600 - Bank charges	3,600		3,600		3,600		3,600		3,600		3,600	
4660 - Bookkeeping and audit	28,000		28,000		28,000		28,000		28,000		18,000	
Foreign currency gains and losses												
4700 - Costs for website	2,000		2,000		2,000		2,000		2,000		3,000	
4750 - Communication and PR	8,000		8,000		8,000		8,000		8,000		8,000	
Advertising and Marketing	1,000		1,000		1,000		1,000		1,000		1000	
Legal expenses	1,000		1,000		1,000		1,000		1,000		3,000	
4900 - Miscellaneous	1,000		1,000		1,000		1,000		1,000		4,800	
4905 - Donation and subsidy	0		0		0		0		0		0	
Total: Working expenses other	**596,500**		**596,500**		**596,500**		**596,500**		**601,500**		**534,300**	
Spring meeting and annual congress												
4102 - Annual congress	0		0		0		0		80,000		2,000	
Expo Conference	0		0		0		0		0		0	
4103 - Spring Meeting	5,000		5,000		5,000		5,000		70,000		73,000	
Total: Spring meeting and annual congress	**5,000**	**0**	**5,000**	**0**	**5,000**	**0**	**5,000**	**0**	**150,000**	**0**	**75,000**	**0**
Total: Expenditures	**864,900**	**0**	**864,900**	**0**	**875,900**	**0**	**880,900**	**0**	**1,015,200**	**0**	**1,116,000**	**0**
Result	**-80,400**		**-155,400**		**259,100**		**-15,400**		**-88,200**		**231,500**	
Cumulative balance (including caution returns)	**-290,857**		**-110,457**		**104,943**		**-49,157**		**86,243**		**174,443**	

Timescale for election / re-election of AIPH Board

16/08/2019

Office	Name	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	board member number of years	start	country/region
President	Bernard Oosterom			C			C			C		6	21/10/2015	Netherlands
Vice President	Qixiang Zhang			S			C			C		4	18/03/2015	China
Vice President	Tim Edwards			C			C			C		4	21/10/2015	UK
Ornamentals Production Committee	Tim Edwards					C			C			2	26/09/2017	UK
Green City	Bill Hardy			C			C			C		0	19/09/2018	Canada
Marketing Committee	Kevin Chung		C			C			C			6	17/09/2014	Chinese Taipei
Rep. Region 1 (Europe 1)	Tim Edwards		C			C			C			6	17/09/2014	UK
Rep Region 2 (Europe 2)	Gijs Kok			C			C			C		4	21/10/2015	Netherlands
Rep Region 3 (Europe 3)	Andras Treer			S		C			C			6	13/10/2013	Hungary
Rep Region 4 (N & C America)	Mike Rimland					C			C			2	26/09/2017	USA
Rep Region 5 (S America)	VACANCY							C						
Rep Region 6 (W Asia & Middle East)	Osman Bagdatlioglu				C			C			C	6	13/10/2013	Turkey
Rep Region 7 (Asia)	Haiyan Kong				C			C			C	6	13/10/2013	China
Rep Region 8 (Oceana & SE Asia)	Karen Tambayong			C			C			C		6	13/10/2013	Indonesia
Rep Region 9 (Africa)	VACANCY													

meaning of abbreviations and hatchings

current board members

S= reelection during spring meeting

C= reelection during Congress

AIPH Secretary General Report

March – August 2019

Tim Briercliffe

Spring Meeting – Noordwijk, the Netherlands – 31 March to 4 April 2019

- With the support of George Franke the Spring Meeting was a success with positive feedback from conference focused on the issue of plastics and the professional visits.
- Presentations can be viewed at http://aiph.org/events/springmeeting/ as well as photos and videos of the presentations for the Sustainability Conference.

71st Annual Congress – Beijing, China – September 2019

- The Annual Congress will include a full and informative programme for members thanks to good collaboration with CFA and Expo 2019 Beijing.
- Co-organisers include the Beijing Flower Association, the National Forestry and Grassland Administration, China (NFGA), China Council for Promotion of International Trade (CCPIT), the People's Government of Beijing Municipality, Bureau of Beijing International Horticultural Exhibition Coordination and the People's Government of Yanqing District Beijing.
- Sponsors are PERA, Royal FloraHolland, Expo Horticultural Lodz 2024, Dummen Orange and Thailand. FCI is the media partner.
- Full details and programme can be viewed at http://aiph.org/aiph-events/71st-annual-congress-beijing/.
- The programme is as follows:
  - 8 Sep - AIPH Board meeting
  - 9 Sep - Expo conference and AIPH General Meeting
  - 10 Sep - Tours - Great Wall and Expo 2019 Beijing
  - 11 Sep - Opening ceremony and Green City Conference
  - 12 Sep - World Summit (Part 1)
  - 13 Sep - Am - World Summit (Part 2). Pm - Professional visits or tours.
  - 14 Sep – Depart
- The event has been given considerable promotion and it is expected to attract significant attention in the Chinese industry and media.

International Grower of the Year 2020

- The closing date for entries for IGOTY 2020 is 6 September.
- The awards gala dinner will take place on 28th January 2020 at IPM Essen in Germany.
- See http://aiph.org/igoty2020/ for more details.
- Royal FloraHolland has recently confirmed a new three-year agreement for Headline Sponsorship and Poppelman are also confirmed again. There are still more opportunities for further sponsorship.

Expos (see Exhibitions Committee Report)

Green City (See Green City Committee Report)

Novelty Protection (See also Ornamentals Production Committee Report)

- Novelty Protection SPG meeting will take place during the Annual Congress and there will be a half day of the World Ornamental Horticulture Summit allocated to IP issues in the sector.
- Edgar Krieger of CIOPORA will be speaking at the summit.

Plant Health

- 2020 will be the United Nations Year of Plant Health. AIPH needs to consider how it will respond to this.

International Vision Project

- AIPH published the second report, 'Production and Markets – the Future of Ornamentals' from this project on 7 August. This can be downloaded, along with the first report, at http://aiph.org/the-international-vision-project/.
- A third report on ornamentals production worldwide is due to be published during the World Ornamental Horticulture Summit and this will focus on the market in China.
- Joep Hendricks will present the research at the Summit on 13 September.
- AIPH is developing a plan for how to progress this initiative in the future.

Statistical Yearbook

- Work is underway for the 2019 edition which is due for launch in September 2019.

AIPH Flower Auction Group (See also Auction Group Meeting Report at end of this document)

- This group met in Aalsmeer on 5 April and included a tour of the auction. This included presentations from Florpartners and Royal FloraHolland. A new project has been defined, led by Elena Terekhova, to define future projects for the group.

FloraCulture International

- FCI has improved in quality of content since AIPH has taken over. The magazine continues to be published bi-monthly and is edited by Ron van der Ploeg.
- Despite increasing advertising, it has not been possible to bring the magazine to break-even point.
- AIPH Board is considering a re-launch of FCI to create a better business model whilst maintaining value for readers and advertisers.
- FCI is still looking to strengthen partnerships with AIPH and increase circulation of the digital magazine.
- Discussions are almost concluded with 'Chinese Flowers & Horticulture' magazine for a sharing of content and cross-selling of advertising.

Partnerships

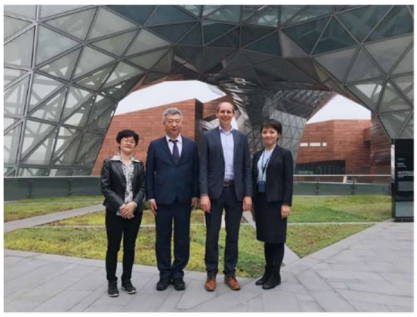
- AIPH Senior International Relations Manager, Treve Evans, is implementing a plan for Preferred Partnerships.
- This is currently focusing on companies providing services to Expos.
- Key areas being pursued for partnerships are:
    - Management consultancies
    - Urban planning consultancies
    - Event organisers
    - Event Stages
    - Logistics Companies
    - Ticketing and visitor experience
    - Temporary Power
    - Glass constructions
    - Temporary constructions
    - Temporary kitchens
    - Temporary water infrastructure and treatment
    - Entertainment and event technology
    - Machinery
    - Exporters of ornamentals and trees
    - Cable Cars
    - Event attractions
    - Sanitary
    - Event rental, design, equipment
    - Holistic expo site logistics, utilities and infrastructure
    - Event branding and strategy
    - Airlines
    - Food & Drink
    - Online Retail
    - Technology
    - Social and Business Media
    - Cars
    - Sport
    - Outdoor Wear

Office

- AIPH is applying for a branch office registration in the UK to comply with banking and tax rules.
- An audit of 2018 accounts was conducted in July 2019. The report is made available to members.

Miscellaneous

- Attendance at 2018 Taichung World Flora Expo and Expo 2019 Beijing is reported in the Exhibitions Report.
- T Briercliffe was a speaker at the Host City Asia conference in Beijing on 11 April. This was to raise the profile of AIPH expos with potential city hosts and potential commercial partners.
- T Briercliffe attended the China National Rhododendron and Azalea Exhibition organised by Mrs. Liu Hongmei, in Rizhao, China on 21 April.



- T Briercliffe and H Kong visited the World Expo Museum in Shanghai on 19 April and inspected the Horticultural Expo exhibits.
- T Briercliffe, K Tambayong and E Terekhova visited the Goyang Exhibition in Korea on 2 May and T Briercliffe gave a presentation about AIPH to the Council of Asian Flower Exhibitions (CAFÉ).
- T Briercliffe accompanied Secretary General of CFA, Mrs. Liu Hong, on visits to nurseries in West Sussex, UK on 20 May.
- T Briercliffe attended Chelsea Flower Show on 22 May and met with representatives from Melbourne International Flower and Garden Show.
- T Briercliffe gave a speech at the China Pavilion National Day at Expo 2019 Beijing on 5-6 June.
- The AIPH team attended Greentech, the Netherlands during the week of 11-13 June.
- T Briercliffe met with Lee Abbey from the NFU in the UK on 18 June and also visited the HTA National Plant Show.
- T Briercliffe and T Evans visited PwC in Warsaw on 22 July to discuss ideas for working together.

Other Organisations

- BIE – E Terekhova attended the BIE General Assembly in Paris on 28 May.
- Union Fleurs – No new contact.
- ENA – ENA has actively promoted the World Ornamental Horticulture Summit
- ELCA – no new contact
- CIOPORA – CEO Edgar Krieger is a speaker at the World Ornamental Horticulture Summit.
- T Evans has had discussions with the following organisations for developing AIPH Expo activity:
    - Association of Global Event Suppliers (AGES) – www.ages.international
    - The Global Association of the Attractions Industry – iaapa.org
    - Host City

Flower Auction Market Group Report

April 2019 to September 2019

Summary

Following the most recent Flower Auction Market group meeting in Aalsmeer in March, AIPH has launched a new initiative to bring the group discussion to a new level. The group has agreed on how we can establish a way of working together and this has started with a project of learning from each other for mutual benefit.

1. Context

AIPH Flower Auction Market group was created in 2017 to share the developments in the auction markets and challenges in their operation, chain and sales; to anticipate the industry trends and profit from collective intelligence of flower market representatives from all continents. Since then, the group was meeting annually to welcome new members and exchange on the recent developments in respective markets.

During the meeting in April 2019, representatives of six Flower Auctions visited the Royal Flora Holland Flower Auction in Aalsmeer and shared recent developments in their Auctions, discussed ideas on developing the AIPH Flower Auction Market Group. Members confirmed their willingness for further cooperation and expressed interest in AIPH taking on a more important role in project facilitation.

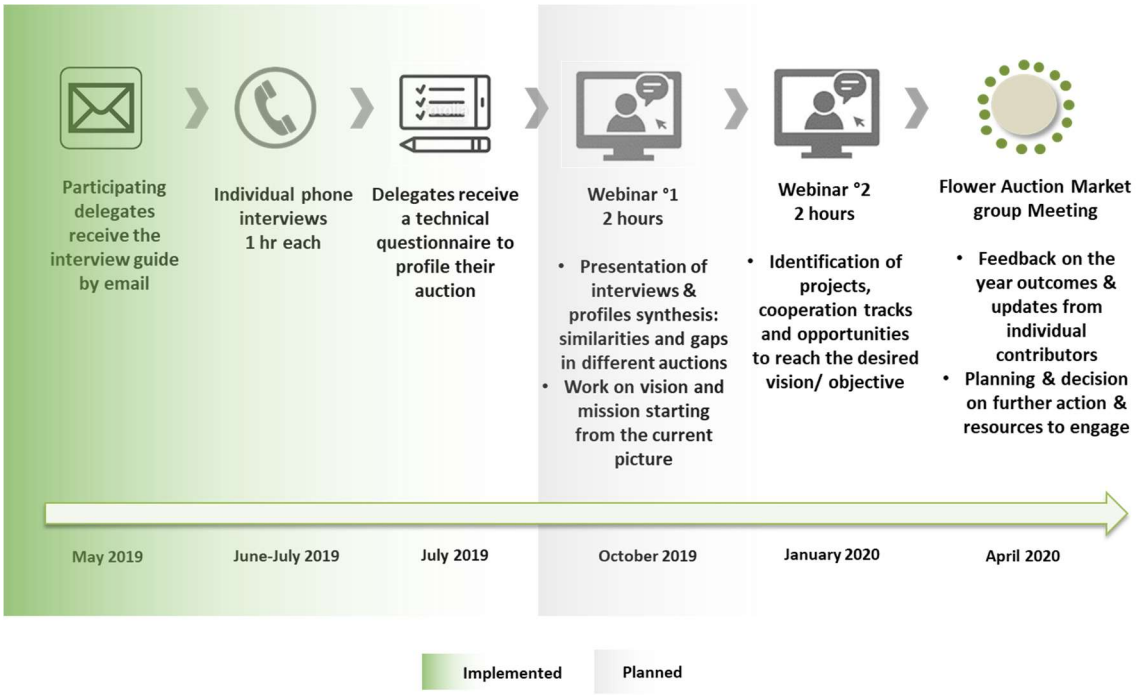
2. Next steps taken

Based on this discussion, AIPH Secretariat has suggested a project framework for the next year, with the objective to bring the discussion to a new level: from simple exchange of developments, to a more structured sharing of practices, identification of common projects and cooperation opportunities.

The project was kicked off in May with the following objectives for 2019/early 2020:

- Have a clearer analysis of each member
- Get to understanding of the needs, objectives and expectations of each of the members
- Identify some projects and what can be achieved
- Continuously monitor and facilitate developments for members of the group

The following timeline was suggested:



From April 2019 to September 2019 we have promoted the project amongst potential Auction Markets to join the Market Group under the new framework; have run a series of individual interviews, designed a technical questionnaire to profile each auction and sent it to the participating Auctions.

Two webinars and a meeting are planned to discuss the results of those and decide on further action to implement joint projects amongst the members.

Based on the expectations of all the members, in 2020/21 and further, we hope to facilitate more cooperation between the auction organizations internationally, which will be expressed in concrete cooperation projects on different subjects such as innovative practices in digital, sustainability, transport, political level discussions and other topics.

3. Resources

In April 2019, AIPH Secretariat has been strengthened to deliver a number of quality projects related to Expos, international network development and membership support.

AIPH International Relations Manager, Ms Elena Terekhova has extensive experience in consulting for organisational development internationally and will facilitate this project.

The project is supported by the Steering group of the Flower Auction Market Group, with Mr Bernard Oosterom, AIPH President; Mr Gijs Kok – Royal FloraHolland; Mr Kevin Chung –Taipei flower auction market and Mr Andre van Kruissen – Veiling Holambra.

AIPH Communications Sept 2018 – Sept 2019
Report by Penelope Tomkins, AIPH Communications Manager

July 2019

1. The AIPH Communications Function

The function of AIPH Communications is undertaken by one member of staff on a part time (2.5 days per week) basis. The role is supported by the external professional services of design, print, web coding and maintenance, video production and the event organiser Worldspan. With the exception of a PR distribution service, all AIPH communications tools are used on a free subscription basis.

2. AIPH Branding

2.1 AIPH Anthem

In 2019, for the opening of Expo 2019 Beijing, AIPH adopted an anthem. A 2 minute 30 second (approx.) extract of orchestral music taken from Pyotr Ilyich Tchaikovsky's 'Waltz of the Flowers' was chosen for its universal and generational commonality. A full explanation has been written on AIPH's choice of anthem.

2.2 AIPH Design Style

A development of the AIPH brand design style has been incorporated into particular communication materials during the past 12 months to enhance the use of the AIPH logo - floral icon, colours and shapes. This has allowed for a more flexible and effective use of the AIPH brand across a variety of formats. The development has occurred as a steady, evolutionary process as time restraints have not allowed a scheduled launch of a new design style. An 'IGOTY Awards' logo has been created as well as a visual identity for the 71st AIPH Congress to help increase recognition of these events. See annex 1. for visual examples of AIPH creative materials.

3. Communications Summary for AIPH Events

IGOTY 2019

Flyers: 'enter, sponsor, book', created & distributed; **Website:** pages created & updated; **Press Releases:** written, issued, shared with RFH, published in FCI website and magazine; **Advertising:** FCI magazine and website, IFTF & RFH tradeshows; **Digital Mailings:** FCI subscriber newsletters, AIPH member and non-member newsletters; **Event Materials:** certificates, winners' brochure, table talkers. **Video:** IGOTY Awards 2019 created & promoted; **Social media:** AIPH & FCI channels.

IGOTY 2020

Branding: new event identity created & promoted; **Banner ads:** created & shared with network;
Press releases: issued & shared with main sponsor RFH, articles on FCI website and magazine; **Website:** pages created & updated; **Videos:** IGOTY explainer video created & promoted and IGOTY 2019 video promoted. **Promotion:** Corporate hospitality package created & promoted; **Digital Mailings:** AIPH member newsletter & FCI subscriber newsletter; **Advertising:** FCI website, FCI magazine: **Print & Digital Brochures:** Enter, sponsor and corporate hospitality brochures; **Event Marketing:** Sparkle & Shine theme and

style created; **Social media** activity; **Digital Marketing:** 'Invitation to Enter IGOTY' web page for RFH key account managers and AIPH team members to share with appropriate candidates.

70th AIPH Annual Congress

Digital Marketing: AIPH Member & non-member newsletter; **Website:** pages updated; **Social Media**: Youtube video interviews.

71st AIPH Annual Congress

Visual Identity: created; **Website:** pages created & updated; **Advertising:** AIPH and FCI website banners, email banners; **Digital Marketing**: FCI subscriber special mailing, AIPH member & non-member special mailings x 2, web event page, postcard; **Press Releases:** issued and shared with network, articles for FCI website and magazine; **Social media:** activity; **Brochures**: sponsorship brochure; all promotional materials shared with CFA & sponsors.

Spring Meeting 2019

Website: pages created & updated; **Advertising:** AIPH website banners; **Digital Mailings**: FCI subscriber mailing, AIPH member & non-member mailing; **Press releases** issued & shared with network, articles for FCI website and magazine; **Digital marketing**: personalised discount offer campaign mailed to targeted contacts; **Social media:** activity; **video conferencing**; presentations on Youtube, website & AIPH members' digital mailings.

FCI Tours 2019

Branding: logo created; **Website:** pages created & updated; **Press releases**: issued and shared with network, articles for FCI website and magazine; **Advertising**: banners on FCI website, full page advert in FCI magazine, email banners; **Digital Marketing**: FCI subscriber special mailing; promotional materials shared with GreenTech RAI Amsterdam.

4. Communications Summary for Key AIPH Activities

Taichung World Flora Expo 2018

Forewords for event's opening and closing publications, **garden display panels**; **garden leaflet**; **press releases** on AIPH garden, **social media** activity, **website:** pages created & updated.

Expo 2019 Beijing

Video production for flower pavilion; **garden leaflet**; **garden display panels**; **press releases** on AIPH garden; **social media** activity; **website:** pages created & updated.

Trade shows

Agritech: **Exhibition stand** content & design, **copy** for event materials. Host City Beijing 19: **Copy** for event materials; **2pp article** on the value of Expos for the host city. Host City Glasgow 19: **Exhibition stand** content & design, **copy** for event materials. IPM ESSEN 2020 – tbc.

Sponsorship

Support development of sponsorship **packages**; write, design & print sponsorship **brochures**; **liaison** with sponsors on delivery of AIPH packages.

AIPH Publications

International Vision Project (IVP) Reports (1, 2 & 3)
Proof, design, print & promote via AIPH & FCI digital marketing, website, social media, advertising and PR channels and at AIPH events.

International Statistics Flowers and Plants Yearbook (2018 & 2019)
Proof & promote via AIPH & FCI digital marketing, website, social media, advertising and PR channels. Share with Union Fleurs.

AIPH 70th Anniversary Magazine
Plan, write, collate, design, edit & promote via AIPH & FCI digital marketing, website, social media, advertising channels and at AIPH events.

5. Internal Communications

Microsoft's Teams, a team & task management platform which is free and available to all AIPH staff members as Microsoft Office 365 account users, has been recommended and introduced by AIPH Communications to all team members. Following a six-week trial over May -June, the team have agreed to continue to use the platform. It has proved useful for: video conferencing, file sharing, task management, instant messaging, meeting records and remote working.

Microsoft Outlook calendar sharing is allowing team members to share their location, availability, holiday bookings etc.

Team Check-in: Team members have agreed to message the group on their safe arrival home from business travel.

6. Channels and Measures

Digital Marketing

Digital Newsletters (Mailchimp)

Member Mailing Statistics (subscribers: July 2018 = 147 | July 2019 = 166)

	2018		2019	
	Av. Opens	Av. Clicks	Av. Opens	Av. Clicks
Jan – Mar	48.5	4.3	64.5	12
Apr – June	48.4	2.8	65.5	18
July – Sept	66	15.8	64.5	12.5
Oct – Dec	66.3	16	-	-

Non -Member Mailing Statistics (subscribers: July 2018 = 435 | July 2019 = 756)

	2018		2019	
	Av. Opens	Av. Clicks	Av. Opens	Av. Clicks
Jan – Mar	117.5	9.5	177	24
Apr – June	103.75	5.5	208	43
July – Sept	42	9	219	51
Oct – Dec	161.7	25.7	-	-

Web Pages (Mailchimp)

71st AIPH Annual Congress & World Ornamental Horticulture Summit:
https://mailchi.mp/492d92b87b81/71aiphcongress_worldornamentalhorticulturesummit

Opens = 384 Clicks = 81 (at end of July)

You're Invited to Enter the IGOTY Awards 2020:
https://mailchi.mp/796cb0a1b711/enter2020

Opens = 32 Clicks = 11 (at end of July)

AIPH Website Analytics - Users

	2018	2019
Jan – Mar	5996	10,920
Apr – June	6016	10,698
July – Sept	6884	
Oct – Dec	12,233	

Social Media

Platforms & Followers

Twitter	952
Facebook	628
Linkedin	207

Youtube Videos & Viewers

IGOTY Awards 2019	134
How to enter IGOTY 2020	67
History of Expos	51
Sustainability Conference, April 19 presentations	210
70th AIPH Annual Congress, Sept 18, speaker interviews x 15	333
(of the above - Interview with AIPH President)	(102)
2018 Taichung World Flora Expo AIPH & COA Community Garden construction	403
AIPH Approved (A1) Expo 2021 Doha, Qatar official promo	677

Live Streaming - Sustainability Conference, April 19

am session 81 pm session 98

Advertising

AIPH benefits from advertising through its FCI magazine and website and free of charge and barter arrangements with organisations which include; AIPH members, AIPH & FCI partners, event & expo organisers e.g. HTA e-news, the Landscape Show UK, Host City, Green Tech.

PR & Media Coverage

AIPH press releases are issued to a global media network, published on the AIPH website news page, the FCI website and posted on AIPH & FCI social media accounts. 32 press releases have been issued between September 2018 – July 2019 equating to an average of 3 press releases per month. See Annex 2 for a list of AIPH press release titles.

AIPH gains regular media coverage in mostly digital publications including: Floraldaily, Perishable News, Planteria, Grower Talks, Flowers & Cents, Horticulture Connected, Floribusiness, Hortipoint Bloemisterij, HortiBiz, Greenhouse Grower, Gabot, Dega Gartenbau, bloemenkrant and prolandscape magazine.com.

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7. Limitations to Maximising AIPH Communications

Database management - an integrated system is not currently used across the AIPH team or between AIPH & FCI. It is hoped that with the development of a CRM system AIPH & FCI communication networks and audiences can be integrated, developed and managed more effectively through additional bolt-on software such as Zoho Campaigns.

The AIPH website was built in 2015 and will not have the capacity or functions ideally suited for the growing requirements of AIPH – particularly expos and Green City.

There is limited time to invest in **social media** activity. However, due to the profusion of social media channels, the AIPH audience is spread thinly across these making it inefficient to invest limited resources into these channels at this time. Effective social media strategy relies on a high frequency activity which requires concentrated content generation and a focus on building followers.

8. AIPH Communication Strategy

A communications audit was carried out in March 2019 to establish all AIPH & FCI communication channels that are currently used for AIPH & FCI activities.

Assessing and developing AIPH's communication network is the next major step in enhancing the effectiveness of AIPH communications. **A communication questionnaire** will be issued to key contacts as the first step in a process which aims to establish stronger communication connections, identify the most effective channels and materials and the

optimum time and frequency for communications. The goal is also to establish interactive communication links with AIPH's core target audiences.

Annex 2. AIPH Press Releases Titles Issued Between Sept 2018 – July 2019

1. Full Speaker Line-up Announced for AIPH International Green City Conference in Beijing
2. Vice President of World leading Nursery, Costa Farms Far East, to Deliver Speech on 'Making Business in China' at Summit in Beijing
3. World Ornamental Horticulture Summit to Address Intellectual Property in China, Business Expansion & the Chinese Consumer Market
4. 'Urban Greening for Clean and Healthy Cities' Announced as Title for This Year's AIPH International Green City Conference
5. AIPH Releases Speaker Line-up for World Ornamental Horticulture Summit 2019, Beijing 2019
6. Expo 2019 Beijing Celebrates National and Provincial Days
7. The AIPH International Grower of the Year Awards 2020 Opens for Entries
8. AIPH 'Rewilding Garden' Gives Visitors 'Green City' Experience at Expo 2019 Beijing
9. Nations Join Expo 2019 Beijing Opening Ceremony in Common Cause of 'Live Green Live Better'
10. AIPH Award Goes to the Netherlands at Closing of 2018 Taichung World Flora Expo
11. Key Industry Stakeholders Discuss Plastics in Ornamental Horticulture at AIPH Sustainability Conference, Noordwijk.
12. AIPH Sustainability Conference Gathers Retailers, Traders, Growers and Manufacturers to Address Use of Plastics in Ornamental Horticulture
13. FloraCulture International and AIPH Announce Tour or Netherlands' Ornamentals Nurseries and GreenTech 2019
14. AIPH Garden Promotes Green City Principles at Expo 2019 Beijing
15. AIPH Spring Meeting to Focus on Plastics and How to Create a Sustainable Supply Chain
16. GreenTech, Amsterdam Gains AIPH Approval for Second Year
17. Gediflora Wins AIPH International Grower of the Year 2019
18. AIPH Publishes First International Vision Report on Ornamental Horticulture
19. AIPH Welcomes UN Resolution Proclaiming 2020 the Year of Plant Health
20. Last Chance to Book Tickets for AIPH International Grower of the Year Awards 2019

September – December 2018

1. The 'Best of the Best' to be Revealed at the International Grower of the Year Awards
2. Finalists Announced for AIPH International Grower of the Year (IGOTY) 2019 Awards
3. AIPH Approves Expo 2012 Doha (Qatar)
4. AIPH Publishes Special 70th Anniversary Magazine
5. AIPH President Addresses Thousands at 2018 Taichung World Flora Opening Spectacular
6. IGOTY 2019 Early-bird Tickets Now Available
7. AIPH Community Garden Opens at 2018 Taichung World Flora Expo
8. AIPH & Union Fleurs Publish 2018 Edition of International Statistics – Flowers and Plants Yearbook

9. AIPH International Expo Conference Shares Knowledge on Organising Successful Horticultural Expos
10. The Challenge of Greening Old Cities is Addressed at AIPH International Green City Conference, Italy
11. 70 Years of AIPH Celebrated at Flormart
12. Green City Promoted Through AIPH/COA 'Community Garden' at Taichung World Flora Expo 2018

Green City Report

Summary
The appointment of a secretariat, including a Senior International Relations Manager, a Communications Manager, and a Technical Advisor, all tasked with furthering the Green City initiative, has enabled the programme to make some good progress. This report outlines successful activities to date and offers some insights into future opportunities.

Section 1 - Green City Conferences

1.1 Beijing 2019

Expo Beijing 2019 opened on April 29th 2019, and runs until 7th October 2019. The AIPH International Green City conference runs alongside Expo Beijing 2019, and will be held on 11th September at the Club Med Joyview in Beijing. The theme of the conference was chosen to focus on the role of plants in reducing pollution and contributing to urban air quality. This is a topic very pertinent to China, and specifically Beijing, with 22 million residents and a history of air pollution.

The speaker lineup for the conference was selected to present recent findings and opinions and the practical implementation of these in urban landscapes. China Flower Association selected key speakers from China, and AIPH selected practitioners and academics with global experience. CFA contributed funding to the cost of airfares and hotel accommodation for three AIPH invited speakers. CFA has organised translation for the duration of the full programme.

The full programme is listed on the website http://aiph.org/aiph-events/71st-annual-congress-beijing/. It is hoped that the conference will be filmed.

1.2 Other AIPH Green City Conferences

Discussions continue with Qatar regarding potential hosting of an AIPH Green City conference in the next few years.

Section 2 – AIPH Gardens

2.1 AIPH Community Garden – 2018 Taichung World Flora Expo

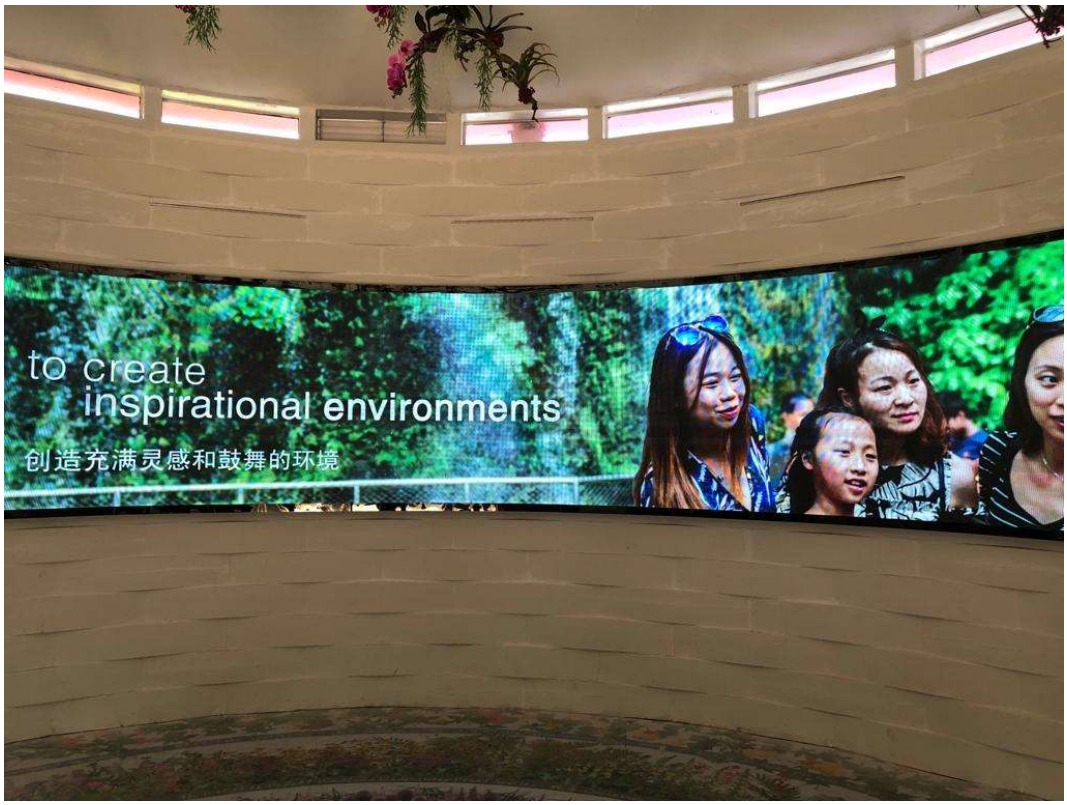
Taichung World Flora Expo closed on 24th April, 2019. At the closing ceremony, AIPH presented a special honorary award to the City of Almere for the application of Green City principles in its garden and pavilion, and for its inclusion of novel urban food production and greening.

Taichung World Flora Expo attracted over 7 million visitors, showcasing the power of plants to present the theme of the inter-relationships between Green, Nature and People.

Also delivering key Green City messages was the AIPH/COA Community Garden. Further information and a video showing the construction of the garden can be viewed at http://aiph.org/aiph_event/taichungchinese-tapei-201819-a2b1/. The brochure explaining the garden can be viewed in the annex.

2.2 AIPH Re-Wilding Garden – Expo 2019 Beijing
The AIPH garden, designed by Grant Associates, has four main themes: An Urban Healing Forest Garden; a Rain Garden; a Pollination Meadow; and a Flower Pavilion. Through these themes, visitors to the garden are shown how intelligent use of plants can improve and enhance the lives of citizens and reintroduce and support urban nature.
http://aiph.org/aiph_new/aiph-gardenpromotes-green-city-principles-at-expo-2019-beijing/.

The garden has changed as the seasons have changed, with cleverly selected planting providing constant interest to visitors. Reports from volunteers helping in the garden strongly suggest that AIPH Re-wilding garden was used for a break from the intensity and crowds of the other numerous spaces within the expo. Compared to some of the other international gardens people tend to stay longer and sit in the garden, whereas the other gardens are more about passing through.
The garden will remain on site in Beijing after the Expo, as a permanent display of Green City principles.



Section 3 – Projects

3.1 Partner Organisations

Green Cities Consultancy (Hanim Dur and Pinar Acar) delivered a document analysing the top world green city and sustainability organisations, presenting their alignment with AIPH vision and initiatives, and individual features and strengths. AIPH is following up on many of the recommendations to establish mutually beneficial partnerships.

3.2 World Green City Organisation

Currently there exist many international organisations to which cities can be members. Some of these have an interest in city greening and the use of the landscape but there are none for which this is the focus.
There is a need for an international organisation to be formed, to which cities themselves can become members, to provide a platform for the sharing of best practice and promotion of Green City principles.
AIPH continues to investigate the possibility of forming a 'World Green City Organisation' (exact name still under consideration), which focuses on effective use of plants in city landscapes to address modern challenges relating to environmental, health, economic, and social issues.

The initial proposal that AIPH made to Expo 2021 Doha to consider funding a feasibility study into the concept is still under discussion. AIPH Technical Advisor, Audrey Gerber, is preparing a preliminary summary that expands on the outline of the feasibility study. This covers:

- Terms of reference for such an organisation
- Ways of working, based on a review of equivalent organisations in other sectors
- Development of costings and business plan for the organisation, including membership fees
- Draft strategic plan for the organisation; laying out potential goals, milestones and ambitions
- Identify first tranche of cities that may be interested to join
- Identify potential international partners; these could be organisations like UN, NGOs or commercial organisations
- Requirements for ongoing management of such an organisation and lasting benefits to a host city.

Part of the concept document in preparation will be to consider how the AIPH would best be positioned to support or guide the organisation.

3.3 Green City Awards and Guide

<u>Awards</u>
AIPH continues to progress the idea of creating a World Green City award. This would be similar to other initiatives that recognise cities the lead global thinking and practice in sustainable and innovative solutions to current challenges, but would focus on the ability of plants to provide solutions. AIPH continues discussions with Expo 2021 Doha regarding this.

The focus and intention of the awards is outlined below, as presented in a previous Green City report.

AIPH would develop criteria (much of this has been developed already) and launch the award to cities worldwide. We would seek to partner with an existing city organisation to achieve this (e.g. UN Habitat, C40, ICLEI, etc). Cities would be invited to enter and the

winners would be announced at an AIPH-approved Expo. Winners could also be invited to showcase their greening projects.

The Green City Award is essentially an international competition that cities can enter to:

- Gain recognition for the greening they have done and the benefits of this;
- Promote their city at an international level;
- Inspire other cities to become greener;
- Stimulate economic development;
- Improve the health of citizens;
- Increase job opportunities;
- Stimulate stronger regulation requiring greening

It is proposed that Green City Award be open to all city governments and relevant organisations around the world, or local consortiums where city government plays a key role.

Website and Green City Guide

The main source of information on the Award would be a dedicated website, which will also be home to the Green City Guide.
It is proposed that the Green City Guide be turned into primarily a web-based resource, structured around the key topics covered by the Award. This would include a library of case studies, building upon case studies already found in the Green City Guide, as well as winning entries to the award.
A 20-page paper version of the guide providing an executive summary of the best-practice and principles advocated could offer a valuable and cost-effective addition to this online resource.

Section 4 – Resources

4.1 Secretariat

Technical Advisor, Audrey Gerber, and Senior International Relations Manager, Treve Evans, prepared an updated Green City strategy, which builds on ideas and aspirations for the AIPH Green City initiative. As discussions progress with partners and funding sources, the capacity of AIPH to deliver these initiatives in part or in entirety will become clearer.
AIPH Green City programme continues to be supported by Bill Hardy and Karen Tambayong.

Section 5 – Other events and activities

5.1 The Nature of Cities (TNOC) conference, Paris, June 2019.

Audrey Gerber attended the TNOC conference in Paris in June 2019. The Nature of Cities (TNOC) Summit, held in Paris from 4-7 June 2019, brought together a unique diversity of thought leaders and practitioners to catalyse a cross-disciplinary movement for collaborative green cities. The Summit convened diverse voices and actors, designing interactive sessions to build new connections and propel change—both on an individual and organizational level. Participants ranged from artists, writers, and activists to people working in academia, urban planning, policy, and practice. There were 371 attendees from 168 cities and 52 countries, and the metrics gathered about participants suggest great diversity.
Audrey Gerber attended the conference to find out about current Green City thinking amongst practitioners, and to establish contacts with potentially influential colleagues. Although the theme of the conference was about nature, the horticultural industry was disappointingly under-represented. The summit programme involved many interactive sessions where debate and exchange of ideas across disciplines was nurtured. A press release was sent out, and Audrey Gerber wrote a report about the conference in

FloraCulture International magazine. https://www.floraculture.eu/minds/urban-greening-worldwide-inspired-by-tnoc-summit-in-paris/

5.2 FloraCulture International magazine as a voice for AIPH Green City initiative.
FCI magazine has relaunched the Green City Post which reports on global Green City activities and developments. Using the title and hashtag “Green City Post”, detailed reviews and a shorter column style feature will be prepared for most issues. Audrey Gerber liaises with FCI editor Ron van der Ploeg to decide on a topic and format for publication.
To date the FCI Green City Post has featured Melbourne as a Green City case study, reported on TNOC summit, and reviewed the status of London as a National Park City.
The hashtag #Greencitypost is also used on Instagram posts.

Ornamentals Production Committee Report:

April - August 2019

Report on Plant Health, Invasive Plants and CITES

Author: George Franke

A. Plant Health

1. EU regulations

As the deadline of 14th December 2019 draws nearer, the European Commission is still working hard on implementing delegated acts as part of the new plant health regulation. The Commission has published a draft list of 166 quarantine pests, the introduction of which must be prevented, or, if already, present in the Union, must be contained.
Of this list 19 pests are classified as priority pests. Their potential economic, environmental or social impact is the most severe in respect of the Union territory, which means that extra measures must be taken to prevent introduction and/or spreading in the EU. For these pests, member states must make contingency plans, undertake simulation exercises, and define action plans for eradication.
Examples of importance for ornamentals are *Xylella fastidiosa, Thaumatotibia leucotreta* (False Codling Moth, e.g. in roses, Citrus), *Anoplophora chinensis* and *Anoplophora glabripennis* (Citrus and Asian longhorn beetles, e.g. in trees).

The Commission is working on several others lists, among which the list of plants whose introduction into the Union from certain third countries is prohibited. Other lists include: a list of plants and the corresponding special requirements for their introduction into or movement within the Union territory; a list of plants, plant products and other objects subject to phytosanitary certificates for their introduction into the Union territory; and a list for which such certificates are not required. All these lists will be open for public internet consultation "Have your say" (https://ec.europa.eu/info/law/better-regulation/have-your-say_en), and will be notified to WTO.

In addition to the Plant Health Regulation (2016/2031) the Official Control Regulation (2013/265) will also come into force on 14th December 2019. This regulation contains all details and requirements for import inspections, sample size, border control posts, other inspection facilities, transit, documents, certificates, fees and charges etc. For some countries with extensive import and existing information systems, the requirement to put information into the EU electronic database IMSOC/TRACES is still a concern. It is doubtful that the database and the electronic connections to it will be ready by 14th December 2019.

On 1st June 2019, AIPH was invited to give a presentation to a convention in Bari, Italy, which was organised by AIPH member ANVE. The aim of the convention was to discuss the new EU Plant Health Regulation 2016/2013. At the Convention, Dr Audrey Gerber, Technical Advisor for AIPH, presented the following statement on behalf of the association's Ornamentals Production Committee:
http://aiph.org/aiph_new/aiph-participates-in-regulation-eu-2016-2031-convention-in-bari-southern-italy-on-saturday-1st-june-2019/

A report on the convention, from the AIPH perspective, was published in FloraCulture International. https://www.floraculture.eu/minds/anve-leads-the-italian-industry-to-adopt-new-eu-plant-health-regulations/

2. *Xylella fastidiosa* in Europe

Since the last report in April 2019, no new outbreaks have been noted in Europe. In Israel, the first finding was recently reported. In countries where Xylella has already been notified (Italy, Spain, France and Portugal), the authorities are doing their utmost to eradicate or contain the outbreaks. The list of host plants is still expanding https://ec.europa.eu/-plants_update12.pdf

The European Commission has posted a video about Xylella on its website. https://audiovisual.ec.europa.eu/en/video/I-166591

3. International year of plant health

In the report of April 2019, the International Year of Plant Health (IYPH) was mentioned. The year is expected to increase awareness among the public and policy makers of the importance of healthy plants, and the necessity to protect them in order to achieve the Sustainable Development Goals.
The International Plant Health Conference "Protecting Plant Health in a changing world", hosted by the government of Finland, will take place from 5th to 8th October 2020 in Helsinki as one of the key IYPH global events.
As a joint IPPC-CBD event on IYPH the 15th meeting of the Conference of the Parties to the Convention on Biological Diversity (COP15) is planned to take place in November 2020 in Kunming, China.

The calendar of IYPH events, which will be continually updated, is available at: https://www.ippc.int/en/iyph/chronology/list/2/

The IPPC Secretariat serves as the lead agency to spearhead activities. www.fao.org/plant-health-2020

4. IPPC - International Standards on Phytosanitary Measures (ISPMs)

Similar to previous years, the secretariat of the International Plant Protection Convention (IPPC) started a member consultation on draft ISPMs on 1st July 2019. The consultation will close on 30th September 2019.
Most consultations refer to the international standard “Phytosanitary treatments for regulated pests” (ISPM 28) and are related to fruit flies and fruit moths.
There is one consultation for the plant parasitic weed *Striga* (witch weed), that is much feared in crop land where infestations can build up to ruinous levels, especially with repeated growing of susceptible cereal crops. For this reason, it is included in almost all lists of noxious, prohibited plant species. *Striga* spp. are present in Asia, Africa and Australia.

The following drafts have been published for a second member consultation, and were part of a first consultation in 2018:

1. Draft 2018 Amendments to ISPM 5: Glossary of phytosanitary terms
2. Draft Revision of ISPM 8: Determination of pest status in an area
3. Draft ISPM: Authorisation of entities to perform phytosanitary actions
4. Draft ISPM: Requirements for the use of modified atmosphere treatments as phytosanitary measures

Website: ippc/member-consultation-draft-ispms/

B. Invasive alien plants

EU regulation on invasive alien species
In addition to previous extensions of the list of invasive plants (and animals) for which it is prohibited to grow, trade, sell, store or hold, the European Commission decided to include another 13 species. *Ailanthus altissima* (Tree of heaven), *Salvinia molesta* (Salvinia moss) and *Cortaderia jubata* (Purple pampas grass) fall under this update (https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32019R1262&from=EN). During the online consultation, organisations made objections against these species being added to the list, because they are commercially traded. The Commission ignored the objections.

EU Website IAShttps://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32019R1262&from=EN: http://ec.europa.eu/environment/nature/invasivealien/index_en.htm

C. CITES

The World Wildlife Conference - CITES CoP18 (Conference of Parties) will be held in Geneva, Switzerland from 17th to 28th August 2019. Originally it was scheduled to be held in Sri Lanka from 23rd May to 3rd June.
There are proposals for 13 species/genera, mainly tropical trees.
https://cites.org/eng/cop/18/prop/index.php

Report Sparring Partner Group Novelty Protection

Author: M. Buma, Secretary/Advisor Sparring Partner Group (SPG) Novelty Protection and IP

General:

The developments of New Breeding Techniques (NBT) and the different approaches between the continents of its applications were a hot issue during the last half year. The fact that the European Court decided that NBTs must be treated as Genetically Modified Organisms (GMO) not only means a real setback for EU agri- and horticultural sector, but also that the sector worldwide is burdened by the consequences of this decision. It not only affects the EU and the breeders, but all import, export, production and trade flows as well.

The annual CRISPRcon event, organised in 2019 in Wageningen (NL), gave a big boost to knowledge and relevance of NBTs, with all aspects of gene editing being discussed between relevant stakeholders from 5 continents representing science, industry, and policy (GOs and NGOs). Also involved in active exchange of ideas, possibilities, applications, ethics and acceptance (yes or no) of NBTs were students, journalists and representatives of societal associations.

Actions:

The **activities** of the SPG are recorded below with the date on which the action took place and the subject. For those who want to know more details about each subject, please read the specific information per issue in **the following notes**.

2nd April 2019

The SPG met in Noordwijk (NL) at the AIPH Spring meeting for an update which was presented by the SPG secretary.

16th April 2019

The SPG received an update about: 1) **PBR developments in China** (see note 1) and about 2) the discussion on **'no patents on plants obtained via classical breeding'**.

2). On 8th April , a debate took place within the European Parliament's Agriculture Committee on patents on plants via classical breeding. The European Patent Office (EPO) was also present to explain the legal uncertainty that has arisen since the Technical Chamber of the EPO revoked (5th December 2018) the EPO's earlier decision on 'no patents on classical breeding'. Read more in note 1.

9th May 2019

PBR update on 2 points was received by the SPG:

1. **New Breeding Techniques in Australia** and in EU: The Australian government has formulated a draft bill on whether gene editing (NBTs) should be regulated under the legislation of Genetic Modification. The draft bill proposes that cutting of DNA is not considered to be genetic modification (SDN-1), but that the application of other mutations, such as the exchange of single base pairs (SDN-2 or oligos), will be covered by the GMO regulation.
2. Open **letter of 22 European business Organisations** asking the EU for pro-innovation rules for Plant Breeding. In this letter (dated 23rd April 2019) the 22 organisations jointly call upon member states and the EU Commission to initiate a legislative change that provides innovation friendly rules for NBT-products that foster public confidence and trust.

Read more in note 2.

24th June 2019

The SPG was informed about the activities of the CRISPRcon event: **Conversations on Science, Society & the Future of Gene Editing,** held on 20th and 21st June in Wageningen (NL). This event brought together diverse voices to discuss the future of CRISPR and related gene editing technologies across applications in agriculture, health, conservation and more. See note 3.

26th June 2019

The ISF Press release 'Sustainability high on the agenda at the ISF World Seed Congress 2019' was sent to the SPG. In summary:

In the perspective of the UN 17 Sustainability Goals, the importance of science and innovation to develop more resilient varieties, reduce impact of agriculture (and horticulture) on the environment and achieve the required level of crop production to meet global demand, needs no arguments. It indicates again that this requires consistency and alignment on a global level regarding policies governing New Breeding Techniques.

10th July 2019

'Biodiversity: small steps are not enough', is the conclusion of the first Global Assessment by the Intergovernmental Science Policy Platform on Biodiversity and Ecosystem Services (IPBES).

The SPG was updated in the dossier: AIPH's and CIOPORA's joint lobby kept commercial varieties out of scope of the EU Regulation. However, AIPH and CIOPORA must wait for the definitive written formulation by the EU, before they know this result is 100% sure. On Monday 14th October 2019 a meeting of Nagoya Access and Benefit Sharing Consultation Forum will take place in Brussels. After that AIPH and CIOPORA hope to learn more about the written formulation.

The SPG was also informed about the conclusion of the first Global Assessment by the Intergovernmental Science Policy Platform on Biodiversity and Ecosystem Services (IPBES),

which was presented in Paris in early May. Biodiversity is declining faster than ever before in human history. The SPG received the article '**Biodiversity: small steps are not enough'** containing more information about the outcomes of IPBES, and the IPBES Report itself. See note 4.

1st August 2019

The SPG received a short resume of the content of the CRISPRcon discussions (Wageningen 20th -21st June 2019). Read more in note 5.

List of notes:

Note 1:

1) **China:**
   At the end of March 2019 a draft law was published in China which proposed a number of important improvements over the current Chinese PBR law. For example, there will be
   a. protection for all crops,
   b. an extension of the type of operations with the protected material,
   c. an extension to the harvested product,
   d. an EDV provision and an FSS (farm saved seeds) provision (without compensation)*.

The general reaction to this is very positive. There are, however, a number of points for attention. For example, in the case of distinguishability, a difference of at least two characteristics is required instead of 1; the interpretation of novelty is different from within UPOV and this opens up the possibility for breeders to supply DUS results themselves without official research.

A consultation period is now open for all relevant stakeholders from China and abroad, to give comments on the draft law. It is expected that it will take at least 2 to 3 years before the new law is adopted. Meanwhile the list of protected crops will be extended. For example, on 1st April 2019, *Alstroemeria* and *Pelargonium* were added to the list of protected ornamentals.

(*farm saved seed (FSS) regulation concerns agricultural products, not ornamentals).

2) **'no patents on plants obtained via classical breeding'**
   On 8th April 2019, a debate took place within the European Parliament's Agriculture Committee on patents on plants via classical breeding. The European Patent Office (EPO) was present to explain the legal uncertainty that has arisen since the Technical Chamber of the EPO revoked (5th December 2018) EPO's earlier decision for no patents on classical breeding. Since EPO took the decision (1st July 2017) to no longer grant such patents, as laid down in the EU Implementing Rule 28 (2), the situation became unclear. It would have been logical for the Technical Chamber to have referred this matter directly to EPO's Grand Chamber of Appeal in order to obtain clarity at the highest level on the status of the implementation rule and on the European Commission interpretative statement of 8th November 2016. This interpretative statement clearly shows that it has never been the

intention of the European Biotech Directive 98/44 to make the patentability of natural characteristics possible.
During the debate it was stated that the president of the EPO had asked its Grand Chamber of Appeal for an explanation and that in the meantime all patent applications are suspended. The European Parliament clearly stated that a legally sound solution must be found as quick as possible in the interest of breeders, farmers and growers.
The members of EU-Parliament emphasized that they are confident that the referral to the Grand Chamber of Appeal is the quickest way to get the ban 'no patents on classical breeding' confirmed. Nevertheless, they indicated that they were not completely reassured that the Grand Chamber of Appeal will decide for the positive. In that case, other options, such as adaptation of the European Patent Convention or the European Biotech Directive, should also be considered.

Conclusion for the moment: It is important to note that the European Commission, the European Council and the European Parliament, and also the EPO itself, have a strong will to maintain the exclusion of the concerned patents. But this must be done in such a way that it maintains its legal status.

Note 2:
Australia legislation on New Breeding Techniques (NBTs, such as CRISPR-cas).
The Australian government has formulated a draft bill on whether gene editing (NBTs) should be regulated under the legislation of Genetic Modification. The proposal is that cutting of DNA is not considered to be genetic modification (SDN-1), but that the application of other mutations, such as the exchange of single base pairs (SDN-2 or oligos), will be covered by the GMO regulation.
This draft bill comes after a previously formulated Australian policy, in which it was expected that SDN-2 would also fall under the exception, which however was withdrawn following the EU Court of Justice ruling in July 2018. The new draft bill has yet to be discussed in the Parliament of Australia.
FYI: the intention of the NL government within the EU is to reach a broader exemption from NBTs than currently proposed by Australia.

Open letter of 22 European business Organizations asking the EU for pro-innovation rules for Plant Breeding (see attachment)

In an open letter (dated 23rd April 2019) 22 European business organizations, jointly call upon members states and the EU Commission to initiate a legislative change that provides innovation friendly rules for NBT-products that foster public confidence and trust. This would unlock great potential for high performing, innovative and diversified EU bio-based solutions in sectors such as plant- and animal breeding, agriculture, food, healthcare and energy, thereby contributing to EU's resilience to climate change, and also benefit consumers, patients and the environment.

The 22 signatories reiterated their concern about the EU Court of Justice Ruling (25th July 2018) by which NBT products are regulated under the provisions of the EU GMO-Directive (2001/18). They are in full agreement with scientists, stakeholders and EU trade-partners that it has become urgent for the EU to adapt this legislation to reflect and welcome technical progress and align it with legislation in other parts of the world. They therefore call upon the EU commission to adopt a regulatory approach that ensures pro-innovation rules. The 22 signatories consider that products from NBTs should not be subject to the EU GMO-

Directive requirements and related regulations if they could also have been obtained through conventional methods or results from spontaneous processes in nature.

Union Fleur is one of the signatories.

Note 3:
Conversations on Science, Society & the Future of Gene Editing

One thing which became clear at this conference: we all will be touched in our daily lives by the enormous impact of NBTs, because of the broad fields of society which will be influenced by NBTs.

One of the biggest questions is how we as society will manage to use them in the right way?

Note 4:
Approximately 150 experts were involved in the **IPBES biodiversity report**. Mrs. Esther Turnhout, Professor of the Politics of Environmental Knowledge at Wageningen University, was one of the authors of the chapter on policy options that could lead to a better future. Despite the position that the outcome of commercial varieties will be out of the scope of the Nagoya protocol, AIPH has to be aware of the latest developments on the worldwide challenges to maintain biodiversity. For that reason an article was sent to the SPG, published June 2019 in Resource, the Wageningen University Magazine, with the title: 'Small steps are not enough, the alarming findings in the IPBES biodiversity report' http://edepot.wur.nl/495103.

Note 5:
Content of the CRISPRcon discussions: One point that is of specific interest to our industry is the call for a "database" collecting all genome editing projects and products to create global transparency on what kind of organisms (plants) have been created in science and industry. This aspect was specifically addressed by Mrs. Louise Fresco, the president of Wageningen University.
In addition, the EU Health Commissioner, Mr. Vytenis Andriukaitis, made a strong case for innovation, including targeted mutagenesis, and he highlighted the potential of Crispr for applications in different scientific areas, and presented examples of such applications. He asked for an open dialogue without bias, and with respect to all opinions. He addressed the European Court of Justice ruling and the challenges for Crispr implementation into European regulations. He mentioned that the current Commission will not work on any legislative change during its term and he referred to his successor.
In many discussions and moods it emerged that the main argument against technology was not as much about safety, but about dominance of large companies. The patent discussion in particular was frequently part of the debate. The benefits of Crispr, both in plant breeding applications and the medical sector, were also well covered. Of course, no hard conclusions could be drawn, but the benefit of this conference is that it certainly contributes to the very necessary social discussions about the use of NBTs/Crispr.

Exhibitions Report: April to August 2019

Summary

Since the Meeting in Noordwijk there has been the Closing of the 2018 Taichung World Flora Expo and the Opening of Expo 2019 Beijing, both attended by AIPH delegations with exposure to millions. The opening of Expo 2019 Beijing was in the presence of President Xi Jinping and a number of world leaders. A site inspection was carried out in Yokohama (Japan) in anticipation of their formal application to host an A1 World Horticultural Expo in 2027. Other AIPH-approved events that have taken place in this period include Floralies Internationales Nantes (France) and Greentech (Netherlands). Work has been underway in revising the Regulations for International Horticultural Exhibitions.

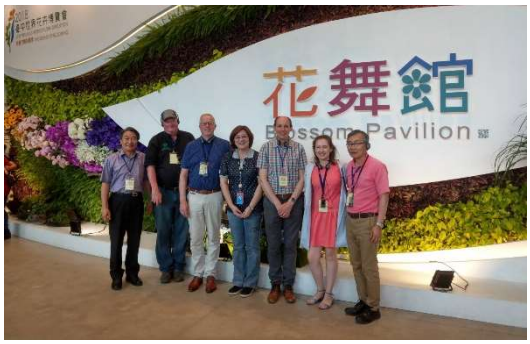
Section 1 – Exhibitions

1.1 Taichung - Taichung World Flora Exposition 2018/19 (A2/B1)

This expo attracted 7.2 million visitors between November 2018 and April 2019 and was deemed a successful event, receiving high levels of media promotion in the region. The Closing Ceremony took place on 24 April and included speeches from AIPH President, Bernard Oosterom and the new and former mayors of the city. The Mayor changed in December, shortly after the start of the Expo.

The AIPH Prize was won by the Netherlands for its promotion of Green City principles. See http://aiph.org/aiph_new/aiph-award-goes-to-the-netherlands-at-closing-of-2018-taichung-world-flora-expo/.

The AIPH/COA garden, designed by Nilufer Danis, was very popular with visitors and achieved its objectives. Further photos of the garden and a video of its construction can be viewed at http://aiph.org/aiph_event/taichung-chinese-tapei-201819-a2b1/.



Bernard Oosterom, Tim Briercliffe, Kevin Chung, Shinya Wada and Bill Hardy were members of the International Honorary Jury which had its second round on 23 April.

At the point of writing this report we are still waiting for final confirmation of the gate fee income to AIPH. The Final Report is available with the General Meeting annexes.

1.2 International Horticultural Exposition Beijing China 2019 (A1)

Expo 2019 Beijing opened with a grand opening ceremony on 28 April in the presence of President Xi Jinping who gave a significant speech on plans for ecological development in China and the role of the Expo in promoting this message. There were also around eight other heads of state present from countries involved in the Belt and Road initiatiative. Other speeches were given by Bernard Oosterom and Vicente Loscertales (BIE). See http://aiph.org/aiph_new/11247/ for details, photos and video.

The Opening Ceremony included music and performances from around the world with an emphasis on the 'live green live better' theme.

The International Honorary Jury has performed two rounds so far with jury members including Bernard Oosterom, Tim Briercliffe, Tim Edwards, Kevin Chung, Osman Bagdatlioglu, Qixiang Zhang and Katarzyna Radiz.

The AIPH Garden had a formal opening on 29 April. See http://aiph.org/aiph_new/aiph-rewilding-garden-gives-visitors-green-city-experience-at-expo-2019-beijing/.

The garden was designed by Peter Chmiel and Chin Chen from Grant Associates and was sponsored by Expo 2024 Horticultural Lodz and PERA Event. The concept of the garden is 're-wilding' to demonstrate how the landscape can be used for functional purposes within the city.

Tim Briercliffe gave a speech, alongside Chinese Vice Premier Hu Chunhua, during the China Pavilion National Day on 6 June. On the same day speaking at the Zhejiang provincial day.

In the early weeks visitor numbers were strong but these dropped off in June. Organisers were developing strategies to increase numbers from the summer onwards. One of the key challenges for visitors is how to access the site as the journey from Beijing centre is quite long.

The Expo will close on 7 October and the Closing Ceremony will tale place on 9 October. AIPH members will be able to visit the Expo on 10 September, during the AIPH 71st Annual Congress.

1.3 International Horticultural Exhibition Yangzhou China 2021 (B)

AIPH will carry out an inspection visit in October 2019 to review progress.

1.4 Expo Hatay 2021 – Turkey (B)

Following elections on 31 March 2019 the previous mayor, Lutfu Savas, was re-elected. AIPH is concerned about progress in the preparation of this Expo and an inspection will be carried out by Sven Stimac and Treve Evans in late August 2019. A report will be prepared for members to discuss.

1.5 Expo 2021 Doha Qatar (A1)

AIPH members approved a change in location for the Expo during the Spring Meeting in Noordwijk. The expo is now being planned for Al Bidda Park in central Doha. This means that much of the infrastructure required is already in place so the organisers can focus on

other aspects of the Expo. Qatar will launch international invitations in August 2019 and will make use of its pavilion at Expo 2019 Beijing for this purpose.

Bernard Oosterom, Osman Bagdatlioglu and Tim Briercliffe visited the new location on 19 March.

Qatar provided a stand for AIPH to exhibit at their annual Agriteq trade show in Doha in March. AIPH is in discussion with Qatar about collaborative projects in support of the Expo.

1.6 Floriade Amsterdam Almere – Netherlands 2022 (A1)

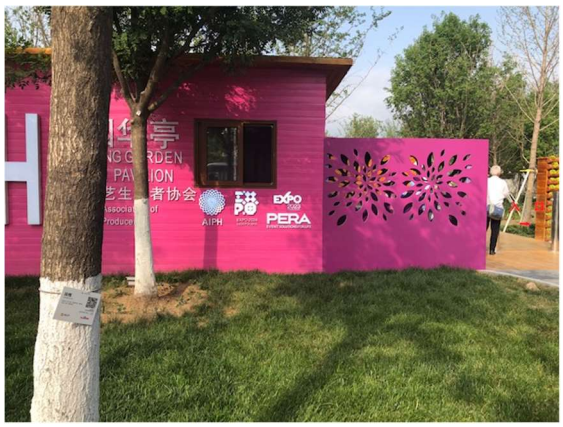
The Floriade team have been active in securing international participation in the Expo and on developing the Expo site.

1.7 Australis 2020 – Sydney, Australia (B – Provisional)

Australis has continued to have supportive meetings with the Australian Government and are continuing discussions for funding.

1.8 Kahramanmaras 2023 (B) - Turkey

This Expo has been actively promoting itself during Expo 2019 Beijing by using the sponsorship of PERA Event for the garden. They have a staff member permanently based on the garden. They are also selling Kahramanmaras ice cream from the garden.



1.9 Expo Łódź 2024 (A1) – Poland

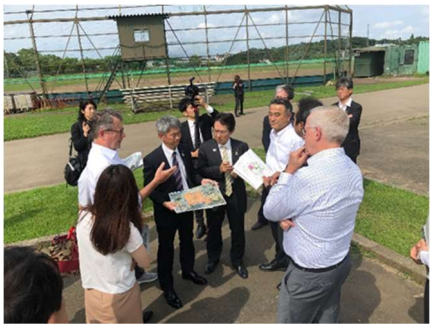
The organisers have been active in promoting their Expo locally and internationally. They have a display in the AIPH Garden in Beijing Expo to promote their event.

PwC have been working on a study to enable them to implement the next phase of the Expo and commence further planning and construction. This has included consultation with citizens. Tim Briercliffe and Treve Evans met with the organisers in Warsaw on 22 July.

1.10 Yokohama 2027 (A1) – Japan – Application

The City of Yokohama is making a formal application to host an A1 Expo in 2027. This will be considered by members during the General Meeting on 9 September. A site inspection was conducted by Bernard Oosterom, Tim Briercliffe, Tim Edwards, Kevin Chung and Takuhiro Yamada on 18-19 July. Shinya Wada and Tetsu Nomura from JLCA were also present. See the separate site inspection report for further details.

The visit was hosted by the Mayor and Vice Mayor of Yokohama. In addition to visiting the proposed site the inspection team also visited Sankeien Gardens and Sakata Seed Corporation.



1.11 Other potential B Category Expos

AIPH has been in discussion with Thailand regarding a potential application for 2026 and Suncheon (South Korea) regarding a potential application for 2023. Both will present their interest during the AIPH Expo Conference on 9 September in Beijing.

T Briercliffe, K Tambayong and E Terekhova met with Mayor Park from Sinan in Korea on 1 May regarding the potential for an Expo in that region.

1.12 Floralies Internationales Nantes 2019 (C) – France

This C category Expo took place from 8-19 May 2019. B Oosterom and T Briercliffe participated in the International Jury and B Oosterom presented the awards prior to the opening. The organisers gained new countries as a result of AIPH approval and were pleased with the relationship with AIPH.

1.13 Other potential C category Expos

AIPH is in discussion with the International Orchid Show in Tainan (Chinese Taipei). T Briercliffe, K Tambayong and E Terekhova also attended the Goyang show in Korea in May 2019 and they are considering making an application.

T Briercliffe gave a presentation to the Council of Asian Flower Exhibitions (CAFÉ) on AIPH and made contacts with exhibition organisers in Nepal, Malaysia, Pakistan, Chinese Taipei, Thailand and Dubai.

T Briercliffe also met with representatives of Floralien, the Belgian Floralies. They intend to become an Affiliate Member and then potentially seek AIPH approval for their next edition (after the one coming up).

1.14 Greentech 2019 (D) – Netherlands

Greentech took place on 11-13 June 2019 at the RAI in Amsterdam. This year AIPH provided additional support with advertising in FloraCulture International. The show was a success for the organisers as this was the first time in its annual format which looks set to continue. AIPH are in discussion regarding approval for 2020.

1.15 Flormart 2019 (D) – Italy

Flormart will take place on 26-28 September 2019 in Padova with continued AIPH approval. T Briercliffe will attend to give a presentation on the request of the organiser.

1.16 Other potential D Category trade shows

IPM Essen (Germany) will be making an application for D category approval. Discussions are continuing with other shows including MyPlant and Garden (Milan, Italy), Green is Life (Poland) and Proflora (Colombia).

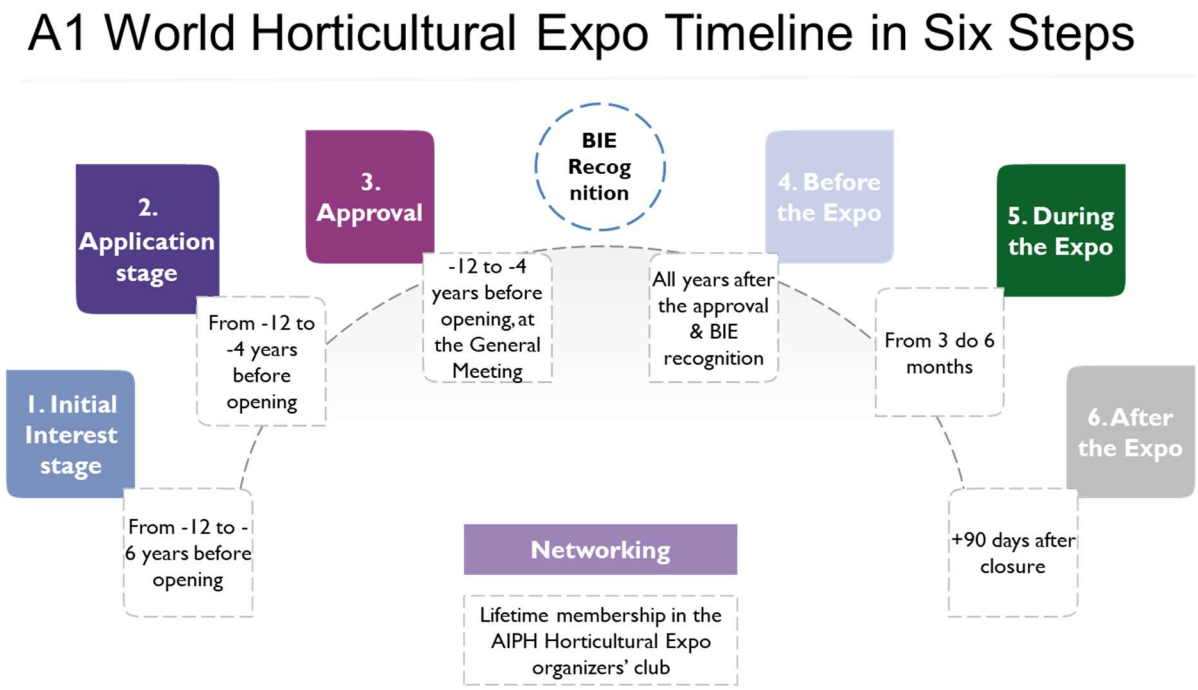
Section 2 – Strengthening the value in AIPH exhibition approval

2.1 AIPH Expo Conferences

The next AIPH Expo Conference will be held in Beijing on 9 September 2019. Due to time constraints this will only include presentations from expos in preparation.

2.3 Expo Support Programme

AIPH is now in a position to increase the support provided to Expos from initial interest stage through to approval and implementation. E Terekhova has outlined the steps involved in an A1 Expo (see below). AIPH will seek to enhance information provision and advice in each of these stages in a programme to be developed through 2020.



AIPH is in discussion with MI Associates (https://www.mi.com.au/) with regard to undertaking an 'event asset valuation'. This should create an independently-generated evidence-base that will allow AIPH to demonstrate the value of A1 and B Expos to cities and other stakeholders. This could be used to generate more interest in hosting Expos, provide a tool for AIPH members wanting to persuade cities in their own countries, and increase the perceived value of the events.

This would be done through a combination of research, economic modelling, and strategic input. The consultants propose to employ the direct expenditure methodology to calculate the projected event economic impact using metrics like attendance, event expenditure, visitors, valuation and visitor spend to make projections. The proposal will be considered by the Board.

Section 3 – Other organisations and partners

3.1 BIE

Elena Terekhova attended the BIE General Assembly in Paris on 28 May. An update was given by Beijing, Floriade Almere and Expo 2021 Doha Qatar. Elena also met with a representative from the US State Department regarding potential US interest in horticultural expos following their failure to secure a BIE-approved Expo.

3.2 Other Organisations

T Evans has had discussions with the following organisations for developing AIPH Expo activity:

- Association of Global Event Suppliers (AGES) – www.ages.international
- The Global Association of the Attractions Industry – iaapa.org
- Host City

T Briercliffe and T Evans will attend Host City conference in Glasgow on 26-27 November https://www.hostcity.com/events/host-city. This will provide an opportunity to promote horticultural expos as a concept to cities and to strengthen our activity on having Preferred Partners.

See the Secretary General Report for further details about AIPH work building partnerships with commercial companies that have an interest in Expos.

AIPH Regulations for Category A1 World Horticultural Exhibitions

To be considered by AIPH General Meeting 09 September 2019, Beijing, China

International Association of Horticultural Producers

Horticulture House

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Didcot

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United Kingdom

www.aiph.org

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Section 1
AIPH Objective and Role

The AIPH objective for international horticultural exhibitions (Expos) is to promote the products of the horticultural industry to the general public, businesses and governments and to increase global appreciation for horticulture in terms of its benefits to individuals and societies.

The role of AIPH is to ensure expos are successful through a defined approval and monitoring process and through regulating the number of permitted expos.

Successful expos will:

- Stimulate the increased use of plants to improve the health and wellbeing of society, the enhancement of the environment and the strengthening of economies.
- Clearly demonstrate society's need for horticulture and the role it plays in linking people with their environment.
- Bring together horticultural excellence from different countries to promote the best knowledge and practice from all over the world and to celebrate cultural and horticultural diversity.
- Promote productivity and international co-operation in professional horticulture

Section 2
AIPH Governance and Regulatory Authority

The International Association of Horticultural Producers (AIPH) is an international non-profit association registered in Brussels, Belgium. Registration number 546.558.178.

The approval and implementation of the AIPH Regulations for International Horticultural Exhibitions is done in accordance with the Charter and Internal Regulations of AIPH as published on the AIPH website www.aiph.org.

AIPH has international responsibility for the approval of international horticultural exhibitions.

A1 Exhibitions:
According to Article 4.B.2 of the Convention Relating to International Exhibitions, the Bureau International des Expositions (BIE) will grant recognition to A1 horticultural exhibitions approved by the International Association of Horticultural Producers (AIPH), provided that there is an interval of at least two years between such exhibitions in different countries and at least ten years between events held in the same country; due to be held in the interval between two registered exhibitions.

A1 International Horticultural Exhibitions must comply with the Regulations of both AIPH and BIE.

Section 3
Definitions

1. An exhibition is international when more than one State takes part in it.
2. Participants in an international exhibition comprise on the one hand exhibitors of States which are officially represented, on the other hand international organisations or exhibitors from countries which are not officially represented and lastly those who are authorised in accordance with the regulations of the exhibition to carry on some other activity, in particular those granted concessions.

Section 4
A1 Exhibition Category

Expo class	Expo name	Frequency	BIE approval	Duration	Application period	Specific provisions	Fees
A1	World Horticultural Exhibition	Not more than one at any time Not more than five per decade Not more than one per country per decade	Required	Minimum 3 months Maximum 6 months	Application submitted 6-12 years before opening date	Minimum exhibition area of 50ha of which a maximum of 10% is taken up by buildings (excluding buildings used for indoor exhibitions) At least 5% of the exhibition area reserved for full-time international participants Minimum of 10 countries participating Invitations can be issued through diplomatic channels	Financial Guarantee: €150,000 (one hundred and fifty thousand euros) 12-10 years before opening: €500,000 (five hundred thousand euro) 10-8 years before opening: €550,000 (five hundred and fifty thousand euro) 8-6 years before opening: €600,000 (six hundred thousand euro) 6-4 years before opening: €650,000 (six hundred and fifty thousand euro) Less than 4 years before opening: €750,000 (seven hundred and fifty thousand euro) See Annex VII for detail

Section 5
Application Process

5.1 Application process

Application for AIPH recognition must be supported by a Full Member organization of AIPH in the country where the exhibition will be held.

In the case of a country where there is no Full Member of AIPH an application can be submitted without the support of a Full Member of AIPH but the financial guarantee will be increased by 100% and AIPH may require further investigative work which will be at the cost of the applicant.

A1 Expo applications should have the documented support of the national government.

The application must be submitted to the Secretariat General of AIPH at least 6 weeks prior to the next AIPH Exhibitions Committee and General Meeting. The Secretariat General reserves the right not to put forward for approval any application received later than this.

An application will consist of the following documents:

- AIPH questionnaire
- Feasibility study (see Annex VIII for the list of items to be covered)
- AIPH Site inspection report (provided by AIPH within 6 weeks of inspection)
- Formal letter of support from the AIPH member (if applicable)
- Formal letter requesting approval from the organization or authority making the application. This should be signed by the most senior person in that organization
- Confirmation that the necessary finance will be provided to deliver the proposed exhibition
- Confirmation of support from national government. Letter to be signed by at least ministerial level.

The relevant financial guarantee must be paid to AIPH 30 days prior to the AIPH meeting where the application will be considered or before an AIPH Site Inspection, whichever is sooner.

The documents will be circulated to all AIPH members prior to the next Exhibitions Committee and General meeting.

The applicant will be invited to make a presentation of the application during the meeting of the AIPH Exhibitions Committee.

5.2 Site inspection prior to approval

The first site inspection should be organized at least 6 weeks prior to the next AIPH Exhibitions Committee and General Meeting.

The number of inspectors within the AIPH inspection team will be determined by AIPH. Following the first inspection a report will be produced by the AIPH inspection team. This report will be made available to the organisers and to AIPH Members.

Organisers are required to provide, at their cost, the following for up to five AIPH inspectors per visit:

- Hotel accommodation
- Food and drink
- Transportation from point of arrival for the duration of the visit

In addition, organisers are required to cover the cost of:

- Travel costs for the inspectors from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
- Visa-related expenses for inspectors, including transport to the closest visa centre, visa and consular fees
- Vaccinations for the inspectors if recommended or mandatory

Section 6
Approval

AIPH will consider the application in closed session and inform the applicant of the decision at the earliest opportunity. The General Meeting is entitled to grant approval subject to conditions.

In the event that there is competition for a particular time period for hosting an exhibition AIPH will reach a judgement on the matter, with the General Meeting deciding which applicant shall be granted approval.

In arriving at its decision AIPH shall take into account the considerations put forward and, in particular, any special reasons of an historical or ethical nature, the period which has elapsed since the last exhibition, and the number of displays/gardens already organised by the competing countries. Except in exceptional circumstances AIPH shall give preference to an exhibition organised in the territory of AIPH members.

For Class A1 World Horticultural Exhibitions it is necessary to gain recognition from the BIE (www.bie-paris.org). AIPH approval is required prior to making an application to BIE.

The opening and closing dates of an exhibition and its general features shall be laid down at the time of approval and may be changed only with the agreement of AIPH.

An applicant which has been granted the approval of an exhibition shall lose all rights arising from the approval if it changes the date reserved for the exhibition, except if the General Meeting of AIPH provides the authorization for a change of opening or closing dates of an exhibition. If an applicant wishes to organize the exhibition at another date, the applicant concerned shall make a fresh application.

Section 7
Gifts

No valuable (exceeding 100 euros or equivalent) gifts or gratuities may be given to or accepted/received by AIPH Members, staff or representatives from Exhibition applicants or organizers or from those representing them.

Valuable gifts are goods or items of value, cash or cash equivalents, such as cheques, honorariums, money orders, stocks and savings bonds. Gift certificates and gift cards are not considered cash equivalents but are subject to the limitation on common business courtesies.

Gratuities are favours or gifts, usually without any tangible form, which include any free or discounted items or services, such as meals, entertainment event tickets, accommodation or travel expenses, for which payment is normally required.

No advantage or promise of an advantage may be made to or accepted by an AIPH Member, staff or representative.

These restrictions shall be respected by the AIPH Members, staff, representatives, applicants, governments and by all those acting on behalf of or supporting the applicant.

The same restrictions apply to the applicants' relations with third parties, in particular the media.

All gifts or gratuities (below the 100 euro limit and excluding any Expo-branded, city, country or local-branded item, Expo mascots, souvenirs, food and drink) must be declared to AIPH Secretariat who will maintain a catalogue of gifts received. This catalogue can be made available for inspection on request.

Section 8
Reporting to AIPH

8.1 Before the Expo
Following approval from AIPH, organisers are required to verbally report progress to AIPH meetings and field questions from members. Reports must be presented in English. The frequency of reports required will be specified by the AIPH Secretariat General but will be at least once per year following approval.

Following approval organisers will be subject to regular (at least annual) on-site inspections.

During the four years prior to an A1 Class exhibition organisers will be subject to the following on-site inspections:

Four years before opening of exhibition
- One on site visit by AIPH inspector(s) – See Annex I for '4 years before' inspection

Three years before opening of exhibition
- One on-site visit by AIPH inspector(s) – See Annex II for '3 years before' inspection

Two years before opening of exhibition
- One on-site visit by AIPH inspector(s) – See Annex III for '2 years before' inspection

One year before opening of exhibition
- One on-site visit by AIPH inspector(s) – See Annex IV for '1 year before' inspection

The number of inspectors within the AIPH inspection team will be determined by AIPH. Following each inspection, a report will be produced by the AIPH inspection team. This report will be made available to the organisers and to AIPH Members.

AIPH reserves the right to require more frequent inspections if non-conformities are identified during an annual inspection or if requested by the organiser.

Organisers are required to provide, at their cost, the following for up to five AIPH inspectors per visit:
- Hotel accommodation
- Food and drink
- Transportation from point of arrival for the duration of the visit

In addition, organisers are required to cover the cost of:
- Travel costs for the inspectors from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
- Visa-related expenses for the inspectors, including transport to the closest visa centre, visa and consular fees
- Vaccinations for the inspectors if recommended or mandatory

For any additional inspections required beyond the annual inspections (at request of AIPH or the organiser) then an additional fee per day will be required to cover the additional time cost. Fees will be specified by Secretariat General.
The organiser will make provision for an AIPH staff member to be present on site during the two months prior to opening to manage relations with international participants. All transport, food, and accommodation costs will be covered by the organiser.

8.2 Final Reports
Exhibition organisers are required to submit a final report to the AIPH Secretariat within 90 days of the closing of the exhibition. The report must include the points outlined in Annex V.

Section 9
Sanctions

If, after approval has been granted to an exhibition by AIPH, it transpires that the organizers have not respected the provisions of the regulations, or have respected them only partially, the approval will be withdrawn, and all members of AIPH will be informed of this decision.

In the event that inspection visits highlight serious concerns that could prevent the organisers from achieving the quality of exhibition required by AIPH or if the exhibition fails to meet other obligations to AIPH then AIPH reserves the right to withdraw its approval of the exhibition.

Any decision to withdraw approval would require majority approval by the AIPH General Meeting.

In the event that approval is withdrawn there would be no reimbursement of any of the financial guarantee and the organisers would be liable to pay to AIPH the full licence fee payment as agreed at the original approval.

When approval is withdrawn the exhibition must remove all reference to AIPH in any communication relating to the event.

AIPH will inform BIE of its decision.

Section 10
Services Provided by AIPH

AIPH will provide the following services to approved A1 exhibitions:

10.1. International Honorary Jury

- AIPH assists in organizing 3 International Honorary Jury rounds and will nominate four foreign Honorary Jury Members.
- AIPH will maintain and make available a list of competent International Honorary Jury members.
- AIPH donates a prize for the International competition. This prize consists of an AIPH certificate, and an 'AIPH award trophy'.

Organisers are required to provide, at their cost, the following for the AIPH Jury members per Jury round:

- Hotel accommodation
- Food and drink
- Transportation from point of arrival for the duration of the visit

In addition organisers are required to cover the cost of:

- Travel costs for the Jury members from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
- Visa-related expenses for the Jury members, including transport to the closest visa centre, visa and consular fees
- Vaccinations for the Jury members if recommended or mandatory

10.2 Promotional services, expert support and networking opportunities

- AIPH will encourage its member organizations by all means to participate in the exhibition.

- AIPH will promote the exhibition and seek to gain publicity for the exhibition and for prize winners through the AIPH website, media releases and newsletters. AIPH will also seek to attract more international visitors to the exhibition.

- AIPH will endeavour to respond to questions relating to technological, infrastructural and horticultural aspects of exhibitions or to recommend appropriate consultancy support.

- AIPH will give access to the 'AIPH Guide for the Organisers of International Horticultural Exhibitions' as well as to related Technical Guidance Notes

- AIPH will provide access to the Final Reports from previous Exhibitions

- In exceptional situations the Executive Committee of AIPH can decide to adjust the financial obligations of AIPH. The organizing committee will be informed by AIPH if such a situation occurs.

10.3 Additional services

If necessary, AIPH can provide support in the development and organization of competitions during the Expo, subject to additional fees to be defined with the Expo organizer according to the level of support and AIPH investment required. This may include the following:

- Assistance in preparing competition rules

- Assistance in organization and management of the juries (national and international competitions)

- Assistance in determining the results of jury deliberations

Section 11
AIPH Garden

In all A1-Class exhibitions the Organiser must provide space for AIPH to promote its activities.

If the Organiser would like AIPH to participate with a garden, a minimum funding of 200,000 euros (two hundred thousand euros) should be allocated by the Organiser, for the purposes of design, construction, maintenance and staffing.
The allocated funding is payable to AIPH prior to design and construction costs being incurred.
In case the Organiser assists AIPH in elaborating the Garden, AIPH reserves the right to approve the proposed design and constructor.

Section 12
Use of AIPH Brand

AIPH encourages the use of the AIPH brand in association with the promotion and endorsement of exhibitions. Organisers are required to follow the AIPH Brand Use Rules as outlined in Annex VI.

As a minimum the AIPH brand must be used as follows:

- In all promotional material produced for the exhibition
- On the exhibition website (including the homepage), including link to AIPH website
- In all communications to the international network, such as Expo presentations at the BIE, AIPH, at other exhibitions
- On information provided to exhibitors
- On media releases
- Visible at exhibition entrances
- On exhibition entry tickets
- On a flag displayed

The AIPH brand can be used on merchandise sold from the exhibition. In this case all uses must obtain prior approval from the AIPH Secretariat and may be subject to a royalty charge.

Section 13
Exhibition Requirements

13.1 Opening and Closing Ceremonies

Class A1 exhibitions are required to have an opening and a closing ceremony. Organisers must allow for a speech from an AIPH representative during these ceremonies. AIPH undertakes to provide a representative to make a speech in English. The speech will be delivered by the AIPH Secretary General, the AIPH President or an alternative senior AIPH office holder. AIPH Prizes can also be presented during these ceremonies.

Organisers are required to provide, at their cost, the following for the AIPH officer delivering the speech and one accompanying person:

- Hotel accommodation
- Food and drink
- Transportation from point of arrival for the duration of the visit

In addition organisers are required to cover the cost of:

- Travel costs for the speaker and accompanying person from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
- Visa-related expenses for the speaker and accompanying person, including transport to the closest visa centre, visa and consular fees

- Vaccinations for the speaker and accompanying person if recommended or mandatory

The organiser shall invite AIPH members to the Opening Ceremony (at least five places per member) at no charge and provide free entry to the site.

The organiser shall invite the organisers of upcoming AIPH approved International Horticultural Exhibitions to the Opening Ceremony (at least five places per Exhibition) at no charge and provide free entry to the site.

13.2 International participation.

13.2.1 Invitations

All invitations to participate in an exhibition shall be sent through diplomatic channels by the Government of the organising country to the Government of the country invited for that country and for the other parties in that country to be invited. AIPH members of the invited countries should be notified about the invitation at the same time. The replies shall be forwarded to the inviting Government by the same channel, as well as any requests by non-invited parties to participate.

Invitations to organisations of international character shall be sent to them directly.

13.2.2 Obligations to international participants

Participants from all countries should be allowed to participate in an international horticultural exhibition under the same conditions in order to permit an unprejudiced comparison between the products of the different countries.

To that end it is necessary that the products of foreign participants can be exhibited as unhindered by measures and restrictions of customs and phytosanitary rules as products from the organizing country. Products to be displayed should be allowed at the exhibition in their original state (e.g. kind and form of the products, substrates, container growth, varieties and species) and there must be no discrimination between participants from the host country and foreign participants in the international section of an exhibition.

Participants must be informed of time available for construction of their garden/pavilion, including the final point of time they can be on site before opening. The organiser will facilitate full and unimpeded access to participants during this time. No change can be made to this time within four weeks of the opening of the Expo.
The Commissioner General for each participant shall be granted VIP access to the Expo site at all times.

The organizers must notify the conditions for participation, and submit them in the English language to AIPH for approval:

- at least three years before the opening date of an A1 exhibition for outdoor exhibitions;
- at least two years before the opening date of an A1 exhibition for indoor exhibitions;

The organizer of an international exhibition must inform the international exhibitors about the rules and regulations of working permits.

13.2.3 Organiser's status and relationship with AIPH members

AIPH member associations should support only those horticultural exhibitions or shows of a specialized horticultural nature which have been recognized by the General Meeting of AIPH after consultation with

the AIPH Exhibitions Committee. In the event of a conflict between exhibitions, AIPH members are obliged to give preference to participation in the exhibition recognized by AIPH.

13.2.4 Conditions for accepting international participants
All exhibitors must be approved by a Committee established by the organizer. This can include the AIPH member (where there is one) from the country which wishes to participate in an international horticultural exhibition.

A1 class exhibitions should only admit or reject foreign exhibitors with the approval of the Commissioner of the Government of the country concerned.

13.2.5 Monitoring

International horticultural exhibitions which have been recognized by AIPH must set up a committee consisting of one delegate from each of the participating countries. The function of committee is to ensure the equal observance of the rights and duties of exhibitors and they should be enabled, in an advisory capacity, to assist the organizers of exhibitions in laying down the conditions for exhibiting and for the regulation of the award of the prizes.

Reimbursement of travel and lodging costs of delegates (travel tickets, hotel costs, subsistence etc.) is the responsibility of member organizations or the organizing committees in the various countries.

The organiser shall provide AIPH with contact details, following signing of participation contracts, for all international participants so satisfaction can be monitored.

The Commissioner General will provide a weekly report to AIPH regarding any issues associated with international participants in the final month prior to opening. Prior to this the report will be monthly during the six months prior to opening.

13.3 Competitions

Competitions are an important component of horticultural exhibitions. They stimulate the interest of both participants and visitors; they provide incentive for exhibitors and enable organizers to reward excellence.

Organizers of international horticultural exhibitions are therefore required to include competitions in their events, to make efficient arrangements for their judging and to award appropriate prizes to those whose exhibits are of exceptional quality. Organizers are required to provide information about these aspects when answering the application questionnaire and their response will be taken into account in the review procedure. However, AIPH recognizes that arrangements for these activities will differ between exhibitions. Therefore, recommendations have been prepared for the guidance of organizers (Annex VII).

The organizers are obliged to send to the AIPH secretariat details of the regulations relating to their competitions not later than one year prior to the opening of the exhibition concerned. AIPH will respond with required amendments within one month of submitting the regulations. Organizers are required to accept the amendments requested.

The organizers must guarantee that all exhibitors who participate in an international exhibition will be entitled, without discrimination of nationality, to participate in all the competitions which are organized by the organizing committee and to be eligible for prizes awarded by this committee.

An international jury is to be organized as outlined in Section 8 and procedures for dealing with jury members are outlined in Annex VII.

13.4 Transport Costs

The organizers shall undertake to contribute to the costs of two-way transport of plants and materials necessary for the building of the stands.

The minimum contribution to these costs shall be reimbursement of the two-way trip from the national border (customs post, port, airport) to the location of the exhibition.

These costs are calculated on the basis of transport rates applicable in the host country.

No payment shall be due for the return leg of the journey:

- for cut flowers;
- if the plants on the exhibition stand are sold in the country where the exhibition is taking place.

13.5 Customs Formalities

Exemption from customs which is normally granted for exhibitions products must be ensured. Moreover, it is recommended that each country should also endeavor to obtain exemption from custom duties in the country in which the exhibition is held for products exhibited which will be offered free and will remain in that country.

The possibility of local customs clearance at the exhibition site must be provided.

In any case, for all categories of exhibition, all possible facilities concerning customs clearance must be provided, both for importation and re-exportation.

13.6 Plant Health

The organizers of the exhibition must guarantee three years before the start of Class A1 exhibitions that measures are in place with the plant health authorities to minimize problems for participants and that clear guidance has been provided to participants to ensure they can comply with national phytosanitary rules.

Phytosanitary checks must be made without causing loss of time, preferably on the exhibition site.

13.7 Stand Equipment and Staging

The exhibition hall and grounds must be made available to the collective and individual country exhibitor without charge. The organizers of the exhibition must supply at no cost the materials which are necessary for exhibition purposes (substrate, soil, water, electricity, wi-fi, etc.) in the stand or the exhibition ground. If it is necessary to heat exhibition halls to 20-22 degrees centigrade then this must be provided at no charge.

These conditions must also be applicable to personnel employed for heavy work and made available by the organizers. The costs of the personnel employed in the erection and finishing of stands or the preparation of the exhibition area can be paid by the exhibitors.

For a short term exhibition, the maintenance during the exhibition of products exhibited in exhibition halls is the responsibility of the exhibitor.

However, in the case of products exhibited in the open and in the case of long term exhibitions in halls, their maintenance and care are the responsibility of the organizers.

13.8 Insurance

Organizers of and exhibitors at international horticultural exhibitions must take out an insurance for civil liability.

13.9 Financial compensation

Organizers are required to reduce the cost of exhibiting for participants. This can be done either by contributing to the cost of construction and maintenance or offering money prizes.

Overall amount of money prizes

Organizers who decide to award money prizes must consult the AIPH Secretariat on the overall value of money prizes to be awarded for an exhibition.

13.10 Advertising other exhibitions

The organizers of AIPH registered exhibitions must allow the organizers of other AIPH registered exhibitions to place advertising signs in the stand of their country, or in the immediate vicinity of their stand.

The scale and content of such advertising/information should be agreed between the organizer and the exhibitor.

In the absence of the country where an exhibition being promoted is to take place, the organizers shall provide space for advertising, in a place which is accessible to the public.

Any costs in connection with such advertising will be met by the exhibition arranging it.

13.11 Promotion

The exhibition is required to provide information for the international media relating to the exhibition and to enable it to be promoted worldwide. There must be a clear media contact point with information available in appropriate languages, including English.

Section 14
Rules for Participation

14.1 Sponsorship

All participants in AIPH recognized exhibitions shall be free to negotiate financial and other support from third parties, provided that support is permissible under the legislation of the host country and BIE requirements.

Organizers of all exhibitions recognized by AIPH shall include in their conditions for participation full details of any restrictions which will apply to the display of advertisements, the distribution of literature and any other activities intended to promote products and services other than those exhibited by the participant.

These conditions shall permit participants to promote such products and services but the organizers are entitled to limit the inclusion of or reference to them to a maximum of 5% of the total surface area of the exhibit itself.

As far as publicity is made within the exhibition, sponsorship agreements concluded by exhibitors may not be conflicting with the sponsorship interests of the organizer of the exhibition nor with the image of the exhibition.

On collective country exhibits of exhibitions the sale of national products which might be in conflict with agreements of the organizer made with sponsors must be allowed.

14.2 Commercial activities

Retail sales on the stand are permitted. However, these must not exceed 20% of the total covered area of the exhibit or 100 m^2, whichever is the smallest area. For stands that are larger than 2000 m^2 then the area allocated for retail sales should be determined through negotiation between organizer and exhibitor. Any product sold should be related to the exhibit and linked with the exhibiting country and in a way that supports the objectives of the exhibit.

With a view to distribution of commercial information, an information area can be made available ONLY FOR THE TRADE in the NATIONAL stands (stands representing countries, or regions if the country itself is not taking part, or of communities which are representing a country).

An information area is only allowed on national stands with a minimum area of 500 m^2 (or when 500 m^2 was requested but not granted).

The form, layout and design of the information stand must be submitted to the organizers for approval.

The cost of setting up an information stand will be met by the exhibitor.

14.3 Commercial contact days

In order to improve the commercial appeal of Class A1 exhibitions, the organizers must make it possible for participants to organize commercial contact days.

Section 15
Managing disputes

Disputes between organizers and participants must be submitted to a disputes committee.

For A1 exhibitions, this committee shall consist of the commissioners general of the participating countries and AIPH.

Section 16
Exhibition Regulations

16.1 For A1 Class Exhibitions organizers are required to prepare Regulations relating to the operation of the Exhibition and the management of international participation. These Regulations must be submitted to AIPH for approval at least two years before the opening date.

- This review and approval procedure affects the General Exhibition Regulations and if applicable the Special Regulations including the Competition Regulations.
- The review process will be coordinated by a review team appointed by AIPH which is available to support the development of the exhibition regulations
- The exhibition regulations will be formally approved by the AIPH board on recommendation of the review team
- First AIPH approval and then BIE approval.

16.2 Organizers should produce policies which they will follow, covering the following:

- Environment and sustainability

- Ethical practices
- Human rights policy, according to the United Nations Universal Declaration of Human Rights and The Ten Principles of the United Nations Global Compact
- Health and safety
- Emergency Procedures
- Plant health policy in compliance with national legislation

Section 17
Relations with consultants

A consultant is any individual or company who is not linked by an employment contract to the applicant, the government, the city, or the Expo project and who participates in or supports an applicant by providing consultancy or similar services in any way and at any time.
The consultant binds him/herself personally for his/her activities, as well as for the activities of any person acting on his/her behalf or on behalf of his/her company.
Any consultant shall agree, personally and on behalf of the company, not to support more than one applicant at the same time (when in competition for the same time period), keep and store the applicant's data confidentially and securely.

Annexes

Annex I – On site inspection for A1 Expos – 4 years before opening

Annex II – On site inspection for A1 Expos – 3 years before opening

Annex III – On site inspection for A1 Expos – 2 years before opening

Annex IV – On site inspection for A1 Expos – 1 year before opening

Annex V – Final Report Template

Annex VI – AIPH Brand Use Rules

Annex VII – Competition Guidelines

Annex VIII – Fees and guarantees

Annex IX – Feasibility study

Annex VIII
Fees and guarantees

Financial Guarantee:
Applicants for recognition of an exhibition by AIPH are obliged to provide a financial bank guarantee to AIPH directly as the application is submitted or before the site inspection, whichever is soonest, in the amount of €150,000 (one hundred and fifty thousand euro). AIPH reserves the right not to consider any application submitted without this guarantee.

Provided that the organizers have fulfilled all their obligations, including the submission of a final report (format as in Appendix V) not later than ninety days after the closing date, AIPH will refund the following proportion of the financial guarantee to the organiser: € 50,000 (fifty thousand euros).

Provided that the AIPH Member (that supported the original application) completes a report to review the Expo (in accordance with AIPH guidelines) within one year of the Closing of the Expo the the following proportion of the financial guarantee will be paid to the AIPH Member one year after the Closing of the Expo: €50,000.

If an application is not accepted by AIPH, 100% of the financial bank guarantee will be refunded by AIPH. If the application is withdrawn within one year of definitive recognition, 20% of the financial bank guarantee will be refunded by AIPH. If an application is withdrawn more than one year after definitive approval, AIPH will retain the whole financial guarantee.

License Fee:
For all exhibitions, the organizers are bound to pay to AIPH the specified license fee (See section 3). The fee structure incentives early bid submission and reflects the increased risk and monitoring required for later approved Expos:

12-10 years before opening: €500,000
10-8 years before opening: €550,000
8-6 years before opening: €600,000
6-4 years before opening: €650,000
Less than 4 years before opening: €750,000

Payment of the license fee starts from 3 years ahead of the opening of the exhibition for A1 Class exhibitions and is due for payment by the following times:

- 3 years before opening: 25% of total fee
- 1 year before opening: 25% of total fee
- 1 month before closing: remaining outstanding fee

Gate Fee:
In the event that an A1 Exhibition collects a gate income that exceeds €40,000,000 (forty million euro) then any income above this will be subject to a 1% gate fee charge payable to AIPH within ninety days of the closing ceremony.

AIPH requires a declaration by an independent financial auditor, approved by a professional body, regarding the gate income collected by the Expo and the relevant payment to AIPH.

AIPH is registered for Value Added Tax (VAT) in the United Kingdom. Payment should be made following receipt of invoice which will include the addition of UK VAT for exhibitions organised in the European Union.

Penalties:
In the event that any payment is not made by the due date then interest will be charged on outstanding debts. As AIPH finances operate from the United Kingdom the interest rate applied will be in accordance with the 2002 amendment to the UK Late Payment of Commercial Debts (Interest) Act 1998. This entitles AIPH to charge an 8% interest rate plus the Bank of England Base Rate. The interest charged will be the sum of these two interest rates.

Annex IX
Feasibility study

The feasibility study shall cover at least the following, in any order:

1. Name
2. Category
3. Duration
4. Opening and Closing Dates
5. Host City
6. Organisation and previous experience
7. Idea and vision
8. Timeline
9. Theme
10. Masterplan
11. Land development concept of the area covered
12. Accommodation & Gastronomy
13. Participants
14. International competitions
15. Events program
16. Visitors
17. Transportation
18. Operations (including safety and security)
19. Business plan and financing
20. Legal matters
21. Promotion and marketing Strategy
22. Partnerships and sponsorships
23. Government support for the Expo
24. Post Expo Concept

AIPH Regulations for Category A1 International Horticultural Exhibitions

To be considered by AIPH General Meeting 09 September 2019, Beijing, China

Summary Table reflecting all the changes that are suggested in the new version of regulations.

Section	Previous version (if any)	Proposed version
Section 3 Definitions		1. An exhibition is international when more than one State takes part in it. 2. Participants in an international exhibition comprise on the one hand exhibitors of States which are officially represented, on the other hand international organisations or exhibitors from countries which are not officially represented and lastly those who are authorised in accordance with the regulations of the exhibition to carry on some other activity, in particular those granted concessions.
Section 4 A1 Exhibition Category	Fees Financial guarantee €150,000 (one hundred and fifty thousand euro) Licence Fee: €400,000 (four hundred thousand euro) Plus a gate fee charge equivalent to 1% of all gate income over €40,000,000 (forty million euro)	Fees 12-10 years before opening: €500,000 (five hundred thousand euro) 10-8 years before opening: €550,000 (five hundred and fifty thousand euro) 8-6 years before opening: €600,000 (six hundred thousand euro) 6-4 years before opening: €650,000 (six hundred and fifty thousand euro) Less than 4 years before opening: €750,000 (seven hundred and fifty thousand euro) See Annex VII for detail
Section 5 Application Process	An application will consist of the following documents: • AIPH questionnaire • Feasibility study • AIPH Site inspection report • Formal letter of support from the AIPH member (if applicable)	5.1 Application process An application will consist of the following documents: • AIPH questionnaire • Feasibility study (see Annex VIII for the list of items to be covered) • AIPH Site inspection report (provided by AIPH within 6 weeks of inspection)

	• Formal letter of support from the host city/region (for B) • Formal letter requesting approval from the organization or authority making the application. This should be signed by the most senior person in that organization • Confirmation that the necessary finance will be provided to deliver the proposed exhibition • Confirmation of support from national government (Class A1 only)	• Formal letter of support from the AIPH member (if applicable) • Formal letter requesting approval from the organization or authority making the application. This should be signed by the most senior person in that organization • Confirmation that the necessary finance will be provided to deliver the proposed exhibition • Confirmation of support from national government. Letter to be signed by at least ministerial level. 5.2 Site inspection prior to approval The first site inspection should be organized at least 6 weeks prior to the next AIPH Exhibitions Committee and General Meeting. The number of inspectors within the AIPH inspection team will be determined by AIPH. Following the first inspection a report will be produced by the AIPH inspection team. This report will be made available to the organisers and to AIPH Members. Organisers are required to provide, at their cost, the following for up to five AIPH inspectors per visit: • Hotel accommodation • Food and drink • Transportation from point of arrival for the duration of the visit In addition organisers are required to cover the cost of: • Travel costs for the inspectors from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail

		travel and car mileage depending on the form of transport. • Visa-related expenses for inspectors, including transport to the closest visa centre, visa and consular fees • Vaccinations for the inspectors if recommended or mandatory
Section 6 Approval	AIPH will consider the application in closed session and inform the applicant of the decision at the earliest opportunity. The General Meeting is entitled to grant approval subject to conditions. In the event that there is competition for a particular time period for hosting an exhibition AIPH will reach a judgement on the matter. For Class A1 World Horticultural Exhibitions it is also necessary to gain recognition from the BIE (www.bie-paris.org). AIPH approval is required prior to making an application to BIE.	AIPH will consider the application in closed session and inform the applicant of the decision at the earliest opportunity. The General Meeting is entitled to grant approval subject to conditions. In the event that there is competition for a particular time period for hosting an exhibition AIPH will reach a judgement on the matter, with the General Meeting deciding which applicant shall be granted approval. In arriving at its decision AIPH shall take into account the considerations put forward and, in particular, any special reasons of an historical or ethical nature, the period which has elapsed since the last exhibition, and the number of displays/gardens already organised by the competing countries. Except in exceptional circumstances AIPH shall give preference to an exhibition organised in the territory of AIPH members. For Class A1 World Horticultural Exhibitions it is necessary to gain recognition from the BIE (www.bie-paris.org). AIPH approval is required prior to making an application to BIE. The opening and closing dates of an exhibition and its general features shall be laid down at the time of approval and may be changed only with the agreement of AIPH. An applicant which has been granted the approval of an exhibition shall lose all rights arising from the approval if it changes the date reserved for the exhibition, except if the General Meeting of AIPH provides the authorization for a change of opening or closing dates of

		an exhibition. If an applicant wishes to organize the exhibition at another date, the applicant concerned shall make a fresh application.
Section 7 Gifts		No valuable (exceeding 100 euros or equivalent) gifts or gratuities may be given to or accepted/received by AIPH Members, staff or representatives from Exhibition applicants or organisers or from those representing them. Valuable gifts are goods or items of value, cash or cash equivalents, such as cheques, honorariums, money orders, stocks and savings bonds. Gift certificates and gift cards are not considered cash equivalents but are subject to the limitation on common business courtesies. Gratuities are favours or gifts, usually without any tangible form, which include any free or discounted items or services, such as meals, entertainment event tickets, accommodation or travel expenses, for which payment is normally required. No advantage or promise of an advantage may be made to or accepted by an AIPH Member, staff or representative. These restrictions shall be respected by the AIPH Members, staff, representatives, applicants, governments and by all those acting on behalf of or supporting the applicant. The same restrictions apply to the applicants' relations with third parties, in particular the media. All gifts or gratuities (below the 100 euro limit and excluding any Expo-branded, city, country or local-branded item, Expo mascots, souvenirs, food and drink) must be declared to AIPH Secretariat who will maintain a catalogue of gifts received. This catalogue can be made available for inspection on request.

Section 8 Reporting to AIPH	Following approval from AIPH, organisers are required to verbally report progress to AIPH meetings and field questions from members. Reports must be presented in English. The frequency of reports required will be specified by the AIPH Secretariat General but will be at least once per year following approval. The number of inspectors within the AIPH inspection team will be determined by AIPH but will normally be two. Following each inspection a report will be produced by the AIPH inspector. This report will be made available to the organisers and to AIPH Full Members. Organisers are required to provide, at their cost, the following for up to two AIPH inspectors per visit: • Hotel accommodation • Food and drink • Transportation from point of arrival for the duration of the visit In addition organisers are required to cover the cost of: • Travel costs for the inspectors from their home destination. This includes flight costs (minimum of 'premium economy / economy plus' for flights over six hours), rail travel and car mileage depending on the form of transport.	8.1 Before the Expo Following approval from AIPH, organisers are required to verbally report progress to AIPH meetings and field questions from members. Reports must be presented in English. The frequency of reports required will be specified by the AIPH Secretariat General but will be at least once per year following approval. Following approval organisers will be subject to regular (at least annual) on-site inspections. The number of inspectors within the AIPH inspection team will be determined by AIPH. Following each inspection, a report will be produced by the AIPH inspection team. This report will be made available to the organisers and to AIPH Members. Organisers are required to provide, at their cost, the following for up to five AIPH inspectors per visit: • Hotel accommodation • Food and drink • Transportation from point of arrival for the duration of the visit In addition, organisers are required to cover the cost of: • Travel costs for the inspectors from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport. • Visa-related expenses for the inspectors, including transport to the closest visa centre, visa and consular fees • Vaccinations for the inspectors if recommended or mandatory

		The organiser will make provision for an AIPH staff member to be present on site during the two months prior to opening to manage relations with international participants. All transport, food, and accommodation costs will be covered by the organiser.
Section 9 Sanctions	In the event that approval is withdrawn there would be no reimbursement of any of the financial guarantee and the organisers would be liable to pay to AIPH the full gate fee payment as agreed at the original approval. When approval is withdrawn the exhibition must remove all reference to AIPH in any communication relating to the event. For Class A1 exhibitions then AIPH would inform BIE of its decision.	In the event that approval is withdrawn there would be no reimbursement of any of the financial guarantee and the organisers would be liable to pay to AIPH the full licence fee payment as agreed at the original approval. When approval is withdrawn the exhibition must remove all reference to AIPH in any communication relating to the event. AIPH will inform BIE of its decision.
Section 10 Services Provided by AIPH	AIPH will provide the following services to approved A1 exhibitions: • AIPH assists in organizing 3 International Honorary Jury rounds and pays for the flight tickets (economy class) and hotel rooms of 4 foreign Honorary Jury Members; at least two of them are to be nominated by AIPH. • AIPH will maintain and make available a list of competent International Honorary Jury members. • AIPH donates a prize for the International competition. This prize consists of an AIPH	AIPH will provide the following services to approved A1 exhibitions: 10.1. International Honorary Jury • AIPH assists in organizing 3 International Honorary Jury rounds and will nominate four foreign Honorary Jury Members. • AIPH will maintain and make available a list of competent International Honorary Jury members. • AIPH donates a prize for the International competition. This prize consists of an AIPH certificate, and an 'AIPH award trophy'. Organisers are required to provide, at their cost, the following for the AIPH Jury members per Jury round:

	certificate, and an 'AIPH award trophy'.
	• AIPH will encourage its member organizations by all means to participate in the exhibition.
	• AIPH can provide support in the development and organization of competitions during the Expo. This includes the following:
	  • Assistance in preparing competition rules
	  • Assistance in organization and management of the juries (national and international competitions)
	  • Assistance in determining the results of jury deliberations
	• AIPH will promote the exhibition and seek to gain publicity for the exhibition and for prize winners through the AIPH website, media releases and newsletters. AIPH will also seek to attract more international visitors to the exhibition.
	• AIPH will endeavour to respond to questions relating to technological, infrastructural and horticultural aspects of exhibitions or to recommend appropriate consultancy support.
	• AIPH will give access to the 'AIPH Guide for the Organisers of International Horticultural Exhibitions' as well as to related Technical Guidance Notes
	• AIPH will provide access
		• Hotel accommodation
		• Food and drink
		• Transportation from point of arrival for the duration of the visit
		
		In addition organisers are required to cover the cost of:
		• Travel costs for the Jury members from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
		• Visa-related expenses for the Jury members, including transport to the closest visa centre, visa and consular fees
		• Vaccinations for the Jury members if recommended or mandatory
		
		10.2 Promotional services, expert support and networking opportunities
		
		• AIPH will encourage its member organizations, by all means, to participate in the exhibition.
		• AIPH will promote the exhibition and seek to gain publicity for the exhibition and for prize winners through the AIPH website, media releases and newsletters. AIPH will also seek to attract more international visitors to the exhibition.
		• AIPH will endeavour to respond to questions relating to technological, infrastructural and horticultural aspects of exhibitions or to recommend appropriate consultancy support.
		• AIPH will give access to the 'AIPH Guide for the Organisers of International Horticultural Exhibitions' as well as to related Technical Guidance Notes

	to the Final Reports from previous Exhibitions • In exceptional situations the Executive Committee of AIPH can decide to adjust the financial obligations of AIPH. The organizing committee will be informed by AIPH if such a situation occurs.	• AIPH will provide access to the Final Reports from previous Exhibitions • In exceptional situations the Executive Committee of AIPH can decide to adjust the financial obligations of AIPH. The organizing committee will be informed by AIPH if such a situation occurs. 10.3 Additional services • If necessary, AIPH can provide support in the development and organization of competitions during the Expo, subject to additional fees to be defined with the Expo organizer according to the level of support and AIPH investment required. This may include the following: • Assistance in preparing competition rules • Assistance in organization and management of the juries (national and international competitions) • Assistance in determining the results of jury deliberations
Section 11 AIPH Garden		In all A1-Class exhibitions the Organiser must provide space for AIPH to promote its activities. If the Organiser would like AIPH to participate with a garden, a minimum funding of 200, 000 euros (two hundred thousand euros) should be allocated by the Organiser, for the purposes of design, construction, maintenance and staffing. The allocated funding is payable to AIPH prior to design and construction costs being incurred.

		In case the Organiser assists AIPH in elaborating the Garden, AIPH reserves the right to approve the proposed design and constructor.
Section 12 Use of AIPH Brand	AIPH encourages the use of the AIPH brand in association with the promotion and endorsement of exhibitions. Organisers are required to follow the AIPH Brand Use Rules as outlined in Annex VI. As a minimum the AIPH brand must be used as follows: • In all promotional material produced for the exhibition • On the exhibition website, including link to AIPH website • On information provided to exhibitors • On media releases • Visible at exhibition entrances • On exhibition entry tickets • On a flag displayed The AIPH brand can be used on merchandise sold from the exhibition. In this case all uses must obtain prior approval from the AIPH Secretariat and may be subject to a royalty charge.	AIPH encourages the use of the AIPH brand in association with the promotion and endorsement of exhibitions. Organisers are required to follow the AIPH Brand Use Rules as outlined in Annex VI. As a minimum the AIPH brand must be used as follows: • In all promotional material produced for the exhibition • On the exhibition website (including the homepage), including link to AIPH website • In all communications to the international network, such as Expo presentations at the BIE, AIPH, at other exhibitions • On information provided to exhibitors • On media releases • Visible at exhibition entrances • On exhibition entry tickets • On a flag displayed The AIPH brand can be used on merchandise sold from the exhibition. In this case all uses must obtain prior approval from the AIPH Secretariat and may be subject to a royalty charge.
Section 13 Exhibition Requirements	<u>11.1 – Opening and Closing Ceremonies</u> All exhibitions are required to have an opening ceremony. Class A1 and B exhibitions are also required to have a closing ceremony. Organisers must allow for a speech from an AIPH representative during these ceremonies. AIPH undertakes to	13.1 Opening and Closing Ceremonies Class A1 exhibitions are required to have an opening and a closing ceremony. Organisers must allow for a speech from an AIPH representative during these ceremonies. AIPH undertakes to provide a representative to make a speech in English. The speech will be

	provide a representative to make a speech in English. The speech will be delivered by the AIPH Secretary General, the AIPH President or an alternative senior AIPH office holder. AIPH Prizes can also be presented during these ceremonies. Organisers are required to provide, at their cost, the following for the AIPH officer delivering the speech: • Hotel accommodation • Food and drink • Transportation from point of arrival for the duration of the visit In addition organisers are required to cover the cost of: • Travel costs from their home destination. This includes flight costs (minimum of 'premium economy / economy plus' for flights over six hours), rail travel and car mileage depending on the form of transport.	delivered by the AIPH Secretary General, the AIPH President or an alternative senior AIPH office holder. AIPH Prizes can also be presented during these ceremonies. Organisers are required to provide, at their cost, the following for the AIPH officer delivering the speech and one accompanying person: • Hotel accommodation • Food and drink • Transportation from point of arrival for the duration of the visit In addition organisers are required to cover the cost of: • Travel costs for the speaker and accompanying person from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport. • Visa-related expenses for the speaker and accompanying person, including transport to the closest visa centre, visa and consular fees • Vaccinations for the speaker and accompanying person if recommended or mandatory The organiser shall invite AIPH members to the Opening Ceremony (at least five places per member) at no charge and provide free entry to the site. The organiser shall invite the organisers of upcoming AIPH approved International Horticultural Exhibitions to the Opening Ceremony (at least five places per Exhibition) at no charge and provide free entry to the site.

13.2 International participation	11.2 – International Participation Participants from all countries should be allowed to participate in an international horticultural exhibition under the same conditions in order to permit an unprejudiced comparison between the products of the different countries. To that end it is necessary that the products of foreign participants can be exhibited as unhindered by measures and restrictions of customs and phytosanitary rules as products from the organizing country. Products to be displayed should be allowed at the exhibition in their original state (e.g. kind and form of the products, substrates, container growth, varieties and species) and there must be no discrimination between participants from the host country and foreign participants in the international section of an exhibition. The AIPH member associations should support only those horticultural exhibitions or shows of a specialized horticultural nature which have been recognized by the General Meeting of AIPH after consultation with the AIPH Marketing Committee. In the event of a conflict between exhibitions, AIPH members are obliged to give preference to participation in the exhibition recognized by AIPH. In each country/region where an exhibition is planned, there must be one organization or committee responsible for the participation in an international horticultural exhibition. This should be the function of an AIPH member organization. If the	13.2 International participation 13.2.1 Invitations All invitations to participate in an exhibition shall be sent through diplomatic channels by the Government of the organising country to the Government of the country invited for that country and for the other parties in that country to be invited. AIPH members of the invited countries should be notified about the invitation at the same time. The replies shall be forwarded to the inviting Government by the same channel, as well as any requests by non-invited parties to participate. Invitations to organisations of international character shall be sent to them directly. 13.2.2 Obligations to international participants Participants from all countries should be allowed to participate in an international horticultural exhibition under the same conditions in order to permit an unprejudiced comparison between the products of the different countries. To that end it is necessary that the products of foreign participants can be exhibited as unhindered by measures and restrictions of customs and phytosanitary rules as products from the organizing country. Products to be displayed should be allowed at the exhibition in their original state (e.g. kind and form of the products, substrates, container growth, varieties and species) and there must be no discrimination between participants from the host country and foreign participants in the international section of an exhibition. Participants must be informed of time available for construction of their garden/pavilion, including the final point of time they can be on site before opening. The organiser will facilitate full and unimpeded access to participants during this time. No change can be made to this time

	member organization adopts other arrangements, AIPH must be informed. All exhibitors must be approved by a Committee established by the organizer. This can include the AIPH member (where there is one) from the country which wishes to participate in an international horticultural exhibition. It will be possible in this manner to prevent particular undesirable exhibitors from participating in an international horticultural exhibition. Exhibitions which have been registered with the BIE should only admit or reject foreign exhibitors with the approval of the Commissioner of the Government of the country concerned. International horticultural exhibitions which have been recognized by AIPH must set up a committee consisting of one delegate from each of the participating countries. The function of committee is to ensure the equal observance of the rights and duties of exhibitors and they should be enabled, in an advisory capacity, to assist the organizers of exhibitions in laying down the conditions for exhibiting and for the regulation of the award of the prizes. Reimbursement of travel and lodging costs of delegates (travel tickets, hotel costs, subsistence etc.) is the responsibility of member organizations or the organizing committees in the various countries.	within four weeks of the opening of the Expo. The Commissioner General for each participant shall be granted VIP access to the Expo site at all times. The organizers must notify the conditions for participation, and submit them in the English language to AIPH for approval: • at least three years before the opening date of an A1 exhibition for outdoor exhibitions; • at least two years before the opening date of an A1 exhibition for indoor exhibitions; The organizer of an international exhibition must inform the international exhibitors about the rules and regulations of working permits. 13.2.3 Organiser's status and relationship with AIPH members AIPH member associations should support only those horticultural exhibitions or shows of a specialized horticultural nature which have been recognized by the General Meeting of AIPH after consultation with the AIPH Exhibitions Committee. In the event of a conflict between exhibitions, AIPH members are obliged to give preference to participation in the exhibition recognized by AIPH. 13.2.4 Conditions for accepting international participants All exhibitors must be approved by a Committee established by the organizer. This can include the AIPH member (where there is one) from the country which wishes to participate in an international horticultural exhibition. A1 class exhibitions should only admit or reject foreign exhibitors with the

		approval of the Commissioner of the Government of the country concerned. 13.2.5 Monitoring International horticultural exhibitions which have been recognized by AIPH must set up a committee consisting of one delegate from each of the participating countries. The function of committee is to ensure the equal observance of the rights and duties of exhibitors and they should be enabled, in an advisory capacity, to assist the organizers of exhibitions in laying down the conditions for exhibiting and for the regulation of the award of the prizes. Reimbursement of travel and lodging costs of delegates (travel tickets, hotel costs, subsistence etc.) is the responsibility of member organizations or the organizing committees in the various countries. The organiser shall provide AIPH with contact details, following signing of participation contracts, for all international participants so satisfaction can be monitored. The Commissioner General will provide a weekly report to AIPH regarding any issues associated with international participants in the final month prior to opening. Prior to this the report will be monthly during the six months prior to opening.
	An international jury is to be organized as outlined in Section 8 and procedures for dealing with jury members are outlined in Annex VII. Organizers are required to make practical and travel arrangements for the international jury. Organisers are required to provide, at their cost (with exception of costs covered by AIPH as outlined in Section 8),	13.3 Competitions An international jury is to be organized as outlined in Section 8 and procedures for dealing with jury members are outlined in Annex VII.

	the following for international jury members: • Hotel accommodation • Food and drink • Transportation from point of arrival for the duration of the visit In addition organisers are required to cover the cost of: Travel costs from their home destination. This includes flight costs (minimum of 'premium economy / economy plus' for flights over six hours), rail travel and car mileage depending on the form of transport.	
Section 14 Rules for Participation	16.1 Sponsorship All participants in AIPH recognized exhibitions shall be free to negotiate financial and other support from third parties, provided that support is permissible under the legislation of the host country and, in the case of BIE recognized events, complies with that organization's requirements. 16.2 Commercial activities With a view to distribution of commercial information, an information area can be made available ONLY FOR THE TRADE in the NATIONAL stands (stands representing countries, or regions if the country itself is not taking part, or of communities which are representing a country). An information area is only allowed on national stands with a minimum area of 500 m2 (or when 500 m2 was requested but not granted). The maximum area of this information area: 100 m2 to be set up and incorporated in the	14.1 Sponsorship All participants in AIPH recognized exhibitions shall be free to negotiate financial and other support from third parties, provided that support is permissible under the legislation of the host country and BIE requirements. 14.2 Commercial activities With a view to distribution of commercial information, an information area can be made available ONLY FOR THE TRADE in the NATIONAL stands (stands representing countries, or regions if the country itself is not taking part, or of communities which are representing a country). An information area is only allowed on national stands with a minimum area of 500 m2 (or when 500 m2 was requested but not granted).

	stand in such a way that it is not "visible" to the general public.	
Section 16 Exhibition Regulations		16.2 Organizers should produce policies which they will follow, covering the following: • Environment and sustainability • Ethical practices • Human rights policy, according to the United Nations Universal Declaration of Human Rights and The Ten Principles of the United Nations Global Compact • Health and safety • Emergency Procedures Plant health policy in compliance with national legislation
Section 17 Relations with consultants		A consultant is any individual or company who is not linked by an employment contract to the applicant, the government, the city, or the Expo project and who participates in or supports an applicant by providing consultancy or similar services in any way and at any time. The consultant binds him/herself personally for his/her activities, as well as for the activities of any person acting on his/her behalf or on behalf of his/her company. Any consultant shall agree, personally and on behalf of the company, not to support more than one applicant at the same time (when in competition for the same time period), keep and store the applicant's data confidentially and securely.

New Annexes suggested for the new version of regulations.

Annex VIII. Fees and guarantees

Financial Guarantee:
Applicants for recognition of an exhibition by AIPH are obliged to provide a financial bank guarantee to AIPH directly as the application is submitted or before the site inspection, whichever is soonest, in the amount of €150,000 (one hundred and fifty thousand euro). AIPH reserves the right not to consider any application submitted without this guarantee.

Provided that the organizers have fulfilled all their obligations, including the submission of a final report (format as in Appendix V) not later than ninety days after the closing date, AIPH will refund the following proportion of the financial guarantee to the organiser: € 50,000 (fifty thousand euros)
Provided that the AIPH Member (that supported the original application) completes a report to review the Expo (in accordance with AIPH guidelines) within one year of the Closing of the Expo the the following proportion of the financial guarantee will be paid to the AIPH Member one year after the Closing of the Expo: €50,000.
If an application is not accepted by AIPH, 100% of the financial bank guarantee will be refunded by AIPH. If the application is withdrawn within one year of definitive recognition, 20% of the financial bank guarantee will be refunded by AIPH. If an application is withdrawn more than one year after definitive approval, AIPH will retain the whole financial guarantee.

License Fee:
For all exhibitions, the organizers are bound to pay to AIPH the specified license fee (See section 3).
The fee structure incentives early bid submission and reflects the increased risk and monitoring required for later approved Expos:

12-10 years before opening: €500,000
10-8 years before opening: €550,000
8-6 years before opening: €600,000
6-4 years before opening: €650,000
Less than 4 years before opening: €750,000

Payment of the license fee starts from 3 years ahead of the opening of the exhibition for A1 Class exhibitions and is due for payment by the following times:

- 3 years before opening: 25% of total fee
- 1 year before opening: 25% of total fee
- 1 month before closing: remaining outstanding fee

Gate Fee:
In the event that an A1 Exhibition collects a gate income that exceeds €40,000,000 (forty million euro) then any income above this will be subject to a 1% gate fee charge payable to AIPH within ninety days of the closing ceremony.

AIPH requires a declaration by an independent financial auditor, approved by a professional body, regarding the gate income collected by the Expo and the relevant payment to AIPH.

AIPH is registered for Value Added Tax (VAT) in the United Kingdom. Payment should be made following receipt of invoice which will include the addition of UK VAT for exhibitions organised in the European Union.

Penalties:

In the event that any payment is not made by the due date then interest will be charged on outstanding debts. As AIPH finances operate from the United Kingdom the interest rate applied will be in accordance with the 2002 amendment to the UK Late Payment of Commercial Debts (Interest) Act 1998. This entitles AIPH to charge an 8% interest rate plus the Bank of England Base Rate. The interest charged will be the sum of these two interest rates.

Annex IX. Feasibility study

The feasibility study shall cover at least the following, in any order:

1. Name
2. Category
3. Duration
4. Opening and Closing Dates
5. Host City
6. Organisation and previous experience
7. Idea and vision
8. Timeline
9. Theme
10. Masterplan
11. Land development concept of the area covered
12. Accommodation & Gastronomy
13. Participants
14. International competitions
15. Events program
16. Visitors
17. Transportation
18. Operations
19. Business plan and financing
20. Promotion and marketing Strategy
21. Partnerships and sponsorships
22. Post Expo Concept

AIPH Regulations for Category B International Horticultural Exhibitions

To be considered by AIPH General Meeting 09 September 2019, Beijing, China

International Association of Horticultural Producers

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Section 1
AIPH Objective and Role

The AIPH objective for international horticultural exhibitions (Expos) is to promote the products of the horticultural industry to the general public, businesses and governments and to increase global appreciation for horticulture in terms of its benefits to individuals and societies.

The role of AIPH is to ensure expos are successful through a defined approval and monitoring process and through regulating the number of permitted expos.

Successful expos will:

- Stimulate the increased use of plants to improve the health and wellbeing of society, the enhancement of the environment and the strengthening of economies.
- Clearly demonstrate society's need for horticulture and the role it plays in linking people with their environment.
- Bring together horticultural excellence from different countries to promote the best knowledge and practice from all over the world and to celebrate cultural and horticultural diversity.
- Promote productivity and international co-operation in professional horticulture

Section 2
AIPH Governance and Regulatory Authority

The International Association of Horticultural Producers (AIPH) is an international non-profit association registered in Brussels, Belgium. Registration number 546.558.178.

The approval and implementation of the AIPH Regulations for International Horticultural Exhibitions is done in accordance with the Charter and Internal Regulations of AIPH as published on the AIPH website www.aiph.org.

AIPH has international responsibility for the approval of international horticultural exhibitions.

Section 3
B Exhibition Category

Expo name	Frequency	BIE approval	Duration	Application period	Specific provisions	Fees
International Horticultural Exhibition	Not more than two at any one time Not more than two per year Interval of at least 3 months between respective opening dates when they take place on the same continent and at least 3 weeks on different continents Opening and closing dates must not clash with opening and closing dates of an A1 exhibition	No	Minimum 3 months Maximum 6 months	Application submitted 3-10 years before opening date	Minimum exhibition area of 25ha of which a minimum of 3% is reserved for international participants Minimum of 10 international participants	Financial Guarantee: €100,000 License Fee: 10-7 years before opening: €350,000 6-4 years before opening: €375,000 3 years before opening: €400,000 Less than 3 years before opening: €450,000 See Annex VII for detail

Section 4
Application Process

4.1 Application process

Application for AIPH recognition must be supported by a Full Member organization of AIPH in the country where the exhibition will be held.

In the case of a country where there is no Full Member of AIPH an application can be submitted without the support of a Full Member of AIPH but the financial guarantee will be increased by 100% and AIPH may require further investigative work which will be at the cost of the applicant.

The application must be submitted to the Secretariat General of AIPH at least 6 weeks prior to the next AIPH Marketing & Exhibitions Committee and General Meeting. The Secretariat General reserves the right not to put forward for approval any application received later than this.

An application will consist of the following documents:

- AIPH questionnaire
- Feasibility study (see Annex VIII for the list of items to be covered)
- AIPH Site inspection report (provided by AIPH within 6 weeks of inspection)
- Formal letter of support from the AIPH member (if applicable)
- Formal letter of support from the host city/region
- Formal letter requesting approval from the organization or authority making the application. This should be signed by the most senior person in that organization
- Confirmation that the necessary finance will be provided to deliver the proposed exhibition

The relevant financial guarantee must be paid to AIPH 30 days prior to the AIPH meeting where the application will be considered or before an AIPH Site Inspection, whichever is sooner.

The documents will be circulated to all AIPH members prior to the next Exhibitions Committee and General meeting.

The applicant will be invited to make a presentation of the application during the meeting of the AIPH Exhibitions Committee.

4.2 Site inspection prior to approval

The first site inspection should be organized at least 6 weeks prior to the next AIPH Exhibitions Committee and General Meeting.

The number of inspectors within the AIPH inspection team will be determined by AIPH. Following the first inspection a report will be produced by the AIPH inspection team. This report will be made available to the organisers and to AIPH Members.

Organisers are required to provide, at their cost, the following for up to five AIPH inspectors per visit:

- Hotel accommodation
- Food and drink
- Transportation from point of arrival for the duration of the visit

In addition, organisers are required to cover the cost of:

- Travel costs for the inspectors from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
- Visa-related expenses for inspectors, including transport to the closest visa centre, visa and consular fees
- Vaccinations for the inspectors if recommended or mandatory

Section 5
Approval

AIPH will consider the application in closed session and inform the applicant of the decision at the earliest opportunity. The General Meeting is entitled to grant approval subject to conditions.

In the event that there is competition for a particular time period for hosting an exhibition AIPH will reach a judgement on the matter, with the General Meeting deciding which applicant shall be granted approval.

In arriving at its decision AIPH shall take into account the considerations put forward and, in particular, any special reasons of an historical or ethical nature, the period which has elapsed since the last exhibition, and the number of displays already organised by the competing countries. Except in exceptional circumstances AIPH shall give preference to an exhibition organised in the territory of AIPH member.

The opening and closing dates of an exhibition and its general features shall be laid down at the time of approval and may be changed only with the agreement of AIPH.

An applicant which has been granted the approval of an exhibition shall lose all rights arising from the approval if it changes the date reserved for the exhibition, except if the General Meeting of AIPH provides the authorization for a change of opening or closing dates of an exhibition. If an applicant wishes to organise the exhibition at another date, the applicant concerned shall make a fresh application.

Section 6
Gifts

No valuable (exceeding 100 euros or equivalent) gifts or gratuities may be given to or accepted/received by AIPH Members, staff or representatives from Exhibition applicants or organisers or from those representing them.

Valuable gifts are goods or items of value, cash or cash equivalents, such as cheques, honorariums, money orders, stocks and savings bonds. Gift certificates and gift cards are not considered cash equivalents but are subject to the limitation on common business courtesies.

Gratuities are favours or gifts, usually without any tangible form, which include any free or discounted items or services, such as meals, entertainment event tickets, accommodation or travel expenses, for which payment is normally required.

No advantage or promise of an advantage may be made to or accepted by an AIPH Member, staff or representative.

These restrictions shall be respected by the AIPH Members, staff, representatives, applicants, governments and by all those acting on behalf of or supporting the applicant.
The same restrictions apply to the applicants' relations with third parties, in particular the media.

All gifts or gratuities (below the 100 euro limit and excluding any Expo-branded, city, country or local-branded item, Expo mascots, souvenirs, food and drink) must be declared to AIPH Secretariat who will maintain a catalogue of gifts received. This catalogue can be made available for inspection on request.

Section 7
Reporting to AIPH

7.1 Before the Expo
Following approval from AIPH, organisers are required to verbally report progress to AIPH meetings and field questions from members. Reports must be presented in English. The frequency of reports required will be specified by the AIPH Secretariat General but will be at least once per year following approval.

Following approval organisers will be subject to regular (at least annual) on-site inspections.

During the four years prior to a B Class exhibition, organisers will be subject to the following on-site inspections:

Four years before opening of exhibition
- One on site visit by AIPH inspector(s) – See Annex I for '4 years before' inspection

Three years before opening of exhibition
- One on-site visit by AIPH inspector(s) – See Annex II for '3 years before' inspection

Two years before opening of exhibition
- One on-site visit by AIPH inspector(s) – See Annex III for '2 years before' inspection

One year before opening of exhibition
- One on-site visit by AIPH inspector(s) – See Annex IV for '1 year before' inspection

The number of inspectors within the AIPH inspection team will be determined by AIPH. Following each inspection, a report will be produced by the AIPH inspection team. This report will be made available to the organisers and to AIPH Members.

AIPH reserves the right to require more frequent inspections if non-conformities are identified during an annual inspection or if requested by the organiser.

Organisers are required to provide, at their cost, the following for up to five AIPH inspectors per visit:
- Hotel accommodation
- Food and drink
- Transportation from point of arrival for the duration of the visit

In addition, organisers are required to cover the cost of:
- Travel costs for the inspectors from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.

- Visa-related expenses for the inspectors, including transport to the closest visa centre, visa and consular fees
- Vaccinations for the inspectors if recommended or mandatory

For any additional inspections required beyond the annual inspections (at request of AIPH or the organiser) then an additional fee per day will be required to cover the additional time cost. Fees will be specified by Secretariat General.
The organiser will make provision for an AIPH staff member to be present on site during the two months prior to opening to manage relations with international participants. All transport, food, and accommodation costs will be covered by the organiser.

7.2 Final Reports
Exhibition organisers are required to submit a final report to the AIPH Secretariat within 90 days of the closing of the exhibition. The report must include the points outlined in Annex V.

Section 8
Sanctions

If, after approval has been granted to an exhibition by AIPH, it transpires that the organizers have not respected the provisions of the regulations, or have respected them only partially, the approval will be withdrawn, and all members of AIPH will be informed of this decision.

In the event that inspection visits highlight serious concerns that could prevent the organisers from achieving the quality of exhibition required by AIPH or if the exhibition fails to meet other obligations to AIPH then AIPH reserves the right to withdraw its approval of the exhibition.

Any decision to withdraw approval would require majority approval by the AIPH General Meeting.

In the event that approval is withdrawn there would be no reimbursement of any of the financial guarantee and the organisers would be liable to pay to AIPH the full license fee payment as agreed at the original approval.

When approval is withdrawn the exhibition must remove all reference to AIPH in any communication relating to the event.

Section 9
Services Provided by AIPH

AIPH will provide the following services to approved B exhibitions:

9.1. International Honorary Jury
- AIPH assists in organizing 2 International Honorary Jury rounds and will nominate four foreign Honorary Jury Members.
- AIPH will maintain and make available a list of competent International Honorary Jury members.
- AIPH donates a prize for the International competition. This prize consists of an AIPH certificate, and an 'AIPH award trophy'.

Organisers are required to provide, at their cost, the following for the AIPH Jury members per Jury round:

- Hotel accommodation
- Food and drink
- Transportation from point of arrival for the duration of the visit

In addition, organisers are required to cover the cost of:

- Travel costs for the Jury members from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
- Visa-related expenses for the Jury members, including transport to the closest visa centre, visa and consular fees
- Vaccinations for the Jury members if recommended or mandatory

9.2 Promotional services, expert support and networking opportunities

- AIPH will encourage its member organizations by all means to participate in the exhibition.
- AIPH will promote the exhibition and seek to gain publicity for the exhibition and for prize winners through the AIPH website, media releases and newsletters. AIPH will also seek to attract more international visitors to the exhibition.
- AIPH will endeavour to respond to questions relating to technological, infrastructural and horticultural aspects of exhibitions or to recommend appropriate consultancy support.
- AIPH will give access to the 'AIPH Guide for the Organisers of International Horticultural Exhibitions' as well as to related Technical Guidance Notes
- AIPH will provide access to the Final Reports from previous Exhibitions
- In exceptional situations the Executive Committee of AIPH can decide to adjust the financial obligations of AIPH. The organizing committee will be informed by AIPH if such a situation occurs.

9.3 Additional services

If necessary, AIPH can provide support in the development and organization of competitions during the Expo, subject to additional fees to be defined with the Expo organizer according to the level of support and AIPH investment required. This may include the following:

- Assistance in preparing competition rules
- Assistance in organization and management of the juries (national and international competitions)
- Assistance in determining the results of jury deliberations

Section 10
AIPH Garden

In all B-Class exhibitions the Organiser must provide space for AIPH to promote its activities.
If the Organiser would like AIPH to participate with a garden, a minimum funding of 200,000 euros (two hundred thousand euros) should be allocated by the Organiser, for the purposes of design, construction, maintenance and staffing.
The allocated funding is payable to AIPH prior to design and construction costs being incurred.
In case the Organiser assists AIPH in elaborating the Garden, AIPH reserves the right to approve the proposed design and constructor.

Section 11
Use of AIPH Brand

AIPH encourages the use of the AIPH brand in association with the promotion and endorsement of exhibitions. Organisers are required to follow the AIPH Brand Use Rules as outlined in Annex VI.

As a minimum the AIPH brand must be used as follows:

- In all promotional material produced for the exhibition
- On the exhibition website (including the homepage), including link to AIPH website
- In all communications to the international network, such as Expo presentations at AIPH, at other exhibitions
- On information provided to exhibitors
- On media releases
- Visible at exhibition entrances
- On exhibition entry tickets
- On a flag displayed

The AIPH brand can be used on merchandise sold from the exhibition. In this case all uses must obtain prior approval from the AIPH Secretariat and may be subject to a royalty charge.

Section 12
Exhibition Requirements

12.1 Opening and Closing Ceremonies

Class B exhibitions are required to have an opening and a closing ceremony. Organisers must allow for a speech from an AIPH representative during these ceremonies. AIPH undertakes to provide a representative to make a speech in English. The speech will be delivered by the AIPH Secretary General, the AIPH President or an alternative senior AIPH office holder. AIPH Prizes can also be presented during these ceremonies.
Organisers are required to provide, at their cost, the following for the AIPH officer delivering the speech and one accompanying person:

- Hotel accommodation
- Food and drink
- Transportation from point of arrival for the duration of the visit

In addition, organisers are required to cover the cost of:

- Travel costs for the speaker and accompanying person from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
- Visa-related expenses for the speaker and accompanying person, including transport to the closest visa centre, visa and consular fees
- Vaccinations for the speaker and accompanying person if recommended or mandatory

The organiser shall invite AIPH members to the Opening Ceremony (at least five places per member) at no charge and provide free entry to the site.

The organiser shall invite the organisers of upcoming AIPH approved International Horticultural Exhibitions to the Opening Ceremony (at least five places per Exhibition) at no charge and provide free entry to the site.

12.2 International Participation

12.2.1 International Participation: Invitations

All invitations to participate in an exhibition shall be sent by the Organiser or associated City Government. AIPH regional members of the invited cities should be notified about the invitation at the same time.

Invitations to organisations of international character shall be sent to them directly.

12.2.2 Obligations to international participants

Participants from all countries should be allowed to participate in an international horticultural exhibition under the same conditions in order to permit an unprejudiced comparison between the products of the different countries.

To that end it is necessary that the products of foreign participants can be exhibited as unhindered by measures and restrictions of customs and phytosanitary rules as products from the organizing country. Products to be displayed should be allowed at the exhibition in their original state (e.g. kind and form of the products, substrates, container growth, varieties and species) and there must be no discrimination between participants from the host country and foreign participants in the international section of an exhibition.

Participants must be informed of time available for construction of their garden/pavilion, including the final point of time they can be on site before opening. The organiser will facilitate full and unimpeded access to participants during this time. No change can be made to this time within four weeks of the opening of the Expo.

The organizers must notify the conditions for participation, and submit them in the English language to AIPH for approval:

- at least three years before the opening date for outdoor exhibitions;
- at least two years before the opening date for indoor exhibitions;

The organizer of an international exhibition must inform the international exhibitors about the rules and regulations of working permits.

12.2.3 Organiser's status and relationship with AIPH members

The AIPH member associations should support only those horticultural exhibitions or shows of a specialized horticultural nature which have been recognized by the General Meeting of AIPH after consultation with the AIPH Exhibitions Committee. In the event of a conflict between exhibitions, AIPH members are obliged to give preference to participation in the exhibition recognized by AIPH.

12.2.4 Conditions for accepting international participants

All exhibitors must be approved by a Committee established by the organizer. This can include the AIPH member (where there is one) from the country which wishes to participate in an international horticultural exhibition.

12.3 Monitoring

International horticultural exhibitions which have been recognized by AIPH must set up a committee consisting of one delegate from each of the participating countries. The function of committee is to ensure the equal observance of the rights and duties of exhibitors and they should be enabled, in an

advisory capacity, to assist the organizers of exhibitions in laying down the conditions for exhibiting and for the regulation of the award of the prizes.

Reimbursement of travel and lodging costs of delegates (travel tickets, hotel costs, subsistence etc.) is the responsibility of member organizations or the organizing committees in the various countries.

The organizer shall provide AIPH with contact details, following signing of participation contracts, for all international participants so satisfaction can be monitored.

The Organiser will provide a weekly report to AIPH regarding any issues associated with international participants in the final month prior to opening. Prior to this the report will be monthly during the six months prior to opening.

12.4 Competitions

Competitions are an important component of horticultural exhibitions. They stimulate the interest of both participants and visitors; they provide incentive for exhibitors and enable organizers to reward excellence.

Organizers of international horticultural exhibitions are therefore required to include competitions in their events, to make efficient arrangements for their judging and to award appropriate prizes to those whose exhibits are of exceptional quality. Organizers are required to provide information about these aspects when answering the application questionnaire and their response will be taken into account in the review procedure. However, AIPH recognizes that arrangements for these activities will differ between exhibitions. Therefore, recommendations have been prepared for the guidance of organizers (Annex VII).

The organizers are obliged to send to the AIPH secretariat details of the regulations relating to their competitions not later than one year prior to the opening of the exhibition concerned. AIPH will respond with required amendments within one month of submitting the regulations. Organizers are required to accept the amendments requested.

The organizers must guarantee that all exhibitors who participate in an international exhibition will be entitled, without discrimination of nationality, to participate in all the competitions which are organized by the organizing committee and to be eligible for prizes awarded by this committee.

An international jury is to be organized as outlined in Section 8 and procedures for dealing with jury members are outlined in Annex VII.

12.5 Transport Costs

The organizers shall undertake to contribute to the costs of two-way transport of plants and materials necessary for the building of the stands.

The minimum contribution to these costs shall be reimbursement of the two-way trip from the national border (customs post, port, airport) to the location of the exhibition.

These costs are calculated on the basis of transport rates applicable in the host country.

No payment shall be due for the return leg of the journey:

- for cut flowers;
- if the plants on the exhibition stand are sold in the country where the exhibition is taking place.

12.6 Customs Formalities

Exemption from customs which is normally granted for exhibitions products must be ensured. Moreover, it is recommended that each country should also endeavor to obtain exemption from custom duties in the country in which the exhibition is held for products exhibited which will be offered free and will remain in that country.

For category A1 exhibition, the possibility of local customs clearance at the exhibition site must be provided.

In any case, for all categories of exhibition, all possible facilities concerning customs clearance must be provided, both for importation and re-exportation.

12.7 Plant Health

The organizers of the exhibition must guarantee three years before the start of Class B exhibitions that measures are in place with the plant health authorities to minimize problems for participants and that clear guidance has been provided to participants to ensure they can comply with national phytosanitary rules.

Phytosanitary checks must be made without causing loss of time, preferably on the exhibition site.

12.8 Stand Equipment and Staging

The exhibition hall and grounds must be made available to the collective and individual country exhibitor without charge. The organizers of the exhibition must supply at no cost the materials which are necessary for exhibition purposes (substrate, soil, water, electricity, wi-fi, etc.) in the stand or the exhibition ground. If it is necessary to heat exhibition halls to 20-22 degrees centigrade then this must be provided at no charge.

These conditions must also be applicable to personnel employed for heavy work and made available by the organizers. The costs of the personnel employed in the erection and finishing off of stands or the preparation of the exhibition area can be paid by the exhibitors.

For a short term exhibition, the maintenance during the exhibition of products exhibited in exhibition halls is the responsibility of the exhibitor.

However, in the case of products exhibited in the open and in the case of long term exhibitions in halls, their maintenance and care are the responsibility of the organizers.

12.9 Insurance

Organizers of and exhibitors at international horticultural exhibitions must take out an insurance for civil liability.

12.10 Financial compensation

Organizers are required to reduce the cost of exhibiting for participants. This can be done either by contributing to the cost of construction and maintenance or offering money prizes.

<u>Overall amount of money prizes</u>

Organizers who decide to award money prizes must consult the AIPH Secretariat on the overall value of money prizes to be awarded for an exhibition.

12.11 Advertising other exhibitions

The organizers of AIPH registered exhibitions must allow the organizers of other AIPH registered exhibitions to place advertising signs in the stand of their country, or in the immediate vicinity of their stand.

The scale and content of such advertising/information should be agreed between the organizer and the exhibitor.

In the absence of the country where an exhibition being promoted is to take place, the organizers shall provide space for advertising, in a place which is accessible to the public.

Any costs in connection with such advertising will be met by the exhibition arranging it.

12.12 Promotion

The exhibition is required to provide information for the international media relating to the exhibition and to enable it to be promoted worldwide. There must be a clear media contact point with information available in appropriate languages, including English.

12.13 Exhibition Regulations for Participants

The organizer of an international exhibition has to inform the international exhibitors about the rules and regulations of working permits.

Section 13
Rules for Participation

13.1 Sponsorship

All participants in AIPH recognized exhibitions shall be free to negotiate financial and other support from third parties, provided that support is permissible under the legislation of the host country and, in the case of BIE recognized events, complies with that organization's requirements.

Organizers of all exhibitions recognized by AIPH shall include in their conditions for participation full details of any restrictions which will apply to the display of advertisements, the distribution of literature and any other activities intended to promote products and services other than those exhibited by the participant.

These conditions shall permit participants to promote such products and services but the organizers are entitled to limit the inclusion of or reference to them to a maximum of 5% of the total surface area of the exhibit itself.

As far as publicity is made within the exhibition, sponsorship agreements concluded by exhibitors may not be conflicting with the sponsorship interests of the organizer of the exhibition nor with the image of the exhibition.

On collective country exhibits of exhibitions the sale of national products which might be in conflict with agreements of the organizer made with sponsors must be allowed.

13.2 Commercial activities

Retail sales on the stand are permitted. However, these must not exceed 20% of the total covered area of the exhibit or 100 m^2, whichever is the smallest area. For stands that are larger than 2000 m^2 then the area allocated for retail sales should be determined through negotiation between organizer

and exhibitor. Any product sold should be related to the exhibit and linked with the exhibiting country and in a way that supports the objectives of the exhibit.

With a view to distribution of commercial information, an information area can be made available ONLY FOR THE TRADE in the NATIONAL stands (stands representing countries, or regions if the country itself is not taking part, or of communities which are representing a country).

An information area is only allowed on national stands with a minimum area of 500 m^2 (or when 500 m^2 was requested but not granted).

The form, layout and design of the information stand must be submitted to the organizers for approval.

The cost of setting up an information stand will be met by the exhibitor.

13.3 Commercial contact days

In order to improve the commercial appeal of Class B exhibitions, the organizers must make it possible for participants to organize commercial contact days.

Section 14
Managing disputes

Disputes between organizers and participants must be submitted to a disputes committee.

For B exhibitions, this committee shall be composed of representatives of the organizers, of the participating countries, and AIPH.

Section 15
Exhibition Regulations

15.1 For B Class Exhibitions organizers are required to prepare Regulations relating to the operation of the Exhibition and the management of international participation. These Regulations must be submitted to AIPH for approval at least two years before the opening date.

- This review and approval procedure affects the General Exhibition Regulations and if applicable the Special Regulations including the Competition Regulations.
- The review process will be coordinated by a review team appointed by AIPH which is available to support the development of the exhibition regulations
- The exhibition regulations will be formally approved by the AIPH board on recommendation of the review team

15.2 Organizers should produce policies which they will follow, covering the following:

- Environment and sustainability
- Ethical practices
- Human rights policy, according to the United Nations Universal Declaration of Human Rights and The Ten Principles of the United Nations Global Compact
- Health and safety
- Emergency Procedures

Plant health policy in compliance with national legislation.

Section 16
Relations with consultants

A consultant is any individual or company who is not linked by an employment contract to the applicant, the government, the city, or the Expo project and who participates in or supports an applicant by providing consultancy or similar services in any way and at any time.
The consultant binds him/herself personally for his/her activities, as well as for the activities of any person acting on his/her behalf or on behalf of his/her company.
Any consultant shall agree, personally and on behalf of the company, not to support more than one applicant at the same time, keep and store the applicant's data confidentially and securely.

Annexes

Annex I – On site inspection for B Expos – 4 years before opening

Annex II – On site inspection for B Expos – 3 years before opening

Annex III – On site inspection for B Expos – 2 years before opening

Annex IV – On site inspection for B Expos – 1 year before opening

Annex V – Final Report Template

Annex VI – AIPH Brand Use Rules

Annex VII – Competition Guidelines

Annex VIII – Fees and guarantees

Annex IX – Feasibility study

Annexes

Annex VIII
Fees and guarantees

Financial Guarantee:
Applicants for recognition of an exhibition by AIPH are obliged to provide a financial bank guarantee to AIPH directly as the application is submitted or before the site inspection, whichever is soonest, in the amount of €100,000 (one hundred thousand euro). AIPH reserves the right not to consider any application submitted without this guarantee.

Provided that the organizers have fulfilled all their obligations, including the submission of a final report (format as in Appendix V) not later than ninety days after the closing date, AIPH will refund the following proportion of the financial guarantee to the organiser: € 30,000 (thirty thousand euros).

Provided that the AIPH Member (that supported the original application) completes a report to review the Expo (in accordance with AIPH guidelines) within one year of the Closing of the Expo the the following proportion of the financial guarantee will be paid to the AIPH Member one year after the Closing of the Expo: €30,000.

If an application is not accepted by AIPH, or if within one year of definitive recognition the application is withdrawn, 20% of the financial guarantee will be repaid by AIPH. If an application is withdrawn more than one year after definitive approval, AIPH will retain the whole financial guarantee.

License Fee:
For all exhibitions, the organizers are bound to pay to AIPH the specified license fee (See section 3). The fee structure incentives early bid submission and reflects the increased risk and monitoring required for later approved Expos:

10-7 years before opening: €350,000
6-4 years before opening: €375,000
3 years before opening: €400,000
Less than 3 years before opening: €450,000

Payment of the license fee starts from 3 years ahead of the opening of the exhibition for B Class exhibitions and is due for payment by the following times:

- 3 years before opening: 25% of total fee
- 1 year before opening: 25% of total fee
- 1 month before closing: remaining outstanding fee

Payment of the license fee starts from 2 years ahead of the opening of the exhibition for C and D Class exhibitions and is due for payment by the following times:

- 2 years before opening: 25% of total fee
- 1 year before opening: 25% of total fee
- 1 month after closing: remaining outstanding fee

AIPH is registered for Value Added Tax (VAT) in the United Kingdom. Payment should be made following receipt of invoice which will include the addition of UK VAT for exhibitions organised in the European Union.

Penalties:
In the event that any payment is not made by the due date then interest will be charged on outstanding

debts. As AIPH finances operate from the United Kingdom the interest rate applied will be in accordance with the 2002 amendment to the UK Late Payment of Commercial Debts (Interest) Act 1998. This entitles AIPH to charge an 8% interest rate plus the Bank of England Base Rate. The interest charged will be the sum of these two interest rates.

Annex IX
Feasibility study

The feasibility study shall cover at least the following, in any order:

1. Name
2. Category
3. Duration
4. Opening and Closing Dates
5. Host City
6. Organisation and previous experience
7. Idea and vision
8. Timeline
9. Theme
10. Masterplan
11. Land development concept of the area covered
12. Accommodation & Gastronomy
13. Participants
14. International competitions
15. Events program
16. Visitors
17. Transportation
18. Operations (including safety and security)
19. Business plan and financing
20. Legal matters
21. Promotion and marketing Strategy
22. Partnerships and sponsorships
23. Government support for the Expo
24. Post Expo Concept

AIPH Regulations for Category B International Horticultural Exhibitions

To be considered by AIPH General Meeting 09 September 2019, Beijing, China

Summary Table reflecting all the changes that are suggested in the new version of regulations.

Section	Previous version (if any)	Proposed version
Section 3 B Exhibition Category	Financial guarantee €100,000 (one hundred thousand euro) Licence Fee: €350,000 (three hundred and fifty thousand euro) Plus a gate fee charge equivalent to 1% of all gate income over €35,000,000 (thirty five million euro)	Financial guarantee €100,000 (one hundred thousand euro) Licence Fees: 10-7 years before opening: €350,000 6-4 years before opening: €375,000 3 years before opening: €400,000 Less than 3 years before opening: €450,000 See Annex VII for detail
Section 4 Application Process	An application will consist of the following documents: • AIPH questionnaire • Feasibility study • AIPH Site inspection report • Formal letter of support from the AIPH member (if applicable) • Formal letter of support from the host city/region (for B) • Formal letter requesting approval from the organization or authority making the application. This should be signed by the most senior person in that organization • Confirmation that the necessary finance will be provided to deliver the proposed exhibition • Confirmation of support from national government (Class A1 only)	4.1 Application process An application will consist of the following documents: • AIPH questionnaire • Feasibility study (see Annex VIII for the list of items to be covered) • AIPH Site inspection report (provided by AIPH within 6 weeks of inspection) • Formal letter of support from the AIPH member (if applicable) • Formal letter of support from the host city/region • Formal letter requesting approval from the organization or authority making the application. This should be signed by the most senior person in that organization • Confirmation that the necessary finance will be provided to deliver the proposed exhibition 4.2 Site inspection prior to approval

		The first site inspection should be organized at least 6 weeks prior to the next AIPH Exhibitions Committee and General Meeting. The number of inspectors within the AIPH inspection team will be determined by AIPH. Following the first inspection a report will be produced by the AIPH inspection team. This report will be made available to the organisers and to AIPH Members. Organisers are required to provide, at their cost, the following for up to five AIPH inspectors per visit: • Hotel accommodation • Food and drink • Transportation from point of arrival for the duration of the visit In addition organisers are required to cover the cost of: • Travel costs for the inspectors from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport. • Visa-related expenses for inspectors, including transport to the closest visa centre, visa and consular fees • Vaccinations for the inspectors if recommended or mandatory
Section 5 Approval	AIPH will consider the application in closed session and inform the applicant of the decision at the earliest opportunity. The General Meeting is entitled to grant approval subject to conditions. In the event that there is competition for a particular time	AIPH will consider the application in closed session and inform the applicant of the decision at the earliest opportunity. The General Meeting is entitled to grant approval subject to conditions. In the event that there is competition for a particular time period for hosting

	period for hosting an exhibition AIPH will reach a judgement on the matter.	an exhibition AIPH will reach a judgement on the matter, with the General Meeting deciding which applicant shall be granted approval. In arriving at its decision AIPH shall take into account the considerations put forward and, in particular, any special reasons of an historical or ethical nature, the period which has elapsed since the last exhibition, and the number of displays already organised by the competing countries. Except in exceptional circumstances AIPH shall give preference to an exhibition organised in the territory of AIPH member. The opening and closing dates of an exhibition and its general features shall be laid down at the time of approval and may be changed only with the agreement of AIPH. An applicant which has been granted the approval of an exhibition shall lose all rights arising from the approval if it changes the date reserved for the exhibition, except if the General Meeting of AIPH provides the authorization for a change of opening or closing dates of an exhibition. If an applicant wishes to organise the exhibition at another date, the applicant concerned shall make a fresh application.
Section 6 Gifts		No valuable (exceeding 100 euros or equivalent) gifts or gratuities may be given to or accepted/received by AIPH Members, staff or representatives from Exhibition applicants or organisers or from those representing them. Valuable gifts are goods or items of value, cash or cash equivalents, such as cheques, honorariums, money orders, stocks and savings bonds. Gift certificates and gift cards are not considered cash equivalents but are subject to the limitation on common business courtesies. Gratuities are favours or gifts, usually without any tangible form, which include any free or discounted items or services, such as meals, entertainment event tickets,

		accommodation or travel expenses, for which payment is normally required. No advantage or promise of an advantage may be made to or accepted by an AIPH Member, staff or representative. These restrictions shall be respected by the AIPH Members, staff, representatives, applicants, governments and by all those acting on behalf of or supporting the applicant. The same restrictions apply to the applicants' relations with third parties, in particular the media. All gifts or gratuities (below the 100 euro limit and excluding any Expo-branded, city, country or local-branded item, Expo mascots, souvenirs, food and drink) must be declared to AIPH Secretariat who will maintain a catalogue of gifts received. This catalogue can be made available for inspection on request.
Section 7 Reporting to AIPH	Following approval from AIPH, organisers are required to verbally report progress to AIPH meetings and field questions from members. Reports must be presented in English. The frequency of reports required will be specified by the AIPH Secretariat General but will be at least once per year following approval. The number of inspectors within the AIPH inspection team will be determined by AIPH but will normally be two. Following each inspection a report will be produced by the AIPH inspector. This report will be made available to the organisers and to AIPH Full Members.	Following approval from AIPH, organisers are required to verbally report progress to AIPH meetings and field questions from members. Reports must be presented in English. The frequency of reports required will be specified by the AIPH Secretariat General but will be at least once per year following approval. Following approval organisers will be subject to regular (at least annual) on-site inspections. The number of inspectors within the AIPH inspection team will be determined by AIPH. Following each inspection, a report will be produced by the AIPH inspection team. This report will be made available to the organisers and to AIPH Members.

	Organisers are required to provide, at their cost, the following for up to two AIPH inspectors per visit: • Hotel accommodation • Food and drink • Transportation from point of arrival for the duration of the visit In addition organisers are required to cover the cost of: • Travel costs for the inspectors from their home destination. This includes flight costs (minimum of 'premium economy / economy plus' for flights over six hours), rail travel and car mileage depending on the form of transport.	Organisers are required to provide, at their cost, the following for up to five AIPH inspectors per visit: • Hotel accommodation • Food and drink • Transportation from point of arrival for the duration of the visit In addition organisers are required to cover the cost of: • Travel costs for the inspectors from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport. • Visa-related expenses for the inspectors, including transport to the closest visa centre, visa and consular fees • Vaccinations for the inspectors if recommended or mandatory The organiser will make provision for an AIPH staff member to be present on site during the two months prior to opening to manage relations with international participants. All transport, food, and accommodation costs will be covered by the organiser.
Section 8 Sanctions	In the event that approval is withdrawn there would be no reimbursement of any of the financial guarantee and the organisers would be liable to pay to AIPH the full gate fee payment as agreed at the original approval. When approval is withdrawn the exhibition must remove all reference to AIPH in any communication relating to the event.	In the event that approval is withdrawn there would be no reimbursement of any of the financial guarantee and the organisers would be liable to pay to AIPH the full licence fee payment as agreed at the original approval. When approval is withdrawn the exhibition must remove all reference to AIPH in any communication relating to the event.

Section 9
 	
Services Provided by AIPH
	AIPH will provide the following services to approved Class B exhibitions:
	
	• AIPH assists in organizing 2 International Honorary Jury rounds and pays for the flight tickets (economy class) and hotel rooms of 4 foreign Honorary Jury Members; at least two of them are to be nominated by AIPH.
	
	• AIPH will maintain and make available a list of competent International Honorary Jury members.
	
	• AIPH donates a prize for the International competition. This prize consists of an AIPH certificate, and an 'AIPH award trophy'.
	
	• AIPH will encourage its member organizations by all means to participate in the exhibition.
	
	• AIPH can provide support in the development and organization of competitions during the Expo. This includes the following:
	
	  • Assistance in preparing competition rules
	
	  • Assistance in organization and management of the juries (national and
		AIPH will provide the following services to approved Class B exhibitions:
		
		9.1. International Honorary Jury
		
		• AIPH assists in organizing 2 International Honorary Jury rounds and will nominate four foreign Honorary Jury Members.
		• AIPH will maintain and make available a list of competent International Honorary Jury members.
		• AIPH donates a prize for the International competition. This prize consists of an AIPH certificate, and an 'AIPH award trophy'.
		Organisers are required to provide, at their cost, the following for the AIPH Jury members per Jury round:
		• Hotel accommodation
		• Food and drink
		• Transportation from point of arrival for the duration of the visit
		
		In addition organisers are required to cover the cost of:
		• Travel costs for the Jury members from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
		• Visa-related expenses for the Jury members, including transport to the closest visa centre, visa and consular fees
		• Vaccinations for the Jury members if recommended or mandatory
		
		9.2 Promotional services, expert support and networking opportunities
		
		• AIPH will encourage its member organizations by all

	international competitions) • Assistance in determining the results of jury deliberations • AIPH will promote the exhibition and seek to gain publicity for the exhibition and for prize winners through the AIPH website, media releases and newsletters. AIPH will also seek to attract more international visitors to the exhibition. • AIPH will endeavour to respond to questions relating to technological, infrastructural and horticultural aspects of exhibitions or to recommend appropriate consultancy support. • AIPH will give access to the 'AIPH Guide for the Organisers of International Horticultural Exhibitions' as well as to related Technical Guidance Notes • AIPH will provide access to the Final Reports from previous Exhibitions • In exceptional situations the Executive Committee of AIPH can decide to adjust the financial obligations of AIPH. The organizing committee will be informed by AIPH if such a situation occurs.	means to participate in the exhibition. • AIPH will promote the exhibition and seek to gain publicity for the exhibition and for prize winners through the AIPH website, media releases and newsletters. AIPH will also seek to attract more international visitors to the exhibition. • AIPH will endeavour to respond to questions relating to technological, infrastructural and horticultural aspects of exhibitions or to recommend appropriate consultancy support. • AIPH will give access to the 'AIPH Guide for the Organisers of International Horticultural Exhibitions' as well as to related Technical Guidance Notes • AIPH will provide access to the Final Reports from previous Exhibitions • In exceptional situations the Executive Committee of AIPH can decide to adjust the financial obligations of AIPH. The organizing committee will be informed by AIPH if such a situation occurs. 9.3 Additional services If necessary, AIPH can provide support in the development and organization of competitions during the Expo, subject to additional fees to be defined with the Expo organizer according to the level of support and AIPH investment required. This may include the following: • Assistance in preparing competition rules • Assistance in organization and management of the juries (national and international competitions)

		• Assistance in determining the results of jury deliberations
Section 10 AIPH Garden		In all B-Class exhibitions the Organiser must provide space for AIPH to promote its activities. If the Organiser would like AIPH to participate with a garden, a minimum funding of 200, 000 euros (two hundred thousand euros) should be allocated by the Organiser, for the purposes of design, construction, maintenance and staffing. The allocated funding is payable to AIPH prior to design and construction costs being incurred. In case the Organiser assists AIPH in elaborating the Garden, AIPH reserves the right to approve the proposed design and constructor.
Section 11 Use of AIPH Brand	AIPH encourages the use of the AIPH brand in association with the promotion and endorsement of exhibitions. Organisers are required to follow the AIPH Brand Use Rules as outlined in Annex VI. As a minimum the AIPH brand must be used as follows: • In all promotional material produced for the exhibition • On the exhibition website, including link to AIPH website • On information provided to exhibitors • On media releases • Visible at exhibition entrances • On exhibition entry tickets • On a flag displayed	AIPH encourages the use of the AIPH brand in association with the promotion and endorsement of exhibitions. Organisers are required to follow the AIPH Brand Use Rules as outlined in Annex VI. As a minimum the AIPH brand must be used as follows: • In all promotional material produced for the exhibition • On the exhibition website (including the homepage), including link to AIPH website • In all communications to the international network, such as Expo presentations at AIPH, at other exhibitions • On information provided to exhibitors • On media releases • Visible at exhibition entrances • On exhibition entry tickets • On a flag displayed

	The AIPH brand can be used on merchandise sold from the exhibition. In this case all uses must obtain prior approval from the AIPH Secretariat and may be subject to a royalty charge.	The AIPH brand can be used on merchandise sold from the exhibition. In this case all uses must obtain prior approval from the AIPH Secretariat and may be subject to a royalty charge.
Section 12 Exhibition Requirements	11.1 – Opening and Closing Ceremonies All exhibitions are required to have an opening ceremony. Class A1 and B exhibitions are also required to have a closing ceremony. Organisers must allow for a speech from an AIPH representative during these ceremonies. AIPH undertakes to provide a representative to make a speech in English. The speech will be delivered by the AIPH Secretary General, the AIPH President or an alternative senior AIPH office holder. AIPH Prizes can also be presented during these ceremonies. Organisers are required to provide, at their cost, the following for the AIPH officer delivering the speech: • Hotel accommodation • Food and drink • Transportation from point of arrival for the duration of the visit In addition organisers are required to cover the cost of: • Travel costs from their home destination. This includes flight costs (minimum of 'premium economy / economy plus' for flights over six hours), rail travel and car mileage	12.1 Opening and Closing Ceremonies Class A1 exhibitions are required to have an opening and a closing ceremony. Organisers must allow for a speech from an AIPH representative during these ceremonies. AIPH undertakes to provide a representative to make a speech in English. The speech will be delivered by the AIPH Secretary General, the AIPH President or an alternative senior AIPH office holder. AIPH Prizes can also be presented during these ceremonies. Organisers are required to provide, at their cost, the following for the AIPH officer delivering the speech and one accompanying person: • Hotel accommodation • Food and drink • Transportation from point of arrival for the duration of the visit In addition organisers are required to cover the cost of: • Travel costs for the speaker and accompanying person from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport. • Visa-related expenses for the speaker and accompanying person, including transport to

	depending on the form of transport.	the closest visa centre, visa and consular fees • Vaccinations for the speaker and accompanying person if recommended or mandatory The organiser shall invite AIPH members to the Opening Ceremony (at least five places per member) at no charge and provide free entry to the site. The organiser shall invite the organisers of upcoming AIPH approved International Horticultural Exhibitions to the Opening Ceremony (at least five places per Exhibition) at no charge and provide free entry to the site.
12.2 International participation	11.2 – International Participation Participants from all countries should be allowed to participate in an international horticultural exhibition under the same conditions in order to permit an unprejudiced comparison between the products of the different countries. To that end it is necessary that the products of foreign participants can be exhibited as unhindered by measures and restrictions of customs and phytosanitary rules as products from the organizing country. Products to be displayed should be allowed at the exhibition in their original state (e.g. kind and form of the products, substrates, container growth, varieties and species) and there must be no discrimination between participants from the host country and foreign participants in the international section of an exhibition.	12.2 International Participation: Invitations All invitations to participate in an exhibition shall be sent by the Organiser or related city government. AIPH regional members of the invited cities should be notified about the invitation at the same time. Invitations to organisations of international character shall be sent to them directly. 12.2.2 Obligations to international participants Participants from all countries should be allowed to participate in an international horticultural exhibition under the same conditions in order to permit an unprejudiced comparison between the products of the different countries. To that end it is necessary that the products of foreign participants can be exhibited as unhindered by measures and restrictions of customs and phytosanitary rules as products from the organizing country. Products to be displayed should be allowed at the exhibition in their original state (e.g. kind and form of the products, substrates, container growth, varieties

	The AIPH member associations should support only those horticultural exhibitions or shows of a specialized horticultural nature which have been recognized by the General Meeting of AIPH after consultation with the AIPH Marketing Committee. In the event of a conflict between exhibitions, AIPH members are obliged to give preference to participation in the exhibition recognized by AIPH. In each country/region where an exhibition is planned, there must be one organization or committee responsible for the participation in an international horticultural exhibition. This should be the function of an AIPH member organization. If the member organization adopts other arrangements, AIPH must be informed. All exhibitors must be approved by a Committee established by the organizer. This can include the AIPH member (where there is one) from the country which wishes to participate in an international horticultural exhibition. It will be possible in this manner to prevent particular undesirable exhibitors from participating in an international horticultural exhibition. Exhibitions which have been registered with the BIE should only admit or reject foreign exhibitors with the approval of the Commissioner of the Government of the country concerned. International horticultural exhibitions which have been recognized by AIPH must set up a committee consisting of one delegate from each of the participating countries. The function of committee is to ensure the equal observance of the rights and duties of exhibitors and they should be enabled, in an advisory	and species) and there must be no discrimination between participants from the host country and foreign participants in the international section of an exhibition. Participants must be informed of time available for construction of their garden/pavilion, including the final point of time they can be on site before opening. The organiser will facilitate full and unimpeded access to participants during this time. No change can be made to this time within four weeks of the opening of the Expo. The organizers must notify the conditions for participation, and submit them in the English language to AIPH for approval: • at least three years before the opening date for outdoor exhibitions; • at least two years before the opening date for indoor exhibitions; The organizer of an international exhibition must inform the international exhibitors about the rules and regulations of working permits. 12.2.3 Organiser's status and relationship with AIPH members AIPH member associations should support only those horticultural exhibitions or shows of a specialized horticultural nature which have been recognized by the General Meeting of AIPH after consultation with the AIPH Exhibitions Committee. In the event of a conflict between exhibitions, AIPH members are obliged to give preference to participation in the exhibition recognized by AIPH. 12.2.4 Conditions for accepting international participants

	capacity, to assist the organizers of exhibitions in laying down the conditions for exhibiting and for the regulation of the award of the prizes. Reimbursement of travel and lodging costs of delegates (travel tickets, hotel costs, subsistence etc.) is the responsibility of member organizations or the organizing committees in the various countries.	All exhibitors must be approved by a Committee established by the organizer. This can include the AIPH member (where there is one) from the country which wishes to participate in an international horticultural exhibition. 12.3 Monitoring International horticultural exhibitions which have been recognized by AIPH must set up a committee consisting of one delegate from each of the participating countries. The function of committee is to ensure the equal observance of the rights and duties of exhibitors and they should be enabled, in an advisory capacity, to assist the organizers of exhibitions in laying down the conditions for exhibiting and for the regulation of the award of the prizes. Reimbursement of travel and lodging costs of delegates (travel tickets, hotel costs, subsistence etc.) is the responsibility of member organizations or the organizing committees in the various countries. The organiser shall provide AIPH with contact details, following signing of participation contracts, for all international participants so satisfaction can be monitored. The Organiser will provide a weekly report to AIPH regarding any issues associated with international participants in the final month prior to opening. Prior to this the report will be monthly during the six months prior to opening.
12.4 **Competitions**	An international jury is to be organized as outlined in Section 8 and procedures for dealing with jury members are outlined in Annex VII. ~~Organizers are required to make practical and travel arrangements for the international jury.~~ ~~Organisers are required to provide, at their cost (with~~	An international jury is to be organized as outlined in Section 8 and procedures for dealing with jury members are outlined in Annex VII.

	~~exception of costs covered by AIPH as outlined in Section 8), the following for international jury members:~~ ~~• Hotel accommodation~~ ~~• Food and drink~~ ~~• Transportation from point of arrival for the duration of the visit~~ ~~In addition organisers are required to cover the cost of:~~ ~~Travel costs from their home destination. This includes flight costs (minimum of 'premium economy / economy plus' for flights over six hours), rail travel and car mileage depending on the form of transport.~~	
Section 13 Rules for Participation	16.1 Sponsorship All participants in AIPH recognized exhibitions shall be free to negotiate financial and other support from third parties, provided that support is permissible under the legislation of the host country and, in the case of BIE recognized events, complies with that organization's requirements. 16.2 Commercial activities With a view to distribution of commercial information, an information area can be made available ONLY FOR THE TRADE in the NATIONAL stands (stands representing countries, or regions if the country itself is not taking part, or of communities which are representing a country). An information area is only allowed on national stands with a minimum area of 500 m2 (or when 500 m2 was requested but not granted).	13.1 Sponsorship All participants in AIPH recognized exhibitions shall be free to negotiate financial and other support from third parties, provided that support is permissible under the legislation of the host country. 13.2 Commercial activities With a view to distribution of commercial information, an information area can be made available ONLY FOR THE TRADE in the NATIONAL stands (stands representing countries, or regions if the country itself is not taking part, or of communities which are representing a country). An information area is only allowed on national stands with a minimum area of 500 m2 (or when 500 m2 was requested but not granted).

	~~The maximum area of this information area: 100 m2 to be set up and incorporated in the stand in such a way that it is not "visible" to the general public.~~	
Section 15 Exhibition Regulations		15.2 Organizers should produce policies which they will follow, covering the following: • Environment and sustainability • Ethical practices • Human rights policy, according to the United Nations Universal Declaration of Human Rights and The Ten Principles of the United Nations Global Compact • Health and safety • Emergency Procedures Plant health policy in compliance with national legislation
Section 16 Relations with consultants		A consultant is any individual or company who is not linked by an employment contract to the applicant, the government, the city, or the Expo project and who participates in or supports an applicant by providing consultancy or similar services in any way and at any time. The consultant binds him/herself personally for his/her activities, as well as for the activities of any person acting on his/her behalf or on behalf of his/her company. Any consultant shall agree, personally and on behalf of the company, not to support more than one applicant at the same time (when in competition for the same time period), keep and store the applicant's data confidentially and securely.

New Annexes suggested for the new version of regulations.

Annex VIII. Fees and guarantees

Financial Guarantee:

Applicants for recognition of an exhibition by AIPH are obliged to provide a financial bank guarantee to AIPH directly as the application is submitted or before the site inspection, whichever is soonest, in the amount of €100,000 (one hundred thousand euro). AIPH reserves the right not to consider any application submitted without this guarantee.

Provided that the organizers have fulfilled all their obligations, including the submission of a final report (format as in Appendix V) not later than ninety days after the closing date, AIPH will refund the following proportion of the financial guarantee to the organiser: € 30,000 (thirty thousand euros).

Provided that the AIPH Member (that supported the original application) completes a report to review the Expo (in accordance with AIPH guidelines) within one year of the Closing of the Expo the the following proportion of the financial guarantee will be paid to the AIPH Member one year after the Closing of the Expo: €30,000.

If an application is not accepted by AIPH, or if within one year of definitive recognition the application is withdrawn, 20% of the financial guarantee will be repaid by AIPH. If an application is withdrawn more than one year after definitive approval, AIPH will retain the whole financial guarantee.

License Fee:

For all exhibitions, the organizers are bound to pay to AIPH the specified license fee (See section 3). The fee structure incentives early bid submission and reflects the increased risk and monitoring required for later approved Expos:

10-7 years before opening: €350,000

6-4 years before opening: €375,000

3 years before opening: €400,000

Less than 3 years before opening: €450,000

Payment of the license fee starts from 3 years ahead of the opening of the exhibition for B Class exhibitions and is due for payment by the following times:

- 3 years before opening: 25% of total fee
- 1 year before opening: 25% of total fee
- 1 month before closing: remaining outstanding fee

Payment of the license fee starts from 2 years ahead of the opening of the exhibition for C and D Class exhibitions and is due for payment by the following times:

- 2 years before opening: 25% of total fee
- 1 year before opening: 25% of total fee
- 1 month after closing: remaining outstanding fee

AIPH is registered for Value Added Tax (VAT) in the United Kingdom. Payment should be made following receipt of invoice which will include the addition of UK VAT for exhibitions organised in the European Union.

Penalties:

In the event that any payment is not made by the due date then interest will be charged on outstanding debts. As AIPH finances operate from the United Kingdom the interest rate applied will be in accordance with the 2002 amendment to the UK Late Payment of Commercial Debts (Interest) Act 1998. This entitles AIPH to charge an 8% interest rate plus the Bank of England Base Rate. The interest charged will be the sum of these two interest rates.

Annex IX. Feasibility study

The feasibility study shall cover at least the following, in any order:

1. Name
2. Category
3. Duration
4. Opening and Closing Dates
5. Host City
6. Organisation and previous experience
7. Idea and vision
8. Timeline
9. Theme
10. Masterplan
11. Land development concept of the area covered
12. Accommodation & Gastronomy
13. Participants
14. International competitions
15. Events program
16. Visitors
17. Transportation
18. Operations
19. Business plan and financing
20. Promotion and marketing Strategy
21. Partnerships and sponsorships
22. Post Expo Concept

AIPH Regulations for Category C International Horticultural Shows

To be considered by AIPH General Meeting 09 September 2019, Beijing, China

International Association of Horticultural Producers

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Section 1
AIPH Objective and Role

The AIPH objective for international horticultural exhibitions (Expos) is to promote the products of the horticultural industry to the general public, businesses and governments and to increase global appreciation for horticulture in terms of its benefits to individuals and societies.

The role of AIPH is to ensure expos are successful through a defined approval and monitoring process and through regulating the number of permitted expos.

Successful expos will:

- Stimulate the increased use of plants to improve the health and wellbeing of society, the enhancement of the environment and the strengthening of economies.
- Clearly demonstrate society's need for horticulture and the role it plays in linking people with their environment.
- Bring together horticultural excellence from different countries to promote the best knowledge and practice from all over the world and to celebrate cultural and horticultural diversity.
- Promote productivity and international co-operation in professional horticulture

Section 2
AIPH Governance and Regulatory Authority

The International Association of Horticultural Producers (AIPH) is an international non-profit association registered in Brussels, Belgium. Registration number 546.558.178.

The approval and implementation of the AIPH Regulations for International Horticultural Exhibitions is done in accordance with the Charter and Internal Regulations of AIPH as published on the AIPH website www.aiph.org.

AIPH has international responsibility for the approval of international horticultural exhibitions.

Section 3
C Show Category

Expo name	Frequency	BIE approval	Duration	Application period	Specific provisions	Fees
International Horticultural Show	Not more than two at any one time Interval of at least 3 months between respective opening dates when they take place on the same continent and at least 3 weeks on different continents Opening and closing dates must not clash with opening and closing dates of an A1 exhibition	No	Minimum 4 days Maximum 30 days	Application submitted 0.5-5 years before opening date for established annual shows 1-5 years before opening date for new shows and shows that are not annual	Minimum exhibition area of 6,000m2 of which a minimum of 10% is reserved for international participants Minimum of 6 international participants	Financial guarantee: Not applicable License fee: €15,000 (fifteen thousand euro) Or €10,000 (ten thousand euro) if provision of jury members and trophy is excluded See Annex VII for detail

Section 4
Application Process

Application for AIPH recognition must be supported by a Full Member organization of AIPH in the country where the exhibition will be held.

In the case of a country where there is no Full Member of AIPH an application can be submitted without the support of a Full Member of AIPH but AIPH may require further investigative work which will be at the cost of the applicant.

The application must be submitted to the Secretariat General of AIPH at least 6 weeks prior to the next AIPH Exhibitions Committee and General Meeting. The Secretariat General reserves the right not to put forward for approval any application received later than this.

An application will consist of the following documents:

- AIPH questionnaire
- Formal letter of support from the AIPH member (if applicable)
- Formal letter of support from the host city/region
- Formal letter requesting approval from the organization or authority making the application. This should be signed by the most senior person in that organization
- Confirmation that the necessary finance will be provided to deliver the proposed exhibition

The documents will be circulated to all AIPH members prior to the next Exhibitions Committee and General meeting.

The applicant will be invited to make a presentation of the application during the meeting of the AIPH Exhibitions Committee.

Section 5
Approval

AIPH will consider the application in closed session and inform the applicant of the decision at the earliest opportunity. The General Meeting is entitled to grant approval subject to conditions.

In case of annual event, the approval will be renewed yearly, and a license fee will be charged (Section 3)

Section 6
Reporting to AIPH

Class C Exhibitions

Following approval from AIPH, organisers are required to verbally report progress to AIPH meetings and field questions from members. Reports must be presented in English. The frequency of reports required will be specified by the AIPH Secretariat General but will be at least once per year following approval.

Class C exhibitions will not automatically require an on-site inspection in advance of the exhibition. However, AIPH reserves the right to do so in the following circumstances:

- Concerns about progress
- If a complaint is raised by a member of AIPH
- If requested by the organiser
- If the exhibition is new and has never been run before

When an inspection is required then organisers are required to provide, at their cost, the following for up to two AIPH inspectors per visit:

- Hotel accommodation
- Food and drink
- Transportation from point of arrival for the duration of the visit

In addition organisers are required to cover the cost of:

- Travel costs for the inspectors from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
- Visa-related expenses for the inspectors, including transport to the closest visa centre, visa and consular fees
- Vaccinations for the inspectors if recommended or mandatory

For any additional inspections required beyond the annual inspections (at request of AIPH or the organiser) then an additional fee per day will be required to cover the additional time cost. Fees will be specified by Secretariat General.

Final Reports
Exhibition organisers are required to submit a final report to the AIPH Secretariat within 90 days of the closing of the exhibition. The report must include the points outlined in Annex V.

Section 7
Sanctions

If, after approval has been granted to an exhibition by AIPH, it transpires that the organizers have not respected the provisions of the regulations, or have respected them only partially, the approval will be withdrawn, and all members of AIPH will be informed of this decision.

In the event that inspection visits highlight serious concerns that could prevent the organisers from achieving the quality of exhibition required by AIPH or if the exhibition fails to meet other obligations to AIPH then AIPH reserves the right to withdraw its approval of the exhibition.

Any decision to withdraw approval would require majority approval by the AIPH General Meeting.

In the event that approval is withdrawn the organisers would be liable to pay to AIPH the full licence fee payment as agreed at the original approval.

When approval is withdrawn the exhibition must remove all reference to AIPH in any communication relating to the event.

Section 8
Services Provided by AIPH

AIPH will provide the following services to approved Class C exhibitions:

- AIPH assists in organizing one International Honorary Jury round and pays for the flight tickets (economy class) and hotel rooms of up to 4 foreign Honorary Jury Members; at least two of them are to be nominated by AIPH.
- AIPH will maintain and make available a list of competent International Honorary Jury members.
- AIPH donates a prize for the International competition. This prize consists of an 'AIPH award trophy'.
- AIPH will encourage its member organizations by all means to participate in the exhibition.
- AIPH will promote the exhibition and seek to gain publicity for the exhibition and for prize winners through the AIPH website, media releases and newsletters.
- AIPH will endeavour to respond to questions relating to technological, infrastructural and horticultural aspects of exhibitions or to recommend appropriate consultancy support.

In exceptional situations the Executive Committee of AIPH can decide to adjust the financial obligations of AIPH. The organizing committee will be informed by AIPH if such a situation occurs.

Section 9
Use of AIPH Brand

AIPH encourages the use of the AIPH brand in association with the promotion and endorsement of exhibitions. Organisers are required to follow the AIPH Brand Use Rules as outlined in Annex VI.

As a minimum the AIPH brand must be used as follows:

- In all promotional material produced for the exhibition
- On the exhibition website (including the homepage), including link to AIPH website
- In all communications to the international network, such as Expo presentations at AIPH, at other exhibitions
- On information provided to exhibitors
- On media releases
- Visible at exhibition entrances

- On exhibition entry tickets
- On a flag displayed

The AIPH brand can be used on merchandise sold from the exhibition. In this case all uses must obtain prior approval from the AIPH Secretariat and may be subject to a royalty charge.

Section 10
Exhibition Requirements

10.1 Opening and Closing Ceremonies

In the case where an Opening Ceremony takes place and a speech is requested from AIPH, then AIPH undertakes to provide a representative to make a speech in English. The speech will be delivered by the AIPH Secretary General, the AIPH President or an alternative senior AIPH office holder.

Organisers are required to provide, at their cost, the following for the AIPH officer delivering the speech:

- Hotel accommodation
- Food and drink
- Transportation from point of arrival for the duration of the visit

In addition organisers are required to cover the cost of:

- Travel costs from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
- Visa-related expenses for the speaker and accompanying person, including transport to the closest visa centre, visa and consular fees
- Vaccinations for the speaker and accompanying person if recommended or mandatory

10.2 International Participation

Participants from all countries should be allowed to participate in an international horticultural exhibition under the same conditions in order to permit an unprejudiced comparison between the products of the different countries.

To that end it is necessary that the products of foreign participants can be exhibited as unhindered by measures and restrictions of customs and phytosanitary rules as products from the organizing country. Products to be displayed should be allowed at the exhibition in their original state (e.g. kind and form of the products, substrates, container growth, varieties and species) and there must be no discrimination between participants from the host country and foreign participants in the international section of an exhibition.

The AIPH member associations should support only those horticultural exhibitions or shows of a specialized horticultural nature which have been recognized by the General Meeting of AIPH after consultation with the AIPH Exhibitions Committee. In the event of a conflict between exhibitions, AIPH members are obliged to give preference to participation in the exhibition recognized by AIPH.

All exhibitors must be approved by a Committee established by the organizer. This can include the AIPH member (where there is one) from the country which wishes to participate in an international horticultural exhibition.

10.3 Competitions

Competitions are an important component of horticultural exhibitions. They stimulate the interest of both participants and visitors; they provide incentive for exhibitors and enable organizers to reward excellence.

Organizers of international horticultural exhibitions are therefore required to include competitions in their events, to make efficient arrangements for their judging and to award appropriate prizes to those whose exhibits are of exceptional quality. Organizers are required to provide information about these aspects when answering the application questionnaire and their response will be taken into account in the review procedure. However, AIPH recognizes that arrangements for these activities will differ between exhibitions. Therefore, recommendations have been prepared for the guidance of organizers (Annex VII).

The organizers are obliged to send to the AIPH secretariat details of the regulations relating to their competitions not later than six months prior to the opening of the exhibition concerned. AIPH will respond with required amendments within one month of submitting the regulations. Organizers are required to accept the amendments requested.

The organizers must guarantee that all exhibitors who participate in an international exhibition will be entitled, without discrimination of nationality, to participate in all the competitions which are organized by the organizing committee and to be eligible for prizes awarded by this committee.

An international jury is to be organized as outlined in Section 8 and procedures for dealing with jury members are outlined in Annex VII.

10.4 Obligations to participants

The organizers must notify the conditions for participation, and submit them in the English language to AIPH for approval:

- at least one year before the opening of C Class exhibitions.

10.4.1 Transport Costs

The organizers shall undertake to contribute to the costs of two-way transport of plants and materials necessary for the building of the stands.

The minimum contribution to these costs shall be reimbursement of the two-way trip from the national border (customs post, port, airport) to the location of the exhibition.

These costs are calculated on the basis of transport rates applicable in the host country.

No payment shall be due for the return leg of the journey:

- for cut flowers;
- if the plants on the exhibition stand are sold in the country where the exhibition is taking place.

10.4.2 Customs Formalities

Exemption from customs which is normally granted for exhibitions products must be ensured. Moreover, it is recommended that each country should also endeavor to obtain exemption from custom duties in

the country in which the exhibition is held for products exhibited which will be offered free and will remain in that country.

All possible facilities concerning customs clearance must be provided, both for importation and re-exportation.

10.4.3 Plant Health

The organizers of the exhibition must guarantee 6 months before the start of exhibition that measures are in place with the plant health authorities to minimize problems for participants and that clear guidance has been provided to participants to ensure they can comply with national phytosanitary rules.

Phytosanitary checks must be made without causing loss of time, preferably on the exhibition site.

10.4.4 Stand Equipment and Staging

The exhibition hall and grounds must be made available to the collective and individual country exhibitor without charge. The organizers of the exhibition must supply at no cost the materials which are necessary for exhibition purposes (substrate, soil, water, electricity, wi-fi, etc.) in the stand or the exhibition ground. If it is necessary to heat exhibition halls to 20-22 degrees centigrade then this must be provided at no charge.

These conditions must also be applicable to personnel employed for heavy work and made available by the organizers. The costs of the personnel employed in the erection and finishing off of stands or the preparation of the exhibition area can be paid by the exhibitors.

The maintenance during the exhibition of products exhibited in exhibition halls is the responsibility of the exhibitor.

10.4.5 Insurance

Organizers of and exhibitors at international horticultural exhibitions must take out an insurance for civil liability.

10.4.6 Financial compensation

Organizers are required reduce the cost of exhibiting for participants. This can be done either by contributing to the cost of construction and maintenance or offering money prizes.

<u>Overall amount of money prizes</u>

Organizers who decide to award money prizes must consult the AIPH Secretariat on the overall value of money prizes to be awarded for an exhibition.

10.4.7 Advertising other exhibitions

The organizers of AIPH registered exhibitions must allow the organizers of other AIPH registered exhibitions to place advertising signs in the stand of their country, or in the immediate vicinity of their stand.

The scale and content of such advertising/information should be agreed between the organizer and the exhibitor.

In the absence of the country where an exhibition being promoted is to take place, the organizers shall provide space for advertising, in a place which is accessible to the public.

Any costs in connection with such advertising will be met by the exhibition arranging it.

10.4.8 Promotion

The exhibition is required to provide information for the international media relating to the exhibition and to enable it to be promoted worldwide. There must be a clear media contact point with information available in appropriate languages, including English.

10.4.9 Exhibition Regulations for Participants

The organizer of an international exhibition has to inform the international exhibitors about the rules and regulations of working permits.

Section 11
Rules for Participation

11.1 Sponsorship

All participants in AIPH recognized exhibitions shall be free to negotiate financial and other support from third parties, provided that support is permissible under the legislation of the host country.

Organizers of all exhibitions recognized by AIPH shall include in their conditions for participation full details of any restrictions which will apply to the display of advertisements, the distribution of literature and any other activities intended to promote products and services other than those exhibited by the participant.

These conditions shall permit participants to promote such products and services, but the organizers are entitled to limit the inclusion of or reference to them to a maximum of 5% of the total surface area of the exhibit itself.

As far as publicity is made within the exhibition, sponsorship agreements concluded by exhibitors may not be conflicting with the sponsorship interests of the organizer of the exhibition nor with the image of the exhibition.

On collective country exhibits of exhibitions, the sale of national products which might be in conflict with agreements of the organizer made with sponsors must be allowed.

11.2 Commercial activities

Retail sales on the stand are permitted. However, these must not exceed 20% of the total covered area of the exhibit or 100 m^2, whichever is the smallest area. For stands that are larger than 2000 m^2 then the area allocated for retail sales should be determined through negotiation between organizer and exhibitor. Any product sold should be related to the exhibit and linked with the exhibiting country and in a way that supports the objectives of the exhibit.

With a view to distribution of commercial information, an information area can be made available ONLY FOR THE TRADE in the NATIONAL stands (stands representing countries, or regions if the country itself is not taking part, or of communities which are representing a country).

An information area is only allowed on national stands with a minimum area of 500 m^2 (or when 500 m^2 was requested but not granted).

The form, layout and design of the information stand must be submitted to the organizers for approval.

The cost of setting up an information stand will be met by the exhibitor.

Section 12
Managing disputes

Disputes between organizers and participants must be submitted to a disputes committee.

This committee shall be composed of representatives of the organizers, of the participants, and AIPH.

Section 13
Exhibition Regulations

Organizers should produce policies which they will follow, covering the following:

- Environment and sustainability
- Ethical practices
- Human rights policy, according to the United Nations Universal Declaration of Human Rights and The Ten Principles of the United Nations Global Compact
- Health and safety
- Emergency Procedures
- Plant health policy in compliance with national legislation

Annexes

Annex V – Final Report Template

Annex VI – AIPH Brand Use Rules

Annex VII – Competition Guidelines

Annex XIII – Fees and guarantees

Annex XIII. Fees and guarantees.

Annex XIII
Fees and guarantees

License Fee:
For all exhibitions, the organizers are bound to pay to AIPH the specified license fee (See section 3).

For C-class exhibitions, the fee is fixed at €15,000.

This can be lowered to €10,000 in the event that AIPH is requested not to provide international jury members or an AIPH prize.

For C Class exhibitions payment of the license fee starts from 2 years ahead of the opening of the exhibition and is due for payment by the following times:

- 2 years before opening: 25% of total fee
- 1 year before opening: 25% of total fee
- 1 month after closing: remaining outstanding fee

AIPH is registered for Value Added Tax (VAT) in the United Kingdom. Payment should be made following receipt of invoice which will include the addition of UK VAT for exhibitions organised in the European Union.

Penalties:
In the event that any payment is not made by the due date then interest will be charged on outstanding debts. As AIPH finances operate from the United Kingdom the interest rate applied will be in accordance with the 2002 amendment to the UK Late Payment of Commercial Debts (Interest) Act 1998. This entitles AIPH to charge an 8% interest rate plus the Bank of England Base Rate. The interest charged will be the sum of these two interest rates.

AIPH Regulations for D category International Horticultural Trade Shows

To be considered by AIPH General Meeting 09 September 2019, Beijing, China

International Association of Horticultural Producers

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Section 1
AIPH Objective and Role

The AIPH objective for international horticultural trade shows is to encourage broader international participation, thereby strengthening the trade, promoting best practice and stimulating the sector.

The role of AIPH is to ensure expos are successful through a defined approval and monitoring process and through regulating the number of permitted expos. AIPH will also use its network for promotion of participation and attendance.

Section 2
AIPH Governance and Regulatory Authority

The International Association of Horticultural Producers (AIPH) is an international non-profit association registered in Brussels, Belgium. Registration number 546.558.178.

The approval and implementation of the AIPH Regulations for International Horticultural Exhibitions is done in accordance with the Charter and Internal Regulations of AIPH as published on the AIPH website www.aiph.org.

AIPH has international responsibility for the approval of international horticultural exhibitions.

Section 3
Exhibition Requirements

Expo name	Frequency	BIE approval	Duration	Application period	Specific provisions	Fees
International Horticultural Trade Exhibition	Not more than two at any one time on the same continent Opening and closing dates must not clash with opening and closing dates of an A1 or B Class exhibition	No		Application submitted 0.5-5 years before opening date for established annual exhibitions 1-5 years before opening date for new shows and shows that are not annual	Exhibition aimed at horticultural trade visitors and promoting business to business commerce At least 60% of exhibition participants must be involved in the production of horticultural products or supplying that sector. Exhibitions can incorporate conferences and symposia.	Financial guarantee: Not applicable Licence Fee: € 10,000 (ten thousand)

Section 4
Application Process

Application for AIPH recognition must be supported by a Full Member organization of AIPH in the country where the exhibition will be held.

In the case of a country where there is no Full Member of AIPH an application can be submitted without the support of a Full Member of AIPH but AIPH may require further investigative work which will be at the cost of the applicant.

The application must be submitted to the Secretariat General of AIPH at least 6 weeks prior to the next AIPH Exhibitions Committee and General Meeting. The Secretariat General reserves the right not to put forward for approval any application received later than this.

An application will consist of the following documents:

- AIPH questionnaire
- Formal letter of support from the AIPH member (if applicable)
- Formal letter requesting approval from the organization or authority making the application. This should be signed by the most senior person in that organization
- Confirmation that the necessary finance will be provided to deliver the proposed exhibition

The documents will be circulated to all AIPH members prior to the next Exhibitions Committee and General meeting.

It is also possible for approval to be granted outside of General Meeting times by what of email confirmation with AIPH members.

The applicant will be invited to make a presentation of the application during the meeting of the AIPH Exhibitions Committee.

Section 5
Approval

AIPH will consider the application in closed session and inform the applicant of the decision at the earliest opportunity. The General Meeting is entitled to grant approval subject to conditions.

In case of annual event, the approval will be renewed yearly and a license fee will be charged (Section 3)

Section 6
Reporting to AIPH

Following approval from AIPH, organisers are expected to verbally report progress to AIPH meetings and field questions from members. Reports must be presented in English. The frequency of reports required will be specified by the AIPH Secretariat General but will be at least once per year following approval.

Class D exhibitions will not automatically require an on-site inspection in advance of the exhibition. However, AIPH reserves the right to do so in the following circumstances:

- Concerns about progress
- If a complaint is raised by a member of AIPH
- If requested by the organiser
- If the exhibition is new and has never been run before

When an inspection is required then organisers are required to provide, at their cost, the following for up to two AIPH inspectors per visit:

- Hotel accommodation
- Food and drink
- Transportation from point of arrival for the duration of the visit

In addition, organisers are required to cover the cost of:

- Travel costs for the inspectors from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
- Visa-related expenses for the inspectors, including transport to the closest visa centre, visa and consular fees
- Vaccinations for the inspectors if recommended or mandatory.

For any additional inspections required beyond the annual inspections (at request of AIPH or the organiser) then an additional fee per day will be required to cover the additional time cost. Fees will be specified by Secretariat General.

Section 7
Sanctions

If, after approval has been granted to an exhibition by AIPH, it transpires that the organizers have not respected the provisions of the regulations, or have respected them only partially, the approval will be withdrawn, and all members of AIPH will be informed of this decision.

In the event that inspection visits highlight serious concerns that could prevent the organisers from achieving the quality of exhibition required by AIPH or if the exhibition fails to meet other obligations to AIPH then AIPH reserves the right to withdraw its approval of the exhibition.

Any decision to withdraw approval would require majority approval by the AIPH General Meeting.

When approval is withdrawn the exhibition must remove all reference to AIPH in any communication relating to the event.

Section 8
Services Provided by AIPH

AIPH will provide the following services to approved Class D exhibitions:

- AIPH provides regular advertising in FloraCulture International (magazine, website and newsletter) to the value of € 9700.
- If requested AIPH will provide up to two foreign jury members. Flight and hotel costs to be covered by the Organiser.
- If requested AIPH donates a prize for an International competition for the best stand. This prize consists of an 'AIPH award trophy'.
- AIPH will encourage its member organizations by all means to participate in the exhibition. AIPH will promote the exhibition at its annual member meetings twice a year.

- AIPH will promote the exhibition and seek to gain publicity for the exhibition and for prize winners through the AIPH website, media releases, newsletters and FloraCulture International. AIPH will also seek to attract more international visitors to the exhibition.

- AIPH will endeavour to respond to questions relating to technological, infrastructural and horticultural aspects of exhibitions or to recommend appropriate consultancy support.

- In exceptional situations the Executive Committee of AIPH can decide to adjust the financial obligations of AIPH. The organizing committee will be informed by AIPH if such a situation occurs.

Section 9
Fees

For D-class trade shows payment of the license fee starts from 2 years ahead of the opening of the exhibition for and is due for payment by the following times:

- 2 years before opening: 25% of total fee
- 1 year before opening: 25% of total fee
- 1 month after closing: remaining outstanding fee

AIPH is registered for Value Added Tax (VAT) in the United Kingdom. Payment should be made following receipt of invoice which will include the addition of UK VAT for exhibitions organised in the European Union.

Penalties:
In the event that any payment is not made by the due date then interest will be charged on outstanding debts. As AIPH finances operate from the United Kingdom the interest rate applied will be in accordance with the 2002 amendment to the UK Late Payment of Commercial Debts (Interest) Act 1998. This entitles AIPH to charge an 8% interest rate plus the Bank of England Base Rate. The interest charged will be the sum of these two interest rates.

Section 10
Use of AIPH Brand

AIPH encourages the use of the AIPH brand in association with the promotion and endorsement of exhibitions. Organisers are required to follow the AIPH Brand Use Rules as outlined in Annex VI.

As a minimum the AIPH brand must be used as follows:

- In all promotional material produced for the exhibition
- On the exhibition website, (including the homepage), including link to AIPH website
- In all communications to the international network, such as Expo presentations at AIPH, at other exhibitions
- On information provided to exhibitors
- On media releases
- Visible at exhibition entrances
- On a flag displayed

The AIPH brand can be used on merchandise sold from the exhibition. In this case all uses must obtain prior approval from the AIPH Secretariat and may be subject to a royalty charge.

Section 11

Exhibition Requirements

11.1 – Opening and Closing Ceremonies

In the case where an Opening Ceremony takes place and a speech is requested from AIPH, then AIPH undertakes to provide a representative to make a speech in English. The speech will be delivered by the AIPH Secretary General, the AIPH President or an alternative senior AIPH office holder.

Organisers are required to provide, at their cost, the following for the AIPH officer delivering the speech:

- Hotel accommodation
- Food and drink
- Transportation from point of arrival for the duration of the visit

In addition, organisers are required to cover the cost of:

- Travel costs from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
- Visa-related expenses for the speaker, including transport to the closest visa centre, visa and consular fees
- Vaccinations for the speaker if recommended or mandatory

11.2 – International Participation

Participants from all countries should be allowed to participate in an international horticultural exhibition under the same conditions in order to permit an unprejudiced comparison between the products of the different countries.

To that end it is necessary that the products of foreign participants can be exhibited as unhindered by measures and restrictions of customs and phytosanitary rules as products from the organizing country. Products to be displayed should be allowed at the exhibition in their original state (e.g. kind and form of the products, substrates, container growth, varieties and species) and there must be no discrimination between participants from the host country and foreign participants in the international section of an exhibition.

The AIPH member associations should support only those horticultural exhibitions or shows of a specialized horticultural nature which have been recognized by the General Meeting of AIPH after consultation with the AIPH Exhibitions Committee. In the event of a conflict between exhibitions, AIPH members are obliged to give preference to participation in the exhibition recognized by AIPH.

All exhibitors must be approved by a Committee established by the organizer. This can include the AIPH member (where there is one) from the country which wishes to participate in an international horticultural exhibition.

11.3 – Competitions

Competitions are an important component of horticultural exhibitions. They stimulate the interest of both participants and visitors; they provide incentive for exhibitors and enable organizers to reward excellence.

Organizers of international horticultural exhibitions are therefore expected to include competitions in their events, to make efficient arrangements for their judging and to award appropriate prizes to those whose exhibits are of exceptional quality. Organizers are required to provide information about these aspects when answering the application questionnaire and their response will be taken into account in the review procedure. However, AIPH recognizes that arrangements for these activities will differ between exhibitions.

The organizers are obliged to send to the AIPH secretariat details of the regulations relating to their competitions not later than six months prior to the opening of the exhibition concerned. AIPH will respond with required amendments within one month of submitting the regulations. Organizers are required to accept the amendments requested.

The organizers must guarantee that all exhibitors who participate in an international exhibition will be entitled, without discrimination of nationality, to participate in all the competitions which are organized by the organizing committee and to be eligible for prizes awarded by this committee.

An international jury is to be organized as outlined in Section 8 and procedures for dealing with jury members are outlined in Annex VII. Organizers are required to make practical and travel arrangements for the international jury.

11.4 – Obligations to participants

The organizers must notify the conditions for participation, and submit them in the English language to AIPH for approval:

- at least six months before the opening of D Class exhibitions.

11.4.5 – Insurance

Organizers of and exhibitors at international horticultural exhibitions must take out an insurance for civil liability.

11.4.8 – Promotion

The exhibition is required to provide information for the international media relating to the exhibition and to enable it to be promoted worldwide. There must be a clear media contact point with information available in appropriate languages, including English.

11.4.9 – Exhibition Regulations for Participants

The organizer of an international exhibition has to inform the international exhibitors about the rules and regulations of working permits.

Section 12
Rules for Participation

12.1 – Sponsorship

All participants in AIPH recognized exhibitions shall be free to negotiate financial and other support from third parties, provided that support is permissible under the legislation of the host country

Organizers of all exhibitions recognized by AIPH shall include in their conditions for participation full details of any restrictions which will apply to the display of advertisements, the distribution of literature and any other activities intended to promote products and services other than those exhibited by the participant.

As far as publicity is made within the exhibition, sponsorship agreements concluded by exhibitors may not be conflicting with the sponsorship interests of the organizer of the exhibition nor with the image of the exhibition.

Section 14
Exhibition Regulations

Organizers should produce policies which they will follow, covering the following:

- Environment and sustainability
- Ethical practices
- Human rights policy, according to the United Nations Universal Declaration of Human Rights and The Ten Principles of the United Nations Global Compact
- Health and safety
- Emergency Procedures
- Plant health policy in compliance with national legislation

Annexes

Annex VI – AIPH Brand Use Rules

Annex VIII – Fees and guarantees

Annex XIII. Fees and guarantees.

Annex XIII
Fees and guarantees

License Fee:
For all exhibitions, the organizers are bound to pay to AIPH the specified license fee (See section 3).

For D class exhibitions, the fee is fixed at €10,000.

For D Class exhibitions payment of the license fee starts from 2 years ahead of the opening of the exhibition and is due for payment by the following times:

- 2 years before opening: 25% of total fee
- 1 year before opening: 25% of total fee
- 1 month after closing: remaining outstanding fee

AIPH is registered for Value Added Tax (VAT) in the United Kingdom. Payment should be made following receipt of invoice which will include the addition of UK VAT for exhibitions organised in the European Union.

Penalties:
In the event that any payment is not made by the due date then interest will be charged on outstanding debts. As AIPH finances operate from the United Kingdom the interest rate applied will be in accordance with the 2002 amendment to the UK Late Payment of Commercial Debts (Interest) Act 1998. This entitles AIPH to charge an 8% interest rate plus the Bank of England Base Rate. The interest charged will be the sum of these two interest rates.