

Email from Funacion IDEA to British Embassy, Mexico

Sent 27 July 2015 21:30

Subject: RE: Full Bid - new version

Thank you for your prompt response, [Redacted]. I did suspect that "fringe benefits" was not the appropriate term, but was not sure how else to translate the concept. Thank you very much for your patience. These are great news.

See you all soon,

[Redacted]

Fundación IDEA, A.C.

Oficina México | Leibnitz 20, Piso 12, Col. Anzures, Deleg. Miguel Hidalgo, México DF 11590

Tel [Redacted]

Oficina Colombia | Calle 90 No.12-28 Piso 2

Chicó, Bogotá

Tel. [Redacted]

Email from British Embassy, Mexico to Fundacion IDEA

Sent Jul 27 2015 1:13 PM -0700

Dear [Redacted],

Thank you for the detailed explanation.

[Redacted]

Once I clarify this topic, I think we are ready to sign the contract tomorrow. [Redacted] or [Redacted] would you be able to come tomorrow with the legal representative, to sign the contract?

We have time at 10 or 11 could you confirm which one is better for you?

Regards,

[Redacted] | Prosperity Fund | Programme Team | British Embassy Mexico City | Rio Lerma 71, Col. Cuauhtemoc | C.P.06500 Mexico City | [Redacted] | Follow us [@UKinMexico](#) |



Email from Fundacion IDEA to British Embassy Mexico

Sent: 25 July 2015 16:51

Subject: Re: Full Bid - new version

Dear all,

Apologies for responding today; I am wrapping up my vacations. I think I can pitch in with some adjustments to the budget related to most of the issues raised by [Redacted].

[Redacted]

It might be useful to emphasize a few points regarding our budgeting and reporting systems:

[Redacted]

(I will be travelling all tuesday, though) or you can reach me on my mobile starting on July the 29th. I will let [Redacted] handle the technical issues (including sending you the full resumes for our staff). It is always possible to prepare more detailed plans on staff use as part of Deliverable 0 (the "Plan de Trabajo")

Best,

[Redacted]

Email from British Embassy Mexico to Fundacion IDEA

Sent July 24, 2015 at 4:33 PM

Dear [Redacted],

Many thanks for sending me the updated documents. I can see you have put quite some work in it and I appreciate the improvements so far. We are nearly there,

[Redacted]

I look forward to receiving the updated version of the ABB, plus the resumes of all people on the payroll for this project, **by Monday noon**.

I hope you understand that we are under tight deadlines to get all the details finalised, and I trust that it is in your best interest as well.

Kind regards,

[Redacted]

Email from Fundacion IDEA to British Embassy Mexico

Sent 23 July 2015 12:59

Subject: Re: Full Bid - new version

Hello,

It appears just before Output 1, on page 8:

Organisation of Human Resources:

[Redacted]

Best,

Email from British Embassy Mexico to Fundacion IDEA

Sent 23 July 2015 12:53 GMT-05:00

Thank [Redacted],

I'm reviewing it, where can I find the activity justification of the staff?... I looked the ABB and the bid but maybe I miss it.

Regards,

[Redacted]

Email from Fundacion IDEA to British Embassy Mexico

Sent 23 July 2015 12:14

Subject: Full Bid - new version

Dear [Redacted],

Please find attached a new version of the full bid, including the budget.

I made some changes to the technical part too, in order to have consistency between the 2 documents.

Also, we re-evaluated the timing of some activities, based on your comments

You will see that elements like literature review are now planned with less days.

I will be in meetings between 2 pm and 5:30 pm

I am available anytime before or after that.

My cell phone number: [Redacted]

Office number below.

Best regards

[Redacted]

Fundación IDEA, AC
Oficina México | Leibnitz 20, Piso 11, Col Anzures, Deleg. Miguel Hidalgo, MÉXICO
DF 11590. Tel [Redacted]
Oficina Colombia | Calle 90 #12-28, Piso 2, Chicó, Bogotá, COLOMBIA.
Tel [Redacted]

Email from Fundacion IDEA to British Embassy Mexico

Sent: 14 August 2015 01:48

Subject: Monthly Budget Revision

Dear [Redacted],

[Redacted]

Please find attached a revised version of the project's monthly budget. Can you let us know if these changes are OK?

Best,

[Redacted]

Email from Fundacion IDEA to British Embassy Mexico

Sent: 27 August 2015 23:24

Subject: Re: Monthly Budget Revision

Dear [Redacted]

Please find an updated version of the Changes in Project form.
Your second point was unclear to me: there were no changes to in salaries from month to the other.

One activity was anticipated some days, and another delayed.
The rest is identical.

Best,

Changes in Project Report from Implementer to Post.

1. Basic Information

Foreign Policy Priority*	
Fund/Programme	

Programme Indicator			
Country Business Plan Objective			
Project Title		Improving Public Safety in Mexico through a Community Policing Model	
Countries covered		Mexico	
Name of Implementer		Fundación para la Implementación, Diseño, Análisis y Evaluación de Políticas Públicas, Fundación IDEA, A.C.	
Week this report covers (dd/mm/yy-dd/mm/yy)			
Planned start Date	August 3 rd , 2015	Actual start date	August 3 rd , 2015
Planned end Date	February 26th, 2016	Actual end date	

2. Project Design

<p>Project Purpose (From the <u>original</u> Project Bidding Form/Contract). The Purpose is the reason you are doing the project.</p> <p>Build capacity within the Mexican Government to develop a robust Community Policing model and implement it in two states by March 2016, enabling a new relationship between citizens of these communities and law enforcers.</p>
--

<p>Please describe any significant changes to project design (<i>outputs, activities, duration etc.</i>)?</p> <p>There are no significant changes to the project design. Some dates are slightly modified in order to:</p> <ul style="list-style-type: none"> • Adapt to GoM demands • Adapt to the visit of Irish officials organised by the UK Embassy <p>[.....]</p>

Email from British Embassy Mexico to Fundacion IDEA

Sent 27 August 2015 13:08 GMT-05:00

Dear [Redacted],

Thank you for the ABB and the form for Changes in project.

In this case could you be a little more specific in the block of changes to project design....what are Mexican Government needs making necessary a change in those months?

What I need to justify to London is the clear reason for changes in salary from one month to the other.

Regards,

[Redacted]

Email from Fundacion IDEA to British Embassy Mexico

Sent: 18 August 2015 20:36

Subject: Re: Monthly Budget Revision

Dear [Redact]

Please find attached the document, as well as an updated ABB (there was a slight mistake in the previous document - 2 days of analysts had slipped from output 3 to 1)

All the best,

Email from British Embassy Mexico to Fundacion IDEA

Sent 17 August 2015 14:57 GMT-05:00

Dear [Redacted],

I reviewed the changes and as you mention there are just changes on the monthly distribution, but now that the contract has being signed we need to fill some formats and have the approval from London related this modifications.

Could you help me fill the format detailing why we are making those changes as you mentioned before in this email and filling activity per activity that has been changed.

Once you send me the document I will fill the last part and search London's approval.

Regards,

[Redacted] Prosperity Fund | Programme Team | British Embassy Mexico City | Rio Lerma 71, Col. Cuauhtemoc | C.P.06500 Mexico City | [Redacted] | Follow us [@UKinMexico](#) |



Email from Fundacion IDEA to British Embassy

Sent: 4 September 2015 19:58

Subject: Community Policing Model - Monthly Budget August

Dear [Redacted],

Referent to the project Improving Public Safety in Mexico through a Community Policing Model, please find attached the following documents of the activities and spending for august 2015:

1. Invoice IDEA
2. Monthly Financial Report
3. Monthly Report (Short Narrative)
4. Copies of the receipts:
 - a. Invoice C230 Consultores S.C. (Includes labor and fringe benefits for analysts, and total sum of overhead)
 - b. [Redacted] (labor and fringe benefits)
 - c. [Redacted] (labor and fringe benefits)
 - d. [Redacted] (labor and fringe benefits)
5. *Detalle de Comprobación*, this document details the receipts we are sending
6. Deliverables:
 - § *Servicio de Policía de Irlanda del Norte*
 - § *Plan de trabajo*

Please let us know if you need further information.

Best regards,

[Redacted]

Fundación IDEA, A.C.

Leibnitz 20, piso 11, Col. Anzures

México D.F. 11590

Tel:[Redacted]

Cel: [Redacted]

Email: [Redacted]

www.fundacionidea.org.mx

From Fundacion IDEA to British Embassy Mexico

Sent: 24 September 2015 16:07

Subject: RE: Community Policing Model - Monthly Budget August

Dear [Redacted]

Responding your request, please find attached the following documents of the administration cost fee and salaries from august 2015:

1. Letter explaining the administration cost fee
2. Invoice to consider the administration cost fee (total sum of august overhead)
3. Invoice C230 Consultores S.C. (Includes labor and fringe benefits for analysts)
4. *Reporte de salarios Fundación Idea*, this document details the receipts we sent

Please let me know if you have any comments about these documents.

Kind regards,

[Redacted]

Fundación IDEA, A.C.

Leibnitz 20, piso 11, Col. Anzures

México D.F. 11590

[Redacted]

Email: [Redacted]

www.fundacionidea.org.mx

Email from British Embassy Mexico to Fundacon IDEA

Sent 23 September 2015 10:54 a.m.

Dear [Redacted]

Following up our conversation of yesterday, I would like to add that we can pay any administration cost fee with the corresponding receipt, breaking down in a clear way. I was thinking on the issue and I spent some time reviewing our internal guidelines sent by London to give you right and complete information; the overhead must be any cost related to direct expenses, like materials, it cannot be related to direct salaries as I mentioned in our first call.

Therefore, being congruent on what I explained yesterday you can send me any receipt related to management cost detailing clearly what is the overhead, following this guidelines I mentioned before.

If you have any question I will be happy to answer.

Regards,

[Redacted] | Prosperity Fund | Programme Team |

British Embassy Mexico City | Rio Lerma 71, Col. Cuauhtemoc | C.P.06500 Mexico City |

Tel: [Redacted] | Follow us [@UKinMexico](https://twitter.com/UKinMexico) |



Email from Fundacion Idea to British Embassy Mexico

Sent: 15 September 2015 10:31

Subject: RE: Community Policing Model - Monthly Budget August

Dear [Redacted]

Just writing to know if you have any comments about the documents I sent you.

Kind regards,

[Redacted]

Fundación IDEA, A.C.

Leibnitz 20, piso 11, Col. Anzures

México D.F. 11590

Tel: [Redacted]

Cel: [Redacted]

Email: [Redacted]

www.fundacionidea.org.mx

Email from Fundacion IDEA to the British Embassy Mexio

Sent 6 October 2015 00:52

Subject: Community Policing Model - Monthly Budget (September)

Dear [Redacted],

Referent to the project Improving Public Safety in Mexico through a Community Policing Model, please find attached the following documents of the activities and spending for september 2015:

1. Invoice IDEA
2. Monthly Financial Report
3. Monthly Report (Short Narrative)
4. Copies of the receipts:
 - a. Invoice C230 Consultores S.C. (Includes labor and fringe benefits for analysts)
 - b. [Redacted] (labor and fringe benefits)
 - c. [Redacted] (labor and fringe benefits)
 - d. [Redacted] (labor and fringe benefits)
5. Invoice and letter for the administration cost fee

6. *Reporte de salarios Fundación Idea*, this document details the receipts we are sending
7. *Detalle de Comprobación*
8. Deliverables (in a second email):
 - § Entregable 1: Análisis de los avances del Grupo de Trabajo y diagnóstico del contexto mexicano
 - § Entregable 2: *Lecciones aprendidas sobre el modelo de policía de proximidad implementado en Irlanda del Norte y en Londres*

Please let us know if you need further information.
Best regards,

[Redacted]

Fundación IDEA, A.C.

Leibnitz 20, piso 11, Col. Anzures
México D.F. 11590

[Redacted]

Email: [Redacted]

www.fundacionidea.org.mx

Email from Fundacion IDEA to British Embassy Mexico

Sent: 6 November 2015 01:00

Subject: Community Policing Model - Monthly Budget (October)

Dear [Redacted]

Referent to the project Improving Public Safety in Mexico through a Community Policing Model, please find attached the following documents of the activities and spending for October 2015:

1. Invoice IDEA
2. Monthly Financial Report
3. Quarterly Monitoring Report
4. Copies of the receipts:
 - a. Invoice C230 Consultores S.C. (Includes labor and fringe benefits for analysts)
 - b. [Redacted] (labor and fringe benefits)
 - c. [Redacted] (labor and fringe benefits)
 - d. [Redacted] (labor and fringe benefits)
5. *Reporte de salarios Fundación Idea*, this document details the receipts we are sending
6. *Detalle de Comprobación*

Please let us know if you need further information.
Best regards,

[Redacted]

Fundación IDEA, A.C.

Leibnitz 20, piso 11, Col. Anzures

México D.F. 11590

Tel: [Redacted]

Cell: [Redacted]

Email: [Redacted]

www.fundacionidea.org.mx

Email from Fundacion IDEA to British Embassy Mexico

Sent: 9 November 2015 22:22

Subject: Re: New Project officer

Dear [Redacted],

Indeed, it was a great pleasure working with you the past 3 months. And I'm sure we will be seeing each other at events (just like today!).

[Redacted], great meeting you. As I am sure you have seen, [Redacted] sent you documents in the morning.

Best,

Email From British Embassy Mexico to Fundacion Idea

Sent 6 November 2015 12:33 GMT-06:00

Dear [Redacted]

Thank you so much for the update of the project!

As we talked today in the morning, my colleague [Redacted] from this month and until the end of the project is going to be your new project officer.

Was a pleasure to work with you this last 3 months and I hope we can work in other ideas in the future.

I just forwarded him all the invoices [Redacted] sent to me?

Regards,

[Redacted] | Prosperity Fund | Programme Team | British Embassy Mexico City | Rio Lerma 71, Col. Cuauhtemoc | C.P.06500 Mexico City | [Redacted] | Follow us [@UKinMexico](#) |



Email from the International Governance and Risk Institute to British Embassy Mexico

Sent: 14 September 2015 18:18

Subject: GovRisk Recommendations to the ASF

Dear [Redacted] and [Redacted],

I hope this finds you both well.

I attach for both of your consideration the list of recommendations put forward by GovRisk to the ASF in order to facilitate the adoption of ALL of the international best practices for the detection and investigation of fraud and corruption in the procurement of public works, as endorsed in the recent seminar.

With a view to the second seminar, but also potential projects for next year, we have highlighted the specific recommendations which GovRisk could potentially provide support with.

These were submitted today and we hope to obtain feedback from the [Redacted] on the viability of their implementation soon. If you do have the opportunity to speak with him and/or his office, it might be helpful if you could also follow up on this. If you have any questions about these and/or require any additional information please let me know.

Best,

[Redacted]

Secretariat

Tel: [Redacted]

Fax: [Redacted]

The International Governance and Risk Institute

www.govrisk.org



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Email from Instituto Mexicano de Derechos Humanos y Democracia, A.C. to British Embassy Mexico City

Sent: 05 October 2015 23:24

Subject: Informes IMDHD septiembre

Estimada [Redacted],
Esperando te encuentres muy bien, aprovecho este medio para enviar el informe de septiembre, así como el trimestral y recibo del Instituto.
Cualquier duda quedo al pendiente.
Saludos cordiales

Email from the International Governance and Risk Institute to British Embassy Mexico

Subject: Re: Kick-off mail-GovRisk

Dear [Redacted],
I hereby submit the short Narrative (May 6th) for the project: **'Building a Strategy and Capacity Building for the Effective Implementation of Mexico's New National Anti-Corruption System'**.
[Redacted] will submit the corresponding financial report before the deadline May 8th.
Please confirm receipt and let me know if any additional information is required.
Best,

Highlights and struggles that you faced in this month

- Completed Activity 1.1 (Formation of local secretariat)
- Initiated GovRisk needs analysis consultation, including the organization and logistical arrangements for the two-day in country visit, which will take place on May 11-12.

Relevant updates on public policy

- The new National Anti-Corruption System was approved by Mexico's Congress this month with the support of the country's two biggest opposition parties. Because the wide-ranging plan requires a constitutional change, it will have to be approved by a majority of the country's state legislatures.

The reforms give new powers to Mexico's existing Federal Audit Office (beneficiaries of the GovRisk programme) and the Public Administration Ministry (SFP), as well as creating a special court to oversee all corruption-related issues.

Outcomes and impact of your project (if already applicable). This can be done per bullet point, up to a few sentences each.

- NA – this has been the first month of implementation.

[Redacted]

Secretariat

Tel: [Redacted]

Fax: [Redacted]

The International Governance and Risk Institute

www.govrisk.org



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Email from the International Governance and Risk Institute to British Embassy Mexico

Sent 22 April 2015 at 18:18

Dear [Redacted],

Thank you for the detailed instructions.

From this list, I will be responsible for submitting the Short Narrative, Quarterly and Project completion reports; as well as coordinating media strategy/activities and liaising with FCO staff to invite them to attend appropriate project activities and/or other issues regarding practical implementation, such as organizing inauguration ceremonies.

I have taken note of the instructions and the important dates and will ensure they are met.

As usual, [Redacted] will be responsible for the financial reports etc and will likely respond tomorrow if he has any questions about the information provided.

Kind regards,

[Redacted]
Secretariat
Tel: [Redacted]
Fax: [Redacted]
The International Governance and Risk Institute
www.govrisk.org



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Email from British Embassy Mexico to the International Governance and Risk Institute

Sent on 22 April 2015 at 17:40

Dear [Redacted] and [Redacted],

I hope you are well.

This email is to provide you with a brief summary of the administrative aspects that apply to your project. Please read through it carefully. If you have any questions or if parts of this are unclear to you, please do not hesitate to let me know. I am precisely here to answer any doubt you might have.

The **Activity Based Budget (ABB)** that is being signed as part of the contract is a fixed and binding document. All of the Embassy's financial administration is based on these monthly forecasts. Any changes to the budget should be discussed with and approved by me. It is not allowed to move any under spending to other budget lines or to use it for additional activities without prior approval. In the case where activities are postponed or advanced in time but suffer no changes budget wise I will still need to be informed and a new, updated budget needs to be sent.

Activities/Payments/Expenses: The contract stipulates that advance payments are not permitted. Expenses will be reimbursed upon receiving your receipts in the subsequent month. Similarly, payments will only be made once the activity it relates to has been completed. In exceptional circumstances the prior rule may be reviewed and preliminary payments against deliveries might be considered, but only upon written approval.

MONITORING AND EVALUATION

Without exception, within **the first week of the month**, you must send us the following information in one e-mail, related to your activities and spending in the previous month: 1) the invoice; 2) copies of receipts; 3) specific reports. Please see the calendar at the bottom of this email for the deadlines and specific requirements per month. Attached to this email you will find the formats for the monthly financial report, the quarterly report and the project completion report.

1) Invoicing: The invoice must contain the following information in the heading:

- The name of the project in English
- Total amount in pounds and pesos
- Exchange rate
- Number of PO (purchase order) **(to be confirmed by the project officer)**
- Month to which the payment corresponds

Example of the first payment - the text in the invoice must say:

Payment for the month of August of fiscal year 2014-2015 for the project [*insert title in English*]

For \$XXXX MXP equivalent to £XXXX GBP at Exchange rate of **21** MXN to GBP

PO: ##### [*to be confirmed by project officer*]

2) Receipts: Copies of receipts should be attached to the invoice/e-mail, showing all expenses incurred. The total sum of these receipts must be equal to the total cost incurred for that month.

In addition to the receipts and invoice you should provide the necessary evidence to support the activities, such as reports, publications, photos, deliverables, et cetera.

3) Reports:

Monthly Financial Report: This records the estimated costs against the actual costs and the variation per month. You will only have to report on those activities for which you have incurred costs in the related month.

Short Narrative (Monthly): The monthly narrative can be included directly in the email text, and should briefly outline: *highlights and struggles that you faced in this month / relevant updates on public policy / outcomes and impact of your project (if already applicable)*. This can be done per bullet point, up to a few sentences each.

Quarterly Report: Narrative report, which must be submitted every three months. It uses a 'traffic light system' – green for those activities that are on track, amber (orange) for those that are facing some delays and red for those that cannot be completed/have been cancelled. Whenever a Quarterly Report is sent, it will replace the short narrative.

Project Completion Report (PCR): This is the final evaluation report of the project. Those projects running until the end of the Financial Year will have to provide the PCR on March 15. This means that projects will have to conclude all activities and related spending, including staff costs, on **March 15, 2016**. For those projects that end throughout the Financial Year, the report should be handed in simultaneously with the last invoice. The last payment of the project shall be transferred only after the Project Completion Report has been received by the Embassy. You are not required to send a quarterly report together with the PCR – the PCR will replace the quarterly report.

COMMUNICATION

Restrictions for publication: Related to the UK General Elections the government has announced a pre-election period in which no social media or press announcements may be published around your project or its results with mentioning of the British Embassy until May 7.

From **May 8** onwards you are allowed, and encouraged, to announce the support and logo of the British Embassy and the Prosperity Fund in your project communication.

You are furthermore kindly requested to share your **communication strategy** with us.

What can the Embassy do for your project?

- The designated project officer, the programme team and the diplomatic force of the Embassy can be of help in case your project is facing the materialisation of risks, uncertainties or struggles. Do flag up and inform the Embassy in an early stage so we can support you and together decide how to mediate and mitigate.

- Please also do think of the British Embassy as a channel through which your events, press releases, reports and results can be spread to a more general public. Use that to your advantage!
- Additionally, you may reach out and request attendance of the Embassy's staff to your events. Your project officer would appreciate receiving invitations to all project-related events, while the diplomatic team might be of added value to your high-level and strategic events.

IMPORTANT DATES

Deadline and requirements					
Activity month	Invoice and receipts	Financial Report	Short Narrative	Quarterly Report	Project Completion Report
April	8 May	√	√		
May	5 Jun	√	√		
June	6 July	√		√	
July	7 Aug	√	√		
August	4 Sept	√	√		
September	5 Oct	√		√	
October	6 Nov	√	√		
November	4 Dec	√	√		
December	8 Jan	√		√	
January	5 Feb	√	√		
February	4 Mar	√	√		
March	15 Mar	√			

Here is also [Redacted] email in case you need more advise related to the communication strategy. [Redacted]

Regards,

[Redacted] | Prosperity Fund | Programme Team | British Embassy Mexico City | Tel: [Redacted] | mobile [Redacted] | Follow us [@UKinMexico](#) |



Email from British Embassy Mexico to Americas Directorate

Sent: 12 May 2015 14:56

Subject: Drugs and Crime Fund Bid: Mexico - Policing Seminars

Dear [Redacted],

With many thanks for your flexibility on the deadline, please find attached a bid from Mexico City.

It would be very helpful to know next steps, and a rough idea of when we can expect a decision.

Kind regards,

[Redacted]

[Redacted] | British Embassy Mexico City |

Tel: [Redacted] | Follow us [@UKinMexico](#) |



Email from Instituto Mexicano de Derechos Humanos y Democracia, A.C to British Embassy Mexico

Sent: 20 June 2015 00:10

Subject: Security and Justice: Full Bid

Dear Sir/Madam,

please find attached the full Project Proposal and ABB for Security and Justice Call for Bids.

Kind regards,

[Redacted]

Instituto Mexicano de Derechos Humanos y Democracia, A.C.

Benjamín Franklin 186 P-A, Col. Escandón

CP 11800

Delegación Miguel Hidalgo

[Redacted]

Tel [Redacted]

www.imdhd.org