

First Sustainability Agreement until March 2007

Name of the project	E-Malaya
Project description	<p>Development of computer education in the Mount Kailash School:</p> <ol style="list-style-type: none"> 1. Building of a 1,032.81 SFt computer lab 2. Installation of 18 computers: 14 student PC, 1 master PC, 3 teacher PC 3. Implementation of a computer training for the Mt Kailash teachers as well as for the nursery teachers 4. Computer education from class 4 to 7 (possibly class 3) 5. Integration of computer usage in the school curricula 6. Optional (depending on how successful the lab is being used): Preparation of corporate citizenship programs promoting the exchange of knowledge and experience between IT companies and the Mount Kailash School
Calendar	<p>Planning & Fundraising: March 2003 – February 2004</p> <p>Implementation I: From March 2004</p> <p style="padding-left: 20px;">Building: May – Nov. 2004</p> <p style="padding-left: 20px;">Lab setup: 19.12.04 - 14.01.05 and 01.03. - 07.04.05 (interruption due to general strikes and power problems)</p> <p style="padding-left: 20px;">Teacher training: 22.-23 April 2005</p> <p>Implementation II: First Sustainability Agreement</p> <p style="padding-left: 20px;">First pilot year: March 2005 - March 2006</p> <p style="padding-left: 20px;">Second pilot year: April 2006 - March 2007</p> <p>Follow up: Second Sustainability agreement: From April 2007</p>
Project Agreement	<p>The previous project agreement has been signed on May 12, 2004 between Tsering Topgyal (Snow Lion Foundation), Ngawang Namgyal (Tashi Palkhiel Settlement Office), Lobsang Phelgye (Mount Kailash School) and Maylis Chevalier (E-Malaya e.V.). The goal of this document was to agree on a common working frame regarding the project description, goal, finance and responsibilities in a first stage. After completion of the building and a deeper insight in the project environment the points regarding responsibilities and sustainability had to be revised to better secure a stable and reliable implementation of the project in the first years.</p>
Sustainability Agreement	<p>This second agreement will be divided into 2 phases:</p> <ul style="list-style-type: none"> • Part I: pilot years from March 2005 to March 2007 • Part II: period after March 2007 and to be provided by the end of 2006 <p>The goal of the two Sustainability Agreements is to ensure a common understanding of the project implementation and clearly define responsibilities supporting a safe, reliable and professional usage of the computer lab.</p>
Project Funding	<p>E-Malaya e.V., Hamburg, Germany (Reg. Nr: VR 17761 – Tax. Nr: 17/422/11858)</p> <p>As laid out in the German Civil Code, Article § 51 AO, this organization pursues only charitable goals. It is for non-profit and does not pursue any business goals.</p>
Project Partners	<p>Snow Lion Foundation (SLF) (Kathmandu), the Mount Kailash School and the Settlement Office of Tashi Palkhiel (Hyangja/Pokhara)</p>

Project background	Lobsang Phelgye, Headmaster of the school, started the project with Maylis Chevalier after her volunteering as a computer teacher at Mount Kailash last April 2003. This computer project is meant to support the information technology (IT) program launched by the Tibetan Government in exile since 1993. Until now most settlement camps in Nepal couldn't profit from the program due to a lack of funds and know-how. To support this project the NGO E-Malaya e.V has been created.
Target group	<ol style="list-style-type: none"> 1. <u>Teachers</u> of the Mount Kailash School 2. <u>Students</u> from class 4 to 7 (and from possibly smaller classes)
Goal	The expected outcome of the program is to provide basic computer skills to first 100 Tibetan students per year at Mt Kailash School starting May 2005. This outcome presents not only an important educational aspect, but also a crucial economic, social and cultural aspect.
Cost Overview	<p><u>Total amount: Building + IT installation: 19,84,248.- Nrs</u> (22,048.- Euro*)</p> <p>I - Building: Total costs - 11,32,945 Nrs (12,588.- Euro) (including furniture, decoration and upgrading/grass seeding of surrounding ground)</p> <p>Construction of a ground-floor building of 1,032.81 Sft or 116 m² (plinth area), located in the teacher quarter for security reasons. It will have 3 rooms: the student computer room, the teacher computer room and an additional room for batteries, fast chargers, UPS and stationary.</p> <p><u>Furniture:</u></p> <ol style="list-style-type: none"> 1. 6 tables: 1.80 x 0.80 x 0.70 m (5.11' x 2.8' x 2.4') 2. 2 small tables: 0.90 x 0.80 x 0.70 m (2.11' x 2.8' x 2.4') 3. 1 ovale table: 2.5 x 1.25 m (4' x 8') 4. 1 teacher table: 1.80 x 1.80 m (6' x 6') 5. 1 battery table: 0.43 x 0.98 m (1.5' x 3.2') 6. 1 entry table: 0.50 x 0.92 m (1.8' x 3') 7. 28 chairs 8. 3 lamps (main room), 1 lamp teacher room, 1 saving lamp in server room. 9. 1 white board: 2.5 x 1.25 m (4' x 8') 10. 2 green plants 11. 2 fans (optional) 12. 1 iron rack for batteries, UPS and fast chargers <p>Additionally the old furniture will be integrated:</p> <ol style="list-style-type: none"> 1. 7 folding chairs and 4 twisting chairs 2. 4 computer tables <p><u>Decoration:</u></p> <ol style="list-style-type: none"> 1. Two wall paintings of Jampelyang (3,5'x3,5') and Mi Tsering (3'x2,5') 2. Frames: <ul style="list-style-type: none"> - One picture of HH the Dalai Lama (2'7 x 1'11) - Certificate of the E-Malaya e.V. from the Central Tibetan Administration - Golden rules for the computer usage <p><u>Front ground upgrading:</u> 40,000.- Nrs</p> <p>Due to the building works the ground in front of the computer lab has been damaged and the grass spoiled. As a result the rush of students may bring more dust and dirt into the computer rooms. An upgrade of this ground - building of a brick way from the entry door to the computer lab and seeding of new grass - will contribute to a cleaner and more convenient environment for the lab as well as for the teacher quarter.</p> <p style="text-align: right;">* Change : 1 Euro = 90 Nrs</p>

II- Hardware and electrical support: Total costs - 8,51,298.- Nrs (9,460.- Euro)

Technical details:

1. 14 Student computers:

Mainboard: Intel D845GVFN
 Processor: Intel Celeron 1,80 GHz, 478 Pin, FSB 400 MHz
 Memory: DDR RAM, 333 MHz
 Harddisk: Samsung 40 GB, 7200 rpm
 Floppy Disk: Mistumi FDD
 Monitor: LG (15'), Mouse, Pad and Keyboard
 Casing: ATX
 Headphone: SOMIC SM-750

1 Master Teacher computer:

Mainboard: D865PERLK
 Processor: Intel Celeron 2,0 GHz, 478 Pin, FSB 400 MHz
 Memory: DDR RAM, 333 MHz
 Harddisk: Samsung 80 GB, 7200 rpm, 8 MB Cache
 Floppy Disk: Mistumi FDD
 Monitor: LG, 15", CRT, Flat, SVGA, 85Hz, Mouse, Pad and Keyboard
 DVD Combo: CD-RW, 52x/DVD-Rom 16x, TR-H492
 DVD burner: Sony DRU-710A
 Casing: ATX
 Screen Filter
 Headphone: SOMIC SM-750

3 teacher computers (replacing the four broken SLF computers):

Four computers have been set up on July 7, 2002 in the teacher quarter by Room To Read, Giri News, 061-573383 Pokhara on the behalf of SLF. Due to the unsatisfactory condition of the computers (see latest report from Tashi Phuntsok to Room To Read around March 2004) and due to the end of the warranty and service contract since July 6, 2004, the cost to maintain these out-of-date computers was higher than the one to replace their main parts. In order to integrate these computers in the new lab an upgrade of the main features had to be done and three of them have been replaced to 95 %.

Previous configuration for each computer:

Mainboard: T410 + graphik card + modem
 Processor: Intel Pentium III 1.13 GHz
 Memory: 128 MB RAM
 Harddisk: No name 40 GB
 Floppy Disk: 1.44 FDD
 Monitor: Samtron 15', Mouse and Keyboard
 Casing: Frontech
 CD drive 52x

Additionally:

1 UPS 1500 VA + two batteries 150 AH + one stabilizer
 Inkjet Printer: DeskJet 840
 Furniture: 4 individual tables + 4 chairs

Three new teacher computers have been updated and assembled as follows:

Mainboard: Intel D845GVFN
 Processor: Intel Celeron 2,1 GHz, 478 Pin, FSB 400 MHz
 Memory: DDR RAM, 266 and 333 MHz
 Harddisk: Samsung 40 GB, 7200 rpm
 Floppy Disk: Mistumi FDD
 Keyboard and Mouse
 Casing: ATX
 Headphone: SOMIC SM-750

Only the monitor hasn't been changed

Regarding the remaining parts of the old computers, they will be used for hardware training. The old UPS and the stabilizer can't be used.

2. Laser Printer B/W: HP 1010

3. Network installation:

3 Switch (8 ports D-Link 10/100)

Cable: D-Link (258 m)

Connectors: RJ-45 (51 pieces)

4. Electrical support for the hardware:

3 x UPS Powercom Line interactive 2000 VA

1 x UPS Su-Kam 600 VA

12 x Su-Kam Batteries 165 AH

3 fast chargers

5. Additionally:

Scanner of Headmaster office

Old HP Inkjet printer

III- Softwares:

1. Microsoft Germany has granted E-Malaya e.V. with 20 open licences for its latest operating system Windows XP, Windows Server 2003 and Office 2003 Professional. Additionally the company donated Encarta 2004.

2. The German Education Department of Hamburg has provided E-Malaya e.V. with a new teaching method called "Intel Teach for the Future" that promotes the integration of computer usage in all school subjects. By learning how to use computer as a working tool in different subjects students better apprehend the scope of computer application as he will experience in his future life.

3. MasterSolution AG has provided a security software ProtectOn to protect the hard disk of the students' and teachers' computers as well as a teaching program, Master Eye, a performant tool that enables the teacher to teach and monitor students from his own computer.

4. Further learning programs have been provided by the German Media Institute. Publishing houses and other donors will be contacted for further programs.

5. **Important note on Internet**: Due to security, technical, financial and organizational reasons the use of internet is not considered in the computer lab. Nevertheless children will be taught about internet through intranet. Meaningful websites can be downloaded from the World Wide Web to the webserver of the lab in order to simulate the reality of internet by preserving at the same time the lab from virus, any external influence or misuse.

IV- Companies:

1. Hardware:

Computers + Network: *Himalayan Trading House* - Surendra Bhusal,

Tel: 061-521756, Mob: 98560 25309, salespr@fewanet.com.np

Printer: *Mir Computer P.Ltd* - Bishal Shrestha, 061-530931, mir@bb.com.np

2 additional backup HDD Seagate 120 GB: *Lalit Trading House* KTM New Road

Sandeep Singhi, Tel: 01-4229207, 4220086, lrc@info.com.np

2. Electrical support:

UPS + Batteries: *Star Office Automation Center* – Sunil Sharma, Amid Shrestha

Tel: 061 - 520997, star@col.com.np

	<p>Fast charger: <i>Rajbhandari Transformer Pvt. Ltd</i> - Mr. Rajbhandari, Tel: 061-521265 (Mob: 98560 20664)</p> <p>Acid + Filtered Water: Khanda Nanda Acharya, Tel: 061-534705 (neighbours)</p> <p>Electrical installation: Ram Gurung (local partner from Hyangja, no phone)</p> <p>3. <u>Building:</u> Contractor: Chij Man Gurung, Mob: 98460 21922, registration Nr.: 1071 Furniture: Tables: Anand, Chairs: <i>Kamal Steel furniture</i>, Ashok Shresta, Tel: 061-521 606, Curtains: Elegance, Chiple Dunga Electricity: First installation made by Shiva during building construction, but due to an unsatisfactory work and new requirements Ram, Hyangja, reorganized it. Painting: Karma Gyaltzen, local Tibetan artist from Tashi Palkhiel Iron Rack: Bhanu Bhakta, Tel: 061-535551 (Mob: 98460-21644)</p> <p>V- Maintenance and warranty in 2005:</p> <p><u>Hardware:</u> Computers + Network: 3 months parts' replacement warranty from December 2004 to January 2005 (due to different delivery dates please refer to the IT list for the exact times), and one year free service from January 2005.</p> <p>Additional backup Seagate 120 GB: 1 year warranty on the hard disk and 3 months warranty on the casing from 17.12.2004</p> <p>Laser printer: 1 year warranty from 4.01.2005</p> <p><u>Electrical support:</u> UPS + batteries: 1 year warranty from 5.01.2005</p> <p>VI- Maintenance in 2006:</p> <p>The computer lab has been set up by Carsten Prox with the goal of "zero administration" for the 5 coming years. 2005 is considered as the first pilot year where the condition of each device has to be documented by the computer supervisor. Based on this documentation the decision will be made regarding the type of maintenance required for 2006 (yearly contract, visit based contract...).</p>
Responsibilities	<p>I- General Management:</p> <p>The computer lab is running under the common property and responsibility of SLF and the NGO E-Malaya e.V. The executive responsibilities of the E-Malaya e.V are shifted to the computer supervisor of the Mount Kailash School regarding the day by day lab management. Meanwhile the E-Malaya e.V. remains the financial and consulting partner of the school. Any decision regarding the computer lab should be made with the agreement of both parties, SLF and E-Malaya e.V., before implementation:</p> <p>1. <u>SLF:</u> As a local partner based in Kathmandu SLF forwards the funds sent by E-Malaya e.V. to the settlement office of Tashi Palkhiel in Hyangja and has a final control on the budget if required. SLF, officially represented by the settlement officer through the school management committee, and the headmaster regarding pedagogical purpose, cares of the proper management and use of the computer lab according to the sustainability agreement.</p> <p>2. <u>E-Malaya e.V.:</u> As the funding organization E-Malaya e.V. cares for a proper support of the computer lab in terms of technology, educational material, cooperation programs and financial aspect.</p>

II- Executive Management:**1. Computer supervisor:**

The computer supervisor (in the present time Tashi Phuntsok) is in charge of the management, the budget and the usage of the computer lab. He will closely be working with the E-Malaya e.V. (Maylis Chevalier). His responsibilities are as follows:

- **Management of the computer lab:**
Computer lab administration and system operation
Budget management
Supervision and coordination of the maintenance of the computers, UPS and batteries together with the local partners
Track, control and report to E-Malaya e.V. about the usage of lab
- **Computer training and learning:**
Computer teaching from class 4 to 7
Enabling the school to successfully integrate IT into the core curricula
Supporting the usage of computers by his fellow teachers in their subjects

In a longer perspective - if the computer lab is running according to our sustainability agreement - he will be coordinating corporate citizenship programs with IT companies together with the E-Malaya NGO. The goal of corporate citizenship is to exchange knowledge and experience between the corporate and social world. In our case we will put the focus on the contact with IT specialists and managers.

Important note: At present Tashi Phuntsok takes care of the computer education in the class 6 and 7 additionally to his duty as a science teacher. As the use of the computer lab is meant to be extended to class 4 and 5 (possibly including class 3 later on) as soon as possible Tashi Phuntsok won't be able to teach two subjects full time. In such a case he would prefer to concentrate on his first subject - science. Thus a new computer supervisor is required. A job description according to above responsibilities has been forwarded by E-Malaya e.V. to SLF on March 24, 2005 in order to find together the appropriate candidate. Until the computer supervisor hasn't been found Tashi Phuntsok will keep on teaching computer to class 6 and 7. Because of his additional involvement in time and work to its normal duty, he will receive a monthly bonus of 1,500.- Nrs (16 Euro) on the top of his salary.

2. Building management:

Phuntsok Thenpel, as the representative of E-Malaya e.V. and coordinator during the building works, knows construction details the best and will coordinate potential renovation works on volunteer basis.

III- Installation and usage of the computer suite:**1. Computer and network installation:**

Carsten Prox, well experienced IT specialist from Germany, has set up, installed and networked the assembled computers with the goal of zero administration.

2. Teacher training and beginning of computer education:

Maylis Chevalier and Tashi Phuntsok have been providing a computer training on April 22-23, 2005 to at least 10 teachers of the Mount Kailash School as well as of the nursery. The latest development in computer education shows that computer is much more than a teaching subject but a teaching tool that should be integrated in the school curricula. Thus the training will be based on the Intel teaching method showing how to integrate the use of computer in different subjects like for example Science, Maths, English, Social Studies, Tibetan etc.

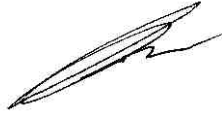
	<p>The main goals of the training are as follow:</p> <ul style="list-style-type: none"> • to acquaint the teachers with the operation of the lab network • to teach the teachers or update their knowledge with the latest edition of MS Office • to provide the teachers with relevant material to their day-to-day teaching <p>Important note: In order to secure a proper use and the longevity of the computer lab only the teachers that have completed the training are allowed to use it. In case of absence during the training the teachers will first have to be taught about the lab working environment and rules by the computer supervisor before using it.</p> <p>Training program:</p> <ul style="list-style-type: none"> • Usage of computer lab and understanding computer network • Experiencing and learning about Master eye • Introduction in the latest MS Office Package 2003 • Discovering learning programs: Hot Potatoes, Encarta, Tibet CD, Adiboo <p>3. <u>Usage of the computer lab:</u></p> <p>The usage of the computer lab has to be under the supervision or with the agreement of the computer supervisor. The “Eightfold Golden Rules” gives a basic frame for the common usage and an additional document will be provided to ensure a proper management of the computer lab.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Very important note: The computer lab has to be used only for pedagogical purpose within the Mount Kailash School. In other words <u>no one else</u> (except the building supervisor who is related to the project) <u>than the students and the teachers of the Mount Kailash school are allowed to use the computer lab</u>. Furthermore the latter can not be used for any economical, business or private purpose.</p> </div> <p>4. <u>Cleaning of computer lab:</u></p> <p>In order to maintain a clean environment for the computers and due to the great amount of dust coming in the rooms the lab will have to be cleaned twice a week for at least 2 hours. This task will be taken over by Amala Sonam who will have been especially informed about the special care of electronic device. Additionally she will be in charge of the two green plants. Her salary will amount to 500,- Nrs (5.5 Euro) per month and will be covered by the monthly computer fees.</p> <p>Furthermore in case of heavy rainfalls a team of students will be in charge of cleaning the water on the roof to prevent any leakage.</p>
<p>Important pedagogical aspects</p>	<p>The drawing of the computer suite has been made in a different way from common computer classrooms in Nepal in order to leave space for new pedagogical applications. The organization in U-Form (see project agreement) with a common round table in the middle enables the teachers to develop group works: creation of a school newspaper, exhibition about computer technologies for education day, school presentation for potential sponsors etc. The students can also create a computer club for the use of the suite outside the school classes etc.</p> <p>In such works students learn how to compile knowledge from different subjects with the help of computer, thus they don't learn the usage of computer as a sole subject but as an effective and professional working tool as it is used in the modern age to treat information. An intelligent and efficient use of the computer suite can open new horizons for the young refugees in need of additional qualifications.</p>

Future funding	<p>The project funding results from the contribution of SLF and the E-Malaya e.V. regarding the management of the computer lab:</p> <p>I- SLF contribution:</p> <ul style="list-style-type: none"> • <u>Transfer and control of funds:</u> With the agreement of Tsering Topgyal from Snow Lion Foundation, necessary funds will be transferred from the bank of E-Malaya e.V. in Germany (Bank für Sozialwirtschaft, Account Nr.: 8470400 - Code 251 205 10) to the Snow Lion Foundation which will forward the funds to the Settlement Office in Hyangja. In case of transfer from the Nepali account of E-Malaya e.V. (Standard Chartered, Account Nr.: 01-1280198-01, Pokhara, Lake Side) the transfer can be directly made to the settlement office in Hyangja to avoid additional transaction fees. • <u>Coordination of the monthly computer fees through the Mt Kailash School and payment of monthly and further expenses through the Settlement Office:</u> Like in other school in Nepal the monthly fee will amount to 100 Nrs (1.1 Euro) per student. This fee will be collected together with the monthly school fee by the teacher in charge. This contribution will not only cover the maintenance and cleaning costs as well as the bonus of the computer supervisor in charge, but also increase the awareness of students and teachers towards the value of computers thus strengthen their involvement in their usage. This fee is due starting from the next session in June 2005. <p>II- E-Malaya contribution:</p> <ul style="list-style-type: none"> • <u>Computer lab budget for current expenses:</u> A budget of 40,000.- Nrs has been deposited at the Settlement Office of Tashi Palkhiel on April 5, 2004. This amount will be dedicated to finance current expenses during the first two pilot years: 2005 and 2006 additionally to the computer fees and will be under the responsibility of the computer supervisor. • <u>Funding of bigger expenses:</u> Despite a proper use of the computer lab some technical problems regarding the electrical or computer installation as well as the building might affect the lab. If these problems imply higher expenses which can't be covered by the current budget of the lab, a cost estimation (based on at least three companies independent from each other) has to be sent to E-Malaya that will check the issue and take over the costs if necessary. <p>III- Important note:</p> <ul style="list-style-type: none"> • <u>Selection and salary of a computer supervisor:</u> As soon as SLF finds suitable profiles for the computer supervisor of the lab, SLF should submit their CV to E-Malaya e.V. in order to make a common decision for the most appropriate candidate. He should be first employed within a trial period of 6 months (potentially renewable) before contracting a longer employment term. His salary should be best covered by SLF according to its salary frame. If needed the payment may be complemented by maximum 40% of the monthly computer fees' budget coming from class 4 to 7 (nevertheless as this budget is meant to first maintain the lab it would be welcome to dedicate its greatest part to this purpose and less to the teacher salary).
Project effectiveness	<p>Only through its sustainability and the involvement of the concerned Tibetan community this project can be of real profit for the school. Self-responsibility and self-management are the most fruitful way for teachers as well as for students to optimize and appreciate the use of computer. This can be achieved through a fruitful cooperation between SLF, the Mount Kailash School, the settlement office and the E-Malaya e.V.</p>

**Agreement
confidentiality**

The signing partners should be aware of the confidentiality of the content of this agreement, especially regarding the salaries of the personnel involved. They are required to respect and not share this information with third persons.

Read and acknowledged, on April 28, 2005, in Hyangja – Pokhara - Nepal



Tsering Topgyal
General Secretary
Snow Lion Foundation



Gonpo Tashi
Settlement Officer
Tashi Palkhiel



Lobsang Phelgye
Headmaster
Mount Kailash School



Maylis Chevalier
President
E-Malaya e.V.