**Data Item Description**

**IRB Report**

**IRB211**

Prepared by: Vancouver Shipyards Co. Ltd.

2 Pemberton Ave.

North Vancouver, BC, Canada, V7P 2R2

Tel: (604) 988-3111

Fax: (604) 984-1636

© Vancouver Shipyards Co. Ltd. 2017

|  |  |
| --- | --- |
| **IRB Report** | **IRB211** |

**Purpose**

The Industrial and Regional Benefits Report advises the Purchaser of the Supplier’s IRB achievements under the Subcontract.

**References**

This DID must be read in conjunction with Schedule A (General Conditions) and Part 11 (IRB) of Schedule D1 (SOW).

**Preparation Instructions**

This Data Item shall comply with the general format, content and preparation instructions set out in Part 1 (Introduction) and Part 11 (Industrial Regional Benefits) of the SOW.

**Format and Content**

Complete the IRB Report attached as Attachment A to this DID.

**Attachment A**

**Template – IRB Report**

|  |
| --- |
| **GENERAL INFORMATION** |
| Project Name: |
| Subcontractor Name: |
| VSY Supplier Code: |
| SWBS number: |
| Reporting Period: |
| Date of Report |
| IC IRB Manager: |

|  |
| --- |
| **PART A** |
| **Overview and Status of Work on the Project**: |
| **Progress Payments**:  (*list all invoices to date, the amount, the date submitted and the status of payment*) |
| **Changes to the IRB Management Plan:** |

|  |
| --- |
| **PART B - For each transaction being reported, describe**: |
| Any changes to the transaction details (such as CCV % or company contact info) |
| Significant achievements and activities |
| Any delays, problems or achievements shortfalls, with a plan of action to resolve |

|  |
| --- |
| **PART C – For each transaction being reported, include:** |
| The IRB achievement claims for the **CURRENT** reporting period, with appropriate totals and subtotals for Direct, Indirect, SMB, and each of the Designated Regions. The Subcontractor may use the chart format of their choice. |

|  |
| --- |
| **PART D – For each transaction reported, include:** |
| The IRB achievement claims **SINCE THE START OF THE IRB ACHIEVEMENT PERIOD**, with appropriate totals and subtotals for Direct, Indirect, SMB, and each of the Designated Regions. The Subcontractor may use the chart format of their choice. |

|  |
| --- |
| **PART E** |
| Description of activities undertaken related to SMB and regional development |
| List of IRB Transactions that have been cancelled or substantially altered (with previous IRB Authority approval) |
| Certificate of Compliance for IRB Achievements (template attached) |
| Certificate of Compliance for the Lobbying Act (template attached) |

**Certificate of Compliance**

**For IRB Reporting Purposes**

WHEREAS Vancouver Shipyards Co. Ltd. (referred to herein as VSY) on the \_\_\_\_ day of \_\_\_\_\_ has entered into subcontract number ▼**[Insert Subcontract Number]** (the “Subcontract”) with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Supplier” or “Subcontractor”).

AND WHEREAS such Subcontract requires that, as evidence of the achievement of Canadian Content Value of Industrial and Regional Benefits Transactions and Commitments, the Supplier shall submit a Certificate of Compliance to that effect to the VSY IRB Official (defined in the Subcontract);

NOW THEREFORE, the Subcontractor declares and certifies as follows:

i) the information contained in the documents appended herewith, which applies to the reporting of the IRB Achievement Periods is to the best of our knowledge and ability complete, true and correct;

ii) the information contained in the documents appended herewith is compliant with information contained in Certificates of Compliance submitted to the Supplier by other Eligible Parties;

iii) The Canadian Content Values shown in documents appended herewith have been determined in accordance with Article 6 (Canadian Content Value) of the Subcontract;

IN WITNESS THEREOF THIS CERTIFICATE OF COMPLIANCE HAS BEEN SIGNED THIS \_\_\_\_\_\_\_\_\_\_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY THE SENIOR COMPTROLLER WHO IS DULY AUTHORIZED IN THAT BEHALF.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND TITLE OF SENIOR COMPTROLLER

AT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certificate of Compliance - Lobbying Act for IRB Reporting Purposes**

WHEREAS Vancouver Shipyards Co. Ltd. (referred to herein as VSY) on the \_\_\_\_ day of \_\_\_\_\_ has entered into subcontract number ▼**[Insert Subcontract Number]** (the “Subcontract”) with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Supplier” or “Subcontractor”).

AND WHEREAS such Subcontract requires that, as evidence of the Supplier’s compliance with the Lobbying Act, the Supplier shall submit a Certificate of Compliance to that effect to the VSY IRB Official (defined in the Subcontract);

NOW THEREFORE, the Supplier declares and certifies, to the best of its knowledge and ability, as follows:

1. that it has filed all *Lobbying Act* returns to be filed in respect of persons employed by it who communicate and/or arrange meetings with public office holders as part of their employment duties in respect of the Subcontract, and that it will continue to do so;
2. that it has not contracted with any person to communicate and/or arrange meetings with public office holders for remuneration that is or would be contingent in any way upon the success of such person arranging meetings with public office holders, or upon the approval and granting of IRB Credit under the Subcontract;
3. that it will not contract with any person to communicate and/or arrange meetings with public office holders for remuneration that is or would be contingent upon the success of such person arranging meetings with public office holders, or upon the approval and granting of IRB Credit under the Subcontract;
4. that all persons who are or have been contracted by it to communicate and/or arrange meetings with public office holders in respect to the Subcontract are in full compliance with the registration and other requirements of the *Lobbying Act*;
5. that it shall at all times ensure that any persons contracted by it to communicate and/or arrange meetings with public office holders in respect of the Subcontract are in full compliance with the requirements of the *Lobbying Act*; and
6. that it shall not make or agree to make any payment to an individual, company or entity that is contingent on the approval of IRB Credit by the IRB Authority under the Subcontract or upon the entity’s success in arranging meetings with public office holders.

IN WITNESS THEREOF THIS CERTIFICATE OF COMPLIANCE HAS BEEN SIGNED THIS \_\_\_\_\_\_\_\_\_\_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY THE SENIOR OFFICIAL WHO IS DULY AUTHORIZED IN THAT BEHALF.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND TITLE OF SENIOR OFFICIAL

AT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_