

U.S. Department of Justice  
Washington, DC 20530

**Exhibit A to Registration Statement**  
**Pursuant to the Foreign Agents Registration Act of 1938, as amended**

**INSTRUCTIONS.** Furnish this exhibit for EACH foreign principal listed in an initial statement and for EACH additional foreign principal acquired subsequently. The filing of this document requires the payment of a filing fee as set forth in Rule (d)(1), 28 C.F.R. § 5.5(d)(1). Compliance is accomplished by filing an electronic Exhibit A form at <http://www.fara.gov>.

**Privacy Act Statement.** The filing of this document is required by the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 *et seq.*, for the purposes of registration under the Act and public disclosure. Provision of the information requested is mandatory, and failure to provide this information is subject to the penalty and enforcement provisions established in Section 8 of the Act. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, copy of informational materials or other document or information filed with the Attorney General under this Act is a public record open to public examination, inspection and copying during the posted business hours of the Registration Unit in Washington, DC. Statements are also available online at the Registration Unit's webpage: <http://www.fara.gov>. One copy of every such document, other than informational materials, is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of any and all documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. The Attorney General also transmits a semi-annual report to Congress on the administration of the Act which lists the names of all agents registered under the Act and the foreign principals they represent. This report is available to the public in print and online at: <http://www.fara.gov>.

**Public Reporting Burden.** Public reporting burden for this collection of information is estimated to average .49 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, Registration Unit, Counterespionage Section, National Security Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

1. Name and Address of Registrant The Gallagher Group, LLC 2503 Hayes Street Alexandria, VA 22302	2. Registration No. <b>6277</b>
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3. Name of Foreign Principal Embassy of the State of Qatar (through Portland PR, Inc.)	4. Principal Address of Foreign Principal 2555 M Street, N.W. Washington, DC 20037-1305
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5. Indicate whether your foreign principal is one of the following:

Government of a foreign country<sup>1</sup>

Foreign political party

Foreign or domestic organization: If either, check one of the following:

<input type="checkbox"/> Partnership	<input type="checkbox"/> Committee
<input type="checkbox"/> Corporation	<input type="checkbox"/> Voluntary group
<input type="checkbox"/> Association	<input type="checkbox"/> Other (specify) _____

Individual-State nationality

6. If the foreign principal is a foreign government, state:

a) Branch or agency represented by the registrant  
The Office of the Ambassador

b) Name and title of official with whom registrant deals  
HE Mohamed Jaham Al Kuwari, Ambassador of the State of Qatar to the United States

7. If the foreign principal is a foreign political party, state:

a) Principal address  
N/A

b) Name and title of official with whom registrant deals

c) Principal aim

<sup>1</sup> "Government of a foreign country," as defined in Section 1(e) of the Act, includes any person or group of persons exercising sovereign de facto or de jure political jurisdiction over any country, other than the United States, or over any part of such country, and includes any subdivision of any such group and any group or agency to which such sovereign de facto or de jure authority or functions are directly or indirectly delegated. Such term shall include any faction or body of insurgents within a country assuming to exercise governmental authority whether such faction or body of insurgents has or has not been recognized by the United States.

8. If the foreign principal is not a foreign government or a foreign political party:

a) State the nature of the business or activity of this foreign principal.

N/A

b) Is this foreign principal:

Supervised by a foreign government, foreign political party, or other foreign principal Yes  No

Owned by a foreign government, foreign political party, or other foreign principal Yes  No

Directed by a foreign government, foreign political party, or other foreign principal Yes  No

Controlled by a foreign government, foreign political party, or other foreign principal Yes  No

Financed by a foreign government, foreign political party, or other foreign principal Yes  No

Subsidized in part by a foreign government, foreign political party, or other foreign principal Yes  No

9. Explain fully all items answered "Yes" in Item 8(b). (If additional space is needed, a full insert page must be used.)

N/A

10. If the foreign principal is an organization and is not owned or controlled by a foreign government, foreign political party or other foreign principal, state who owns and controls it.

N/A

**EXECUTION**

In accordance with 28 U.S.C. § 1746, the undersigned swears or affirms under penalty of perjury that he/she has read the information set forth in this Exhibit A to the registration statement and that he/she is familiar with the contents thereof and that such contents are in their entirety true and accurate to the best of his/her knowledge and belief.

Date of Exhibit A	Name and Title	Signature
February 12, 2015	James P. Gallagher, President	/s/ James Patrick Gallagher <span style="float: right;">eSigned</span>

U.S. Department of Justice  
Washington, DC 20530

**Exhibit B to Registration Statement  
Pursuant to the Foreign Agents Registration Act of  
1938, as amended.**

**INSTRUCTIONS.** A registrant must furnish as an Exhibit B copies of each written agreement and the terms and conditions of each oral agreement with his foreign principal, including all modifications of such agreements, or, where no contract exists, a full statement of all the circumstances by reason of which the registrant is acting as an agent of a foreign principal. Compliance is accomplished by filing an electronic Exhibit B form at <http://www.fara.gov>.

**Privacy Act Statement.** The filing of this document is required for the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 *et seq.*, for the purposes of registration under the Act and public disclosure. Provision of the information requested is mandatory, and failure to provide the information is subject to the penalty and enforcement provisions established in Section 8 of the Act. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, copy of informational materials or other document or information filed with the Attorney General under this Act is a public record open to public examination, inspection and copying during the posted business hours of the Registration Unit in Washington, DC. Statements are also available online at the Registration Unit's webpage: <http://www.fara.gov>. One copy of every such document, other than informational materials, is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of any and all documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. The Attorney General also transmits a semi-annual report to Congress on the administration of the Act which lists the names of all agents registered under the Act and the foreign principals they represent. This report is available to the public in print and online at: <http://www.fara.gov>.

**Public Reporting Burden.** Public reporting burden for this collection of information is estimated to average .33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, Registration Unit, Counterespionage Section, National Security Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

1. Name of Registrant

The Gallagher Group, LLC

2. Registration No.

6277

3. Name of Foreign Principal

Embassy of the State of Qatar (through Portland PR, Inc.)

Check Appropriate Box:

4.  The agreement between the registrant and the above-named foreign principal is a formal written contract. If this box is checked, attach a copy of the contract to this exhibit.
5.  There is no formal written contract between the registrant and the foreign principal. The agreement with the above-named foreign principal has resulted from an exchange of correspondence. If this box is checked, attach a copy of all pertinent correspondence, including a copy of any initial proposal which has been adopted by reference in such correspondence.
6.  The agreement or understanding between the registrant and the foreign principal is the result of neither a formal written contract nor an exchange of correspondence between the parties. If this box is checked, give a complete description below of the terms and conditions of the oral agreement or understanding, its duration, the fees and expenses, if any, to be received.
7. Describe fully the nature and method of performance of the above indicated agreement or understanding.

The Gallagher Group will advise, assist and represent the Embassy of the State of Qatar on U.S. government relations and lobbying efforts. It will organize and conduct meetings with U.S. government officials, as needed. A written agreement between Portland PR and the Gallagher Group is pending. Under the oral agreement, the Gallagher Group will receive \$25,000 per month for the duration of the signed contract between the Embassy of the State of Qatar and Portland PR.

8. Describe fully the activities the registrant engages in or proposes to engage in on behalf of the above foreign principal.

The Gallagher Group will advise, assist and represent the Embassy of the State of Qatar on U.S. government relations and lobbying efforts. It will organize and conduct meetings with U.S. government officials, as needed.

9. Will the activities on behalf of the above foreign principal include political activities as defined in Section 1(o) of the Act and in the footnote below? Yes  No

If yes, describe all such political activities indicating, among other things, the relations, interests or policies to be influenced together with the means to be employed to achieve this purpose.

The registrant's activities may include communications on behalf of the Embassy of the State of Qatar with officials in executive branch departments and agencies, with members and staff of the U.S. Congress and with other individuals and organizations involved in governmental and public policy matters.

**EXECUTION**

In accordance with 28 U.S.C. § 1746, the undersigned swears or affirms under penalty of perjury that he/she has read the information set forth in this Exhibit B to the registration statement and that he/she is familiar with the contents thereof and that such contents are in their entirety true and accurate to the best of his/her knowledge and belief.

Date of Exhibit B	Name and Title	Signature
	James P. Gallagher, President	

Footnote: "Political activity," as defined in Section 1(o) of the Act, means any activity which the person engaging in believes will, or that the person intends to, in any way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting, or changing the domestic or foreign policies of the United States or with reference to the political or public interests, policies, or relations of a government of a foreign country or a foreign political party.

# **Portland PR Inc. Supplier Agreement**

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**Portland**  
...

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**THIS AGREEMENT** is made on January 19, 2015 (the "Effective Date")

**BETWEEN:**

- (1) **PORTLAND PR INC.**, a company incorporated in Delaware and having an office at 1717 K Street, Suite 900, Washington, DC 20006 (the "Consultant"); and
  - (2) **THE GALLAGHER GROUP, LLC**, a company incorporated in Virginia with company number S 046294-7 and having its registered office at 2503 Hayes St, Alexandria VA 22302 (the "Supplier"),
- each a "Party" and together the "Parties".

This Agreement sets out the terms and conditions on which the Supplier shall provide the public relations services and such other customary PR, public affairs and related services as the Consultant may reasonably require from time to time.

**NOW IT IS HEREBY AGREED** as follows:

**1. Definitions and Interpretation**

**1.1 In this Agreement the following abbreviations, words and phrases shall have the following meanings, unless the context requires otherwise:**

- |                                 |   |
|---------------------------------|---|
| <b>"Affiliate"</b>              | means, in relation to a Party, any company or other business entity Controlled by, Controlling, or under the common Control of that Party;  |
| <b>"Agreement"</b>              | means this agreement, including clauses 1 to 15 and the Schedule(s) to it, together with any Work Orders entered into pursuant to clause 2;   |
| <b>"Business Day"</b>           | means any day which is not a Saturday or a Sunday or a public holiday in the United States;   |
| <b>"Client"</b>                 | means, in respect of each Work Order, the client of the Consultant who will receive the benefit of the Services under such Work Order;  |
| <b>"Client Agreement"</b>       | means, in respect of each Work Order, a contract executed by the Consultant and the relevant Client for the provision by the Consultant to such Client of equivalent services to the Services set out in such Work Order;   |
| <b>"Control"</b>                | means the direct or indirect power to direct or cause the direction of the management and policies of a company or other business entity, whether through ownership of fifty per cent (50%) or more of the voting interest, by contract, or otherwise (and "Controlled" and "Controlling" shall be construed accordingly);  |
| <b>"Fees"</b>                   | means the fees and charges set out or referred to in or calculated in a Work Order;   |
| <b>"Good Industry Practice"</b> | means, in relation to any undertaking and any circumstances, the exercise of the skill, diligence, prudence, foresight and judgment which would be expected from a highly skilled and experienced person engaged in the same type of undertaking under the same or similar circumstances, applying the best standards currently generally applied in the Supplier's industry; |
| <b>"Insolvency Event"</b>       | means, in relation to a Party: <ol style="list-style-type: none"> <li>(a) the Party ceases to pay its debts or suspends payments generally, or becomes unable or admits its inability to pay its debts as they fall due, or the value of its assets is or becomes</li> </ol>  |

- (b) a moratorium or suspension of payments is declared or instituted or ordered, or a resolution is passed in respect of any indebtedness of the Party, or the Party is otherwise afforded protection from its creditors generally;
- (c) the Party passes a resolution for voluntary winding up or a court of competent jurisdiction makes an order that the Party be wound up (except for the purposes of bona fide reconstruction while solvent);
- (d) save in respect of a solvent reorganization, a liquidator, receiver, administrative receiver, administrator, examiner, trustee, supervisor, compulsory or interim manager is appointed over the Party or any of its assets; or
- (e) any similar or analogous event in any jurisdiction;

**"Intellectual Property Rights"**

means patents, trademarks, service marks, rights (registered or unregistered) in any designs, applications for any of the foregoing, trade or business names, copyright (including rights in computer software) and topography rights; inventions; know-how, secret formulae and processes, lists of suppliers and customers and other proprietary knowledge and information; Internet domain names; rights protecting goodwill and reputation; database rights; and all rights and forms of protection of a similar nature to any of the foregoing or having equivalent effect anywhere in the world and all rights under licences and consents in respect of any of the rights and forms of protection mentioned in this definition;

**"Personal Data"**

means all information personal or unique to a specific individual, all information that can be used directly or indirectly to identify, locate or contact an individual, and all health-related information and sensitive financial information about or belonging to individuals, including any information that can be used to identify or contact a specific individual, such as first and last name, email address, telephone number, social security number, date of birth, financial account information, or otherwise;

**"Personnel"**

means, in relation to a Party, that Party's, its Affiliates' and its subcontractors' officers and employees;

**"Replacement Services"**

means all or part of the Services or services the same as or substantially similar to all or part of the Services, which are provided by an entity other than the Supplier following the Effective Date;

**"Services"**

means:

- (a) the services set out or referred to in a Work Order (including the development and delivery of any Work); and
- (b) any related services, functions or responsibilities not specifically described in this Agreement which are reasonably required for the proper performance and provision of the services referred to in paragraph (a) immediately above;

**"Specifications"**

means, in relation to any Services, the required functionality and performance criteria for the Services as set out or referred to in the relevant Work Order;

**"Successor"**

means any entity (including any of the Consultant's Affiliates where

<b>Supplier</b>	relevant) which provides any Replacement Services;
<b>"Supplier Background IPR"</b>	means any element(s) of the Work the Intellectual Property Rights in which are: <ol style="list-style-type: none"> <li>(a) owned or licensed by the Supplier prior to the Effective Date; or</li> <li>(b) licensed from any third party (excluding the Supplier's Affiliates and the Supplier's Personnel) during the term of this Agreement; and</li> <li>(c) obtained (whether created, purchased or licensed) by the Supplier separately from and otherwise than in connection with this Agreement;</li> </ol>
<b>"Work Order Pro-forma"</b>	means the pro-forma work order set out in the Schedule to this Agreement;
<b>"Work"</b>	means any idea, method, invention, discovery, design, business process or method, communication, analysis, drawing, composition, database, writing, computer software, computer data or any other similar item or material (in any media) created by or on behalf of the Supplier (including by the Supplier's Personnel) for the Consultant and/or the relevant Client under or in connection with this Agreement; and
<b>"Work Order"</b>	means a document substantially in the form of the Work Order Pro-forma for the provision of the Services by the Supplier, which is agreed between the Parties and signed by their authorized representatives in accordance with clause 2.3.

**1.2 In this Agreement:**

- 1.2.1 any phrase introduced by the words "including", "include", "in particular", "for example" or any similar expression shall be construed as illustrative only and shall not be construed as limiting the generality of any preceding words; and
- 1.2.2 reference to any statute or statutory provision include references to that statute or statutory provision as from time to time amended, extended or re-enacted and to any rules, orders, regulations and delegated legislation made thereunder.

**1.3 The Schedule to and each of the Work Orders entered into by the Parties under this Agreement shall have effect as if set out in this Agreement.**

**2. Nature of this Agreement and Work Orders**

- 2.1 This Agreement sets out the terms and conditions and establishes a framework under which the Supplier has agreed that it shall provide, and the Consultant has agreed that it shall acquire, the Services.
- 2.2 If the Consultant requests the provision of, and the Supplier agrees to provide (such agreement not to be unreasonably withheld or delayed), the Services to the Consultant, then using the Work Order Pro-forma the Consultant shall prepare (with the assistance of the Supplier) and the Supplier and the Consultant shall agree and sign a Work Order with respect to such Services.
- 2.3 No Work Order shall be binding upon the Consultant unless signed by an authorized representative of the Consultant (being Alexandra Farley, CFO or Tim Allan, President).
- 2.4 Subject to clause 2.3, each Work Order shall be incorporated in and form part of this Agreement.
- 2.5 If there is a conflict or inconsistency between clauses 1 to 15 of this Agreement and any Work Order, the following order of precedence shall apply to the extent of such conflict or

**Inconsistency:**

- 2.5.1 Part B of the relevant Work Order (with highest priority);
- 2.5.2 clauses 1 to 15 of this Agreement; and
- 2.5.3 Part A of the relevant Work Order.

**3. Supply of the Services**

- 3.1 In consideration for the payment of the Fees in accordance with clause 4, the Supplier shall provide the Services in accordance with the terms and conditions of this Agreement and all other specifications, instructions and procedures communicated by Consultant to Supplier from time to time.
- 3.2 The Supplier shall:
  - 3.2.1 deliver all Work by the date(s) set out in the applicable Work Order and unless otherwise agreed in a Work Order, time shall be of the essence with respect to the date of delivery of Work;
  - 3.2.2 comply with all reasonable advice, standards and instructions given by the Consultant;
  - 3.2.3 keep the Consultant fully and promptly (as far as is reasonably possible) informed of all matters of which it becomes aware affecting or relating to the Consultant and/or the Services;
  - 3.2.4 meet with the relevant Client whenever reasonably required and where appropriate communicate closely and on a regular basis with the relevant Client's publicity, marketing, corporate, financial, legal, regulatory and any other relevant departments in order to keep itself fully apprised on the relevant Client's business activities; and
  - 3.2.5 ensure that it has all necessary licences, permits and consents to enter into and to perform this Agreement.
- 3.3 The Supplier warrants and undertakes to the Consultant that:
  - 3.3.1 the Services shall be performed with reasonable care and skill in a timely, professional and efficient manner and in accordance with Good Industry Practice;
  - 3.3.2 the provision of the Services and Work and the Consultant's and the relevant Client's use thereof shall not infringe any Intellectual Property Rights of any third party and shall comply with all applicable laws and regulations;
  - 3.3.3 the Services shall conform with all descriptions provided to the Consultant by the Supplier and the Specifications; and
  - 3.3.4 the Services shall be fit for the purpose for which they are provided and be of satisfactory quality
  - 3.3.5 its Personnel who perform the Services are and shall be best-in-class and suitable in every respect, whether as to qualifications, experience or otherwise, to provide the Services;
  - 3.3.6 in respect of the rights assigned and granted by Supplier in the Work, Supplier shall obtain, so that it shall be able pursuant to this Agreement to assign and licence (as applicable) to Consultant, all Intellectual Property Rights therein and all necessary releases or permissions signed by all relevant persons and the irrevocable right for Consultant or others to reproduce, modify, alter or adapt for use without restriction and without further payment to Supplier or any third party.
  - 3.3.7 the Supplier shall abide by all applicable lobbying laws, including the Lobbying Disclosures Act of 1995, PL 104-85, 109 Stat. 691, any other similar laws, and any other federal or state laws that apply to the services hereunder, specifically, lobbying.
- 3.4 The Supplier shall indemnify, defend, and hold harmless the Consultant against all losses,

liabilities and costs (including legal expenses) sustained, incurred or suffered by the Consultant or the relevant Client as a result of any claim, action or proceeding that arises in connection with (1) a breach by the Supplier of the above warranties or (2) any third party claim of infringement of any U.S. patent or copyright or misappropriation of any trade secret directly related to the Services.

**4. Fees**

- 4.1** Subject to clause 4.4, the total price for the Services shall be the amount set out in the relevant Work Order.
- 4.2** If the Parties agree in advance (in the relevant Work Order) that the Supplier shall pay any third party costs on behalf of the Consultant, such third party costs shall only be recoverable from the Consultant at cost price, without applying any mark-up and following receipt of reasonable evidence that the same has been paid by the Supplier.
- 4.3** Where so-stated in a Work Order, the total price shall be paid to the Supplier in installments as set out in the Work Order, with the payment of each installment being conditional on the Supplier having achieved acceptance to the extent applicable as set forth in the Work Order. On achieving acceptance, the Supplier shall invoice the Consultant for the charges that are then payable, calculated in accordance with this clause 4 and the relevant Work Order.
- 4.4** Where the relevant Work Order states that the Services shall be provided on a time-and-materials basis:
- 4.4.1** the charges payable for the Services shall be calculated in accordance with the Supplier's standard daily fee rates in force for its Personnel involved in the supply of the Services, details of which are set out in the Work Order;
- 4.4.2** the Supplier shall not be entitled to charge for overtime worked by the Supplier's Personnel unless it has the Consultant's prior written consent to do so;
- 4.4.3** the Supplier shall ensure that its Personnel involved in the supply of the Services complete time sheets recording time spent on the Services, and the Supplier shall use such time sheets to calculate the charges covered by each monthly invoice referred to in clause 4.4.4 and supply copies of such timesheets to the Consultant on request; and
- 4.4.4** the Supplier shall invoice the Consultant monthly in arrears for its charges for time and materials for the month concerned, calculated as provided in this clause 4. Each invoice shall set out the time spent by the Supplier's Personnel involved in the supply of the Services.
- 4.5** If no payment plan is specified in a Work Order, then the Fees for any Services may be invoiced monthly in arrears.
- 4.6** The Fees include all of the Supplier's costs and expenses (including incidental and overhead expenses) and include any taxes, duties, levies, licence fees or other similar amounts .
- 4.7** Subject to the Supplier performing its obligations in accordance with the terms and conditions of this Agreement, the Consultant shall pay the Supplier's invoices (provided such invoices are in accordance with this Agreement) according to the payment schedule in each Work Order (the "Payment Date") provided that the Consultant has received the fees from the Client that relate to Supplier's Services stated in Supplier's invoice before the Payment Date. If the Consultant has not received payment from the Client of such fees on or before the Payment Date then it shall pay the Supplier's invoice within 7 days after receipt of such payment. Notwithstanding any other provision of this Agreement the Consultant shall not be obliged to pay for Work until such time as it accepts such Work.
- 4.8** If the Consultant disputes the correctness of any invoice (or disagrees with any amount invoiced for any reason), then it may withhold payment of the disputed sum, in which event the Supplier shall cancel the invoice in question and issue a new invoice in respect of the

undisputed part of the original invoice, and the Consultant shall pay such undisputed sum in settlement of the new invoice issued in accordance with this clause 4.8.

- 4.9 The Consultant may, without prejudice to its other rights or remedies, set off any liability of the Supplier to the Consultant against any liability of the Consultant to the Supplier whether any such liability is present or future (whenever arising), liquidated or unliquidated, under this Agreement or not and irrespective of the currency of its denomination.
- 4.10 In the event that the Consultant fails to make any payment properly due to the Supplier under this Agreement, the Supplier shall be entitled to charge the Consultant interest on such overdue sum at the rate of 2% above the base rate of Barclays Bank in force from time to time calculated from the due date up to the date of payment.
5. Confidentiality
- 5.1 "Confidential Information" means: (i) all information of a confidential nature concerning the trade secrets or business dealings, methods of business, internal policies, transactions, plans or affairs of a party and its affiliates or other party to whom the party owes a duty of confidence, (ii) any information designated as confidential, and (iii) any information which a party ought to conclude was confidential, in each case in whatever form. Any information delivered by an officer or employee of Consultant or of a Ministry of Diplomatic Mission of the State of Qatar shall be deemed Confidential Information.
- 5.2 Each party shall (i) hold the Confidential Information of the other in trust and confidence and avoid the disclosure of release thereof to any other person or entity by using the same degree of care as it uses to avoid unauthorized use, disclosure, or dissemination of its own Confidential Information of a similar nature, but not less than reasonable care, and (ii) not use the Confidential Information of the disclosing party for any purpose whatsoever except as expressly contemplated under this Agreement. The obligations of either party under this Section will not apply to information that the receiving party can demonstrate: (i) was in its possession at the time of disclosure and without restriction as to confidentiality, (ii) at the time of disclosure is generally available to the public or after disclosure becomes generally available to the public through no breach of agreement or other wrongful act by the receiving party, or (iii) has been received from a third party without restriction on disclosure and without breach of agreement by the receiving party.
- 5.3 The receiving party may disclose Confidential Information as required to comply with binding orders of governmental entities that have jurisdiction over it, provided that the receiving party: (i) gives the disclosing party reasonable written notice to allow the disclosing party to seek a protective order or other appropriate remedy, (ii) discloses only such Confidential Information as is required by the governmental entity, and (iii) uses commercially reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.
- 5.4 Upon the request of the disclosing party, the receiving party shall return to the disclosing party its Confidential Information and all copies thereof.
- 5.5 Both parties acknowledge that Supplier may be required to register this Agreement under the United States' Foreign Agents Registration Act (FARA). The Supplier is wholly responsible for making such a filing and will cover all related costs.
- 5.6 The Supplier shall not (and shall procure that its Affiliates shall not) disclose in its advertising, referral or publicity material or otherwise (including any electronic media) the existence of this Agreement or the terms of its relationship with the Consultant without the prior written consent of the Consultant (which may be withheld in the Consultant's absolute discretion).
- 5.7 The Supplier shall and shall procure that its Personnel and Affiliates shall comply with the security provisions in Schedule 2.
6. Data Protection

- 6.1 The Supplier shall comply with all requirements of all data breach and security and privacy laws in the United States.
- 6.2 Without prejudice to the generality of clause 6.1, the Supplier shall, in relation to any Personal Data processed in connection with the performance by the Supplier of its obligations under this Agreement:
- 6.2.1 act only on the instructions of the Consultant;
  - 6.2.2 ensure that it has in place appropriate technical and organizational measures to protect against unauthorized or unlawful processing of Personal Data and against accidental loss or destruction of, or damage, to Personal Data;
  - 6.2.3 take all reasonable steps to ensure the reliability of any of the Supplier's Personnel who have access to Personal Data;
  - 6.2.4 not transfer any Personal Data outside of the United States; and
  - 6.2.5 comply with any additional obligations which the Consultant is obliged to impose upon the Supplier from time to time in order to ensure that the Consultant complies with all laws in the United States.
- 6.3 If the Supplier appoints a third party to carry out any of its obligations under this Agreement (in whole or in part) so that such third party is processing Personal Data on the Supplier's behalf, then the Supplier shall enter into a written agreement with such third party incorporating clauses 6.1 and 6.2, the necessary changes having been made.
- 6.4 The Supplier shall indemnify and hold harmless the Consultant against all losses, liabilities and costs (including reasonable legal expenses) sustained, incurred or suffered by the Consultant or any Client arising as a result of the Supplier's breach of this clause 6.
7. Compliance with Anti-Corruption, Export Control, and Economic Sanctions Laws and Regulations
- 7.1 Supplier warrants that, in connection with the execution of this Agreement, it will fully comply with all applicable laws, including all applicable anti-corruption, export control, trade and economic sanctions, and antiboycott law of the United States, including: the U.S. Foreign Corrupt Practices Act of 1977, as amended; the Arms Export Control Act (22 U.S.C.A. § 2278); the Export Administration Act (50 U.S.C. App. §§ 2401-2420); the International Traffic in Arms Regulations (22 C.F.R. 120-130); the Export Administration Regulations (15 C.F.R. 730 et seq.); the Office of Foreign Assets Control Regulations (31 C.F.R. Chapter V); the Customs Laws of the United States (19 U.S.C. § 1 et seq.); the International Emergency Economic Powers Act (50 U.S.C. § 1701-1706); the U.S. Commerce Department antiboycott regulations (15 C.F.R. 560); the U.S. Treasury Department antiboycott requirements (26 U.S.C. § 999); any other export control regulations issued by the agencies listed in Part 730 of the Export Administration Regulations; and any applicable laws of a similar nature of any jurisdiction.
- 7.2 Supplier warrants that, in connection with the execution of this Agreement, it will not – directly or indirectly – sell, export, re-export, transfer, divert, or otherwise dispose of any product, software, or technology (including products derived from or based on such technology) received from the Consultant to any destination, entity, person, or end-use prohibited by the laws or regulations of the United States, without obtaining prior authorization from the competent government authorities as required by those laws and regulations.
- 7.3 Supplier warrants that it has not corruptly made, offered, paid, promised or authorized, and will not corruptly make, offer, pay, promise or authorize, the payment or gift of money or anything of value directly or indirectly to any "Public Official," as defined below, for the purpose of: (i) influencing any act or decision of the Public Official in his or her official capacity; (ii) inducing the Public Official to do an act in violation of a lawful duty; or (iii) inducing the Public Official to influence the act or decision of a government or government instrumentality, in order to assist Supplier or Consultant in obtaining or retaining business or

securing any improper advantage, including any license, permit, government authorization or any decision related to Consultant or this Agreement.

- 7.4 "Public Official" means: (i) any official, officer, employee or representative of (a) any federal, state, provincial, territory, county or municipal government or any department or agency thereof, (b) any public international organization or any department or agency thereof, or (c) any company or other entity owned or controlled by any government; (ii) any political party or party official; and (iii) any candidate for political office.
- 7.5 Breach of this clause 7 shall be deemed a material breach under clause 10.3.1.

## 8. Audit Rights

- 8.1 The Consultant or its nominated representative shall have the right at all reasonable times and on reasonable notice to visit the Supplier's premises and audit and inspect all records, procedures and systems of the Supplier which relate to the provision of the Services to verify the Supplier's compliance with the terms and conditions of this Agreement and to establish confidence in the Supplier's processes, security and quality assurance arrangements.
- 8.2 The Supplier shall (and shall procure that its Affiliates shall) fully co-operate with the Consultant in relation to any audit or inspection conducted pursuant to clause 8.1.
- 8.3 The Consultant shall be liable for its own costs of any audit or inspection conducted pursuant to clause 8.1, except where the Supplier is found to be in material breach of this Agreement, in which case the Supplier shall within five (5) Business Days of a request by the Consultant, reimburse the Consultant for its reasonable costs in connection with such audit or inspection up to \$5,000.

## 9. Intellectual Property Rights

- 9.1 Consultant shall be the sole and exclusive owner of any materials, content, software, code, reports, manuals, and other deliverables and work product prepared by Supplier for use by Consultant or delivered by Supplier to Consultant for its use pursuant to this Agreement ("Deliverables"). Supplier acknowledges and agrees that all the copyrightable aspects of Deliverables to be owned by Consultant are deemed "works made-for-hire" as that term is defined in Section 101 of the United States Copyright Act, 17 U.S.C. Section 101 (or any successor thereto), that Consultant is deemed the author or creator of the Deliverables, and that Consultant is the exclusive owner of all right, title, and interest, including the copyrights and any and all other intellectual property rights, in and to the Deliverables. If, for any reason, any of the Deliverables are not found to have been created as works made-for-hire, Supplier hereby assigns all its right, title, and interest in and to the Deliverables to Consultant. Supplier shall execute any instruments that, in the reasonable judgment and discretion of Consultant, may be deemed necessary to further carry out such assignment or to protect Consultant's rights in the Deliverables.
- 9.2 During the term of this Agreement, the Consultant grants the Supplier a personal, non-exclusive, non-transferable licence to use the Work only to the extent necessary to enable the Supplier to perform its obligations under this Agreement.
- 9.3 The Supplier hereby waives and agrees that the Supplier's Personnel waive all moral rights that the Supplier or the Supplier's Personnel have or may have in the Work.
- 9.4 Clauses 9.1 and 9.3 shall not apply if and only to the extent that:
- 9.4.1 the Work contains Supplier Background IPR; and
- 9.4.2 the Supplier notifies the Consultant in writing of the fact that Supplier Background IPR shall form part of the Work prior to the Work Order Effective Date for the relevant Work Order,

in which case the Supplier and its licensors (as applicable) shall retain ownership of such Supplier Background IPR and the Supplier hereby grants to the Consultant a world-wide, non-

exclusive, perpetual, irrevocable, sub-licensable (in accordance with clause 9.5), royalty free licence to use, copy and modify such Supplier Background IPR in accordance with the terms and conditions of this Agreement.

- 9.5 The Consultant may sublicense the Supplier Background IPR to the relevant Client, its Affiliates and its and their end users, but only as part of the Services as provided in this Agreement.
- 9.6 The Supplier acknowledges and agrees that, save for the payment of the Fees by the Consultant to the Supplier in accordance with the terms and conditions of this Agreement, no additional fees or charges (including royalties) are payable by the Consultant or the relevant Client, or any of their Affiliates, to the Supplier or any third party during or after the term of this Agreement with respect to the licence granted under clauses 9.4 and 9.5 and the exercise by the Consultant or the relevant Client of its or their rights in accordance with the same.
- 9.7 The Supplier shall indemnify and hold harmless the Consultant against all losses, liabilities and costs (including legal expenses) sustained, incurred or suffered by the Consultant or the relevant Client as a result of any claim, action or proceeding that their or the relevant Client's use, possession or receipt of the Services or Work (an "Infringing Item") infringes the Intellectual Property rights of any third party (an "IPR Claim").
- 9.8 If any person makes an IPR Claim, then the Supplier shall, with minimal disruption to the Consultant, at its option, promptly and at its own expense either:
- 9.8.1 Procure for the Consultant and the relevant Client the right to continue using, possessing or receiving the Infringing Item free from any IPR Claim;
- 9.8.2 modify the Infringing Item so that the Consultant's or the relevant Client's use, possession or receipt of the Infringing Item ceases to infringe the rights of the relevant third party; or
- 9.8.3 replace the Infringing Item with a non-infringing substitute item that complies with the Supplier's obligations under this Agreement.
10. Term and Termination
- 10.1 This Agreement shall take effect on the Effective Date and (subject to the provisions for earlier termination in clauses 10.2 to 10.5 (inclusive)) shall continue for a period of six (6) months commencing on the Effective Date. At the end of such six (6) month period, this Agreement shall (subject to the provisions for earlier termination in clauses 10.2 to 10.5 (inclusive)) continue in effect at will provided that either Party shall be entitled to terminate it on giving to the other Party at least three (3) months' prior written notice at any time.
- 10.2 In respect of any Work Order, the Consultant may immediately terminate such Work Order on thirty (30) days written notice to the Supplier in the event that the Services are no longer necessary, in Consultant's sole discretion, provided that Consultant shall be required to pay any Fees that are properly payable up to the effective date of termination.
- 10.3 The Consultant may terminate this Agreement (and all current Work Orders) or, at its option, any current Work Order(s) with immediate effect by providing written notice to the Supplier:
- 10.3.1 If the Supplier is in material breach of this Agreement or any Work Order and such breach (if capable of being remedied) is not remedied within twenty one (21) days of its receipt of notice requiring it to do so;
- 10.3.2 If the Supplier is persistently in breach of this Agreement or any Work Order;
- 10.3.3 if the Supplier or the Supplier's Personnel act or omit to act in a manner calculated or likely to bring the Consultant or the applicable Client into disrepute; or
- 10.3.4 if the Supplier undergoes a change of Control.
- 10.4 The Supplier may terminate the relevant Work Order with immediate effect by providing written notice to the Consultant if the Consultant is in material breach of the Work Order and

such breach (if capable of being remedied) is not remedied within thirty (30) days of its receipt of notice requiring it to do so.

- 10.5 Either Party may terminate this Agreement in whole (including all Work Orders) with immediate effect by providing written notice to the other Party if the other Party is subject to an Insolvency Event.
11. **Effects of Termination**
- 11.1 On termination or expiration of this Agreement in whole or in part or at the Consultant's request, the Supplier shall, as the Consultant elects, securely destroy or deliver to the Consultant:
- 11.1.1 all Work, whether complete or partially complete;
- 11.1.2 all books, documents, papers, materials, equipment, customer lists, technical information and data, reports belonging to the Consultant or, if provided to the Supplier under this Agreement, the relevant Client; and
- 11.1.3 any other property (including copies, summaries and excerpts) in whatever form or medium relating to the business of the Consultant or, if provided to the Supplier under this Agreement, the relevant Client, including any Confidential Information, which are in the possession or control of the Supplier. If the Supplier fails to return such information or any other property of the Consultant under its care and control on or before the date of termination, the Consultant shall be entitled to bring appropriate legal action to enter the Supplier's premises and seize the same.
- 11.2 Upon termination or expiration of this Agreement or any Work Order, the Supplier shall afford all reasonable assistance to any Successor Supplier and where requested, promptly provide any Successor Supplier with all necessary documentation and assistance to ascertain the status of the Work and the input required to provide and complete the Services in accordance with the Work Order.
- 11.3 On termination or expiry of this Agreement:
- 11.3.1 the obligations of confidentiality (but not the rights to use or disclose) under clause 5;
- 11.3.2 clauses 1, 6, 7, 8, 9 (excluding 9.2 and 9.6) and 11 to 15 (inclusive); and
- 11.3.3 any other provision of this Agreement which expressly or by implication is intended to come into or remain in force on or after termination or expiration of this Agreement, shall continue in full force and effect notwithstanding any such termination.
- 11.4 Termination or expiration of this Agreement for whatever reason shall not affect the rights and obligations of the Parties which have accrued due prior to the date of termination or expiration, including the right to claim damages as a result of a breach of this Agreement.
12. **Limitation of Liability**
- 12.1 The exclusions and limitations on a Party's liability in this Agreement, including this clause 12, do not apply in the case of:
- 12.1.1 the tort of fraud;
- 12.1.2 death or personal injury caused by negligence;
- 12.1.3 any liability to the extent that the same may not be excluded or limited as a matter of applicable law.
- 12.2 In no event shall either party be liable to the other party or any other person or entity for any special, exemplary, indirect, incidental, consequential or punitive damages of any kind or nature whatsoever (including, without limitation, lost revenues, profits, savings or business) or loss of records or data, whether in an action based on contract, warranty, strict liability, tort (including, without limitation, negligence) or otherwise, even if such party has been informed

in advance of the possibility of such damages or such damages could have been reasonably foreseen by such party.

- 12.3 Subject to clauses 12.1 and 12.2, and except for Supplier's indemnification obligations under clauses 3.4, 6.4, and 9.7, each party's liability to the other arising out of or in connection with the Agreement shall be limited in the aggregate to an amount equal to the Fees paid to Supplier by Consultant during the six (6) month period preceding the event giving rise to the claim.
13. **Assignment and Subcontracting**
- 13.1 The Supplier shall not subcontract, assign, transfer or otherwise dispose of any or all of its rights and/or obligations under this Agreement without the prior written consent of the Consultant (which may be withheld in the Consultant's absolute discretion).
- 13.2 The Consultant may assign, transfer, or otherwise dispose of any or all of its rights and/or obligations under this Agreement to:
- 13.2.1 any of its Affiliates; or
- 13.2.2 a third party that has acquired a significant part of its or any of its Affiliates' business, assets or undertaking,
- without the prior consent of the Supplier.
14. **Non-Solicitation**
- 14.1 The Supplier agrees that during the term of this Agreement and for a further period of twelve (12) months thereafter, not to solicit or induce any officer, employee, agent or contractor of the Consultant to terminate their employment or engagement with the Consultant without the prior written consent of that party.
- 14.2 The Supplier undertakes that during the term of this Agreement and for a period of twelve (12) months thereafter, the Supplier shall not provide any services similar to the Services to any Clients to whom Supplier has supplied Services through its engagement under this Agreement.
- 14.3 The Supplier agrees that it shall not, and shall procure that its Associates who perform the Services shall not, during the term of this Agreement and for an additional period of twelve (12) months thereafter, directly or indirectly provide to any Middle Eastern government or organization whose interests conflict with those of the State of Qatar, as identified by Sheikh Saif Althani in his sole discretion, any services the same as or materially similar to the Services, without the prior written consent of the Consultant.
15. **General**
- 15.1 No variation of this Agreement or any Work Order shall be effective unless agreed in writing and signed by an authorized representative of each of the Parties.
- 15.2 This Agreement, together with any documents referred to in it (including any Work Order), constitutes the whole agreement between the Parties relating to its subject matter and supersedes and extinguishes any prior drafts, agreements, undertakings, representations, warranties and arrangements of any nature, whether in writing or oral, relating to such subject matter. Each Party acknowledges that it has not been induced to enter into this Agreement by any representation (whether made negligently or innocently) or warranty other than those contained in this Agreement and, having negotiated and freely entered into this Agreement, agrees that it shall have no remedy in respect of any other such representation or warranty except in the case of fraud.
- 15.3 The rights, powers, privileges and remedies provided under any provision of this Agreement

are cumulative and are not exclusive of any rights, powers, privileges or remedies provided under any other provision of this Agreement or by applicable law or otherwise. No failure to exercise nor any delay in exercising by any Party of any right, power, privilege or remedy under this Agreement shall impair or operate as a waiver thereof in whole or in part. No single or partial exercise of any right, power, privilege or remedy under this Agreement shall prevent any further or other exercise thereof or the exercise of any other right, powers, privilege or remedy.

- 15.4 Each of the Parties shall, at the request and cost of the requesting Party, execute or procure the execution of such documents and do or procure the doing of such acts and things as the Party so requiring may reasonably require for the purpose of giving to the Party so requiring the full benefit of all the terms and conditions of this Agreement.
- 15.5 If any provision of this Agreement shall be held to be illegal, void, invalid or unenforceable under applicable law, the legality, validity and enforceability of the remainder of this Agreement shall not be affected.
- 15.6 This Agreement and any Work Order may be executed in any number of counterparts, which shall together constitute one agreement. Any Party may enter into this Agreement or any Work Order by signing any such counterpart.
- 15.7 Any notice required to be given pursuant to this Agreement shall be in writing, and shall be sent to the other Party marked for the attention of the person at the address set out for such Party in this Agreement. Notices may be sent by first-class mail or fax, provided that faxes are confirmed within twenty four (24) hours by a copy sent by first-class mail. Correctly addressed notices sent by first-class mail shall be deemed to have been delivered three (3) Business Days after posting and correctly directed faxes shall be deemed to have been received at the start of the next Business Day, provided that they are confirmed in accordance with this clause.
- 15.8 Each of the Consultant and the Supplier are independent contractors. Nothing in this Agreement shall constitute, or be deemed to constitute, a partnership between the Parties or any Party the agent of the other Party for any purpose. Subject to any express provision in this Agreement to the contrary, neither Party shall have any right or authority to and shall not do any act, enter into any contract, make any representation, give any warranty, incur any liability, assume any obligation, whether express or implied, of any kind on behalf of the other Party or bind the other Party in any way.
- 15.9 A person who is not a Party to this Agreement shall not have any rights under applicable law to enforce any term of this Agreement.
- 15.10 This Agreement shall be governed by, and construed in accordance with, the laws of the District of Columbia, without giving effect to conflict of laws principles. The Parties expressly agree to submit to the exclusive jurisdiction and venue of the federal courts in the District of Columbia.

IN WITNESS whereof the Parties hereto have caused this Agreement to be duly executed.

PORTLAND PR INC.

THE GALLAGHER GROUP, LLC

SIGNED by Alexandra Farley, CEO  
TIM ALGAN, President

SIGNED by James Gallagher

February 23, 2015  
Date

2/20/2015  
Date



- 4.3 The Consultant shall not pay any Fees to the Supplier until in receipt of cleared funds for the relevant Payment Schedule period from the ultimate client, the Embassy of the State of Qatar, Washington D.C.
- 4.4 No third party costs, expenses or disbursements will be recoverable from the Consultant.
- 5. Insurance  
During the term of this Agreement and one (1) year thereafter, the Supplier will provide and maintain adequate and suitable insurance cover, as the Consultant may reasonably require, in respect of the work undertaken by it in connection with the provision of any Services under this Work Order and shall provide evidence of such policy to the Consultant upon request.

**PART B – ADDITIONAL TERMS**

Subject to clause 2.5, the following terms and conditions shall apply in addition to the terms and conditions of the Agreement:

- 1. Condition Precedent  
Notwithstanding any other provision of this Agreement, this Work Order shall not come into effect unless and until the Consultant and the Client in respect of this Work Order have executed the Client Agreement and it is legally binding upon them.
- 2. Termination of this Work Order  
In the event that the Client Agreement in respect of this Work Order expires or is terminated for any reason in accordance with its terms, this Work Order shall automatically terminate at the same time as the effective date of expiry or termination (as appropriate) of such Client Agreement.

IN WITNESS whereof the Parties hereto have caused this Work Order to be duly executed.

PORTLAND PR INC.

THE GALLAGHER GROUP, LLC

SIGNED by ~~Alexandra Farley, CFO~~  
TIM ALLAN, President

SIGNED by James Gallagher

February 23, 2015  
Date

2/20/2015  
Date

**SCHEDULE 2 – SECURITY**

**"Consultant Data"** means the Consultant's Confidential Information and such other data that is made available to the Supplier by or on behalf of the Consultant (including all Personal Data) in connection with this Agreement.

## **1. General Security Requirements**

- 1.1 The Supplier shall ensure that in relation to its own security procedures for the vetting and conduct of its Personnel and the delivery of the Service, such procedures and systems are commensurate with Good Industry Practice.
- 1.2 The Supplier shall: (i) comply with the Consultant's and the Client's security procedures as notified to the Supplier from time to time ("Consultant Policies") whilst providing the Services to the Consultant; and (ii) ensure that the Consultant's Confidential Information is at all times password protected.
- 1.3 The Supplier must not access, use, modify, copy, delete, distribute, publish, communicate, restore or store any of the Consultant Data, except for the sole purpose of, and to the extent necessary, to perform the Services, at all times in accordance with the Consultant Policies and Good Industry Practice.
- 1.4 The Supplier must provide a nominated person who is responsible for all security activity in relation to the Services and will form the main contact point for the Consultant.
- 1.5 The Supplier will ensure that all its Personnel:
  - 1.5.1 have no criminal convictions for fraud, theft or other serious crime (the seriousness of the crime to be determined by the Supplier exercising reasonable judgment) of which the Supplier is aware ;
  - 1.5.2 are properly assessed for the tasks they are to perform; and
  - 1.5.3 will act, in all circumstances, in a fit and proper manner whilst carrying out work or performing duties under this Agreement.
- 1.6 The Supplier will provide its Personnel with security awareness training so that its Personnel comply with the Consultant Policies as they relate to the Supplier's obligations under this Agreement.
- 1.7 The Supplier will maintain, where it is under the Supplier's control, the security, privacy and integrity of the Consultant Data.
- 1.8 The Supplier will ensure that its Personnel do not access or attempt to access, or authorize any third party to access any Consultant Data to which its Personnel are not entitled under this Agreement.
  - 1.8.1 Where the Supplier or its Personnel use portable devices or portable media in connection with the Services, the Supplier will ensure that Consultant Data is secured according to any Consultant Policies and Good Industry Practice. Notwithstanding the foregoing, such security shall include physical and personnel security controls.

## **2. Security at the Supplier Locations**

- 2.1.1 The Supplier's responsibilities in respect of its offices and other locations where the Services are to be performed include providing and operating security processes, practices, facilities, equipment and software that will meet or exceed Good Industry Practice.
- 2.1.2 The Supplier shall notify the Consultant as soon as possible after any breach in security regarding or directly impacting the Consultant Data. The Supplier shall also notify the Consultant as soon as possible of any attempted breach or potential breach in security

regarding or directly impacting the Consultant Data of which it is aware.

- 2.1.3** The Supplier will use, within their own environment, anti-virus, anti-spyware and anti-malware products to protect server, PC, mail gateway, internet gateway and other border appliances, maintained and configured according to Good Industry Practice.

### Schedule 3 - Services

#### Description of Services

1. **Ongoing strategic counsel as a consultant to the client's "Expert Advisory Council" on any matter related to the US government relations effort**
  - a. Attend council meetings
  - b. Report outcome of each council meeting to Portland DC/Doha
  - c. Accompany Client or Embassy representatives in meetings conducted with government officials, stakeholders or media as needed
  
2. **US Agency Team Consultation:**
  - a. Serve as the team "traffic cop" and lead the overall strategy development for the integrated government relations, lobbying, stakeholder and media engagement campaign in close collaboration with the Embassy (Ambassador and staff), Mercury, Levick and Portland DC/Doha
  - b. Conduct regular conference calls with the agency and Embassy teams; keep in regular contact with all agency team partners and consult with them on a frequent basis
  - c. Consult with Portland DC/Doha on a regular basis
  - d. Consult with the Embassy government relations team and Ambassador on a regular basis
  - e. Serve on a "Rapid Response Team" to handle sensitive issues or crisis; be reachable 24/7 to respond to a crisis
  - f. Travel to Doha for high level meetings as needed. Supplier's expenses for such trips will be paid by Consultant, provided that such trips, including flight and hotel reservations, be arranged by Consultant whenever possible. In the event Consultant is not able to reserve the accommodations, Supplier must seek prior permission before arranging such trips and shall not mark up the costs of such trips.
  - g. Develop and lead presentations at the Embassy as needed
  
3. **Campaign Tracking & Reporting:**
  - a. **Weekly Meeting** – Prepare an agenda, schedule and chair a weekly conference call or in-person meeting with agency team partners; prepare and issue a conference report and "key action steps" following each weekly meeting; brief the Expert Advisory Council following each weekly meeting
  - b. **Weekly Activity Report** – Prepare and issue to the Client a consolidated weekly activity report reflecting the topline actions/outcomes of all agency team partners;
  - c. **Progress Reporting** – Prepare and approve a monthly and quarterly progress report for the Client reflecting the consolidated activities, accomplishments and outcomes of the campaign
  - d. **Monitor & Track Campaign Activity** – Review and assess the GRID on a daily basis; contribute content; analyze the GRID and master calendar on a daily basis to identify proactive opportunities, strategize and determine midcourse adjustments; scrutinize agency team work streams; flag potential concerns to the team and the Client in a timely manner
  - e. **Provide Ongoing Intelligence** – Offer insights and report developments on an ongoing basis relevant to the Client's interests in the US and the goals of the campaign; offer via email or memo your unique perspective and recommendations on emerging issues and developments of importance to the Client taking place in Congress, the Administration, among stakeholder groups and other entities
  
4. **Messaging**
  - a. Advise Portland in the development of a global narrative for the US market

- b. Formulate issue-based and policymaker based messages for Congressional and Administration audiences in collaboration Portland DC/Doha and agency team partners
  - c. Formulate stakeholder messages in collaboration with Portland DC/Doha and agency team partners
5. Conduct select outreach to Members of Congress, the Administration and other policymakers
- a. Identify, organize and conduct one-on-one outreach to government officials as needed in close coordination with the Embassy, Portland DC/Doha and agency team partners
  - b. Attend, monitor and support government and stakeholder meetings arranged and conducted by other agency team partners
6. Provide Portland with a detailed description of services provided and tasks completed on a monthly basis