



STATE SECRETARIAT FOR INFRASTRUCTURE AND ENVIRONMENT

## **ANNEX VII – FLORA MANAGEMENT TRAINING**



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## 1. INTRODUCTION

As a contractual milestone foregoing the option that the CONCESSIONAIRE has to carry out operations of the BOTANIC GARDEN's Flora's BIOLOGICAL ASSETS, as per the provisions of the CONCESSION CONTRACT and ANNEX III, the CONCESSIONAIRE shall carry out training of the team that is designated in its Operating and Gardening Plan. To this end, the first employees appointed shall secure a participation certificate in the training program to be run by the *INSTITUTO DE BOTÂNICA*, while additionally fulfilling all provisions of the CONTRACT and this ANNEX.

Training shall be run by the *INSTITUTO DE BOTÂNICA* team, or by whomever it chooses to appoint, employing a teaching methodology that encompasses theoretical concepts as well as basic empirical subjects inherent to the Flora's BIOLOGICAL ASSETS that are the purpose of the BOTANIC GARDEN's operations, pursuant to the best practices currently in force.

After the start of the flora's biological assets' operations, the CONCESSIONAIRE shall be responsible for keeping its employees duly trained to perform their concerning duties.

## 2. SCHEDULING PROCEDURE

Procedures for registering CONCESSIONAIRE collaborators and scheduling training activities regulated hereunder shall comply with the following stages:

- I. The CONCESSIONAIRE shall, together with its Operating and Gardening Plan to be submitted to the GRANTING AUTHORITY and under the terms of ANNEX III, provide the GRANTING AUTHORITY with a list specifying the sized team assembled to carry out the Flora's BIOLOGICAL ASSETS' management activities that are the purpose of the CONTRACT;
- II. following the Operating and Gardening Plan's approval, the *INSTITUTO DE BOTÂNICA* shall have a 5 (five)-working day term to provide the CONCESSIONAIRE with the program, as well as additional information concerning the training program to be carried out mandatorily at the CONCESSION AREA-SP, such as the training program's start and end dates, and the period when it is due to take place;
- III. after the provisions of the previous subsection are met, the *INSTITUTO DE BOTÂNICA* shall have a 5 (five)-working day term to initiate the flora management training, in accordance with training class methods defined in item 3 hereunder;
- IV. the *INSTITUTO DE BOTÂNICA* shall be responsible for supplying all supporting material needed to teach the minimum syllabus content described in item 4 hereunder, with no extra costs to be charged for drawing up or accessing this syllabus content, in addition to hours per class worked by staff in charge of running the training program.
- V. Notwithstanding the introduction of this ANNEX, in the event that any non-performance, delay, postponement or any other act, fact or event brought up by the *INSTITUTO DE BOTÂNICA* leads to breach of the CONCESSIONAIRE's obligation under the CONTRACT, ANNEX III or this ANNEX, the CONCESSIONAIRE shall deem that the flora management training program took place, in which case the CONCESSIONAIRE shall be entitled to start operations of the FLORA's BIOLOGICAL ASSETS, pursuant to the terms of the applicable legislation, the CONTRACT and ANNEX III.



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### 3. COURSE LOAD AND TRAINING PERIOD

The flora management training shall have a maximum course load of 40 (forty) hours. Classes shall be held on up to 05 (five) working days during office hours.

All team members shall be issued a training certificate, provided they attend at least 75% (seventy-five) percent of classes.

### 4. PROGRAM CONTENT

The *INSTITUTO DE BOTÂNICA* shall be responsible for devising a proper syllabus for proper flora management training, which may include the following subjects:

- Corporate structure and its operations;
- Scientific and academic activities focused on research studies produced and on human resource education; and
- Technical activities focused on Collection Curation, Management of Live Plants, and activities that meet the State of São Paulo's public policies.

Training program content subjects may be addressed between the CONCESSIONAIRE and the *INSTITUTO DE BOTÂNICA* to align expectations, as well as the provisions of ANNEX III.