Candidate Information Pack

Site Manager – Abernethy
RSPB Scotland
**Job Title**

Site Manager - Conservation, Abernethy

**Purpose of Job**

To deliver RSPB’s ambitious conservation objectives over this 13,700 ha nature reserve.

**Salary Range**

£22,400 to £26,000

**Dept/Reserve**

RSPB Abernethy National Nature Reserve

**Primary Work Base**

Forest Lodge

**Line Manager**

Senior Site Manager, Abernethy

**Reportees**

Operations Team Leader (with team of 4 wardening staff)

Site Manager – Forest expansion

**Main Duties**

- Deliver our ambitious conservation management objectives over 13,700ha of native pinewood, mires, moorland, blanket bog and high mountains. The reserve has approx 4,800 recorded species, around 1/5th of which are nationally rare or scarce.
- Achieve & maintain statutory favourable condition, for designated features on Abernethy’s designated sites, where it is within the RSPB’s control to do so. The reserve is designated (in all or part) as: National Nature Reserve, Special Area for Conservation, Special Protection Area, Site of Special Scientific Interest, Ramsar Site and National Scenic Area. It falls entirely within the Cairngorms National Park.
- In conjunction with the Senior Site Manager, write the ‘conservation’ component of the Abernethy Management Plans (every 5 years) and produce the Annual Report for all conservation objectives.
- Work closely with Reserves Ecology, RSPB Conservation Science colleagues, and key Regional RSPB staff to ensure sound decision-making for conservation management at Abernethy. Also to commission, analyse and interpret research, survey and monitoring, to guide conservation management decisions at Abernethy.

- Lead, motivate and direct the reserve’s conservation team, building a shared vision and ensuring the team operates effectively, efficiently and achieves its objectives.
- Direct the work programme for the on-the-ground delivery team of 6 staff, and an annual programme of habitat management contracts, approx value: £50k/year. The day-to-day work programme is managed by the Operations Team Leader.
- Champion and advocate our conservation vision and objectives, and build its profile locally, nationally and internationally. This may include careful management of controversial issues.
- Collaborate with neighbours with a common interest in landscape-scale conservation management in Strathspey.
- Lead-contact for all statutory agencies for issues relating to conservation management.
- Lead-contact for enquiries concerning conservation management activities and issues on Abernethy, including those from the media, local communities and individuals.
- In conjunction with the Senior Site Manager, apply for funding to support conservation management work at Abernethy, and establish appropriate monitoring to ensure fulfilment of funding commitments.
- Ensure compliance with major risk areas associated with conservation management, such as health & safety, reputational risk, cross-compliance, licences, consents and approved plans, e.g. Long Term Forest Planning.
- Conduct tendering and quote processes for large conservation management projects that are put out to contract.
- Safeguard Abernethy's features of cultural and historic interest.
- Host demonstration & discussion visits by specialist groups with an interest in conservation management of the reserve.

**Other Duties**

- The post involves some work outside of normal working hours, often at weekends and sometimes at unsociable hours. In the event of reserve emergencies, e.g. fire, you may be disturbed at home during unsociable hours. The RSPB has a flexi-time and ‘TOIL’ system to compensate for these working requirements.
- This role is responsible for specific budgets (including projects). Responsible means:
  - Monitors spend against targets whilst minimising risk.
  - Decides on appropriate expenditure to meet objectives.
  - Manages day-to-day procurement of goods and services, including selecting appropriate suppliers and contractors.
- Developing project plans and assisting with funding applications.
- Other duties as required to ensuring the smooth and efficient running of the reserve.

**Partnership Information**

Whilst the role is not funded by any partners, there are important partnerships for which this post has a key role:

- Landscape scale conservation management objectives are being achieved by working with landowning partners such as Forestry Commission Scotland, Scottish Natural Heritage, Highlands and Islands Enterprise and private landowners.
- The Scottish Rural Development Programme is a major funding partner: [http://www.gov.scot/Topics/farmingrural/SRDP](http://www.gov.scot/Topics/farmingrural/SRDP)
Please assume requirement is essential unless stated as desirable.

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<th>Education/Qualifications</th>
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<tr>
<td>Literate and numerate to a standard to enable accurate record keeping and good communication.</td>
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<td>Educated to at least Higher level, or equivalent.</td>
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<td>Educated to degree level, or equivalent.</td>
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<td>Environment/conservation related qualification</td>
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<th>Knowledge</th>
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<td>Knowledge of ecological principles, birds, biodiversity, and nature conservation.</td>
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<td>Competent in standard Microsoft Office Software Computer packages.</td>
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<td>Health and Safety in the workplace, within visitor facilities and in an outdoor context.</td>
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<td>Working knowledge of Equal Opportunities &amp; Diversity.</td>
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<td>Natural heritage site designations, safeguard, and condition monitoring.</td>
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<td>Wildlife of the Scottish Highlands, and Scottish land management issues.</td>
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<th>Skills</th>
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<td>A natural team leader and who can motivate and inspire people at all levels</td>
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<td>Able to build and maintain strong working relationship</td>
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<td>Proven ability to plan and prioritise work loads</td>
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<td>Problem solving skills and ability to work on own initiative</td>
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<td>Wins hearts and minds</td>
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<td>Effective communicator with a wide range of audiences and powerful advocate for RSPB to decision-makers and our wide range of stakeholders.</td>
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<td>Collaboration skills to build relationships, navigate politics and manage conflicts</td>
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<td>Data management and GIS skills</td>
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<td>Project management skills to plan and manage successful projects, manage risks, costs, time and project teams</td>
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<td>Budget management</td>
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<td>Public speaking, giving presentations and/or guided walks/visits.</td>
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<td>Planning and directing a programme of nature conservation management, including management planning &amp; reporting.</td>
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<td>Biological survey and monitoring/research, and analysis to inform habitat/species management.</td>
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<td>High level experience of effectively communicating complex messages – verbally and in writing.</td>
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<td>Successful experience of managing a team of staff and/or volunteers</td>
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<td>Experience of managing and delivering targets and KPI’s</td>
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<td>Working with volunteers.</td>
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<td>Working closely with communities and community initiatives.</td>
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<td>Working with print and broadcast Media.</td>
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<td>At least 2 years at management level in the RSPB or other organisation in the environment sector.</td>
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<td>A willingness to work out with normal office hours, at weekends and some unsociable hours. A flexi-time and TOIL arrangement is in place.</td>
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<td>Willingness to undertake occasional travel away from home, with overnights stays, for training, conferences and other events.</td>
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<th>Additional Information</th>
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<tr>
<td>The RSPB works for a healthy environment for all and we therefore expect you to take action in accordance with our Environmental Policy and objectives. Together we can make a positive difference for our world.</td>
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<td>You will be expected to apply ‘sound value for money’ principles in undertaking purchasing or supply of goods and services.</td>
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<td>In the RSPB volunteers are a major resource and make a vital contribution to the RSPB’s aim to take action for the conservation of wild birds and the environment. You will be expected to encourage, develop and support volunteer involvement in our work.</td>
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How we expect you to work

The RSPB has seven key competencies that are important to our organisation’s success. We expect all employees to demonstrate the following behaviours in everything that they do:

**Direction:**
You ensure you have a clear direction and sense of common purpose that guides what you do and how you approach your work.

**Energy:**
You bring energy and urgency to the RSPB to motivate people to do the best they can.

**Capability:**
You build your own and other people’s capabilities, directly and indirectly.

**Relationships:**
You communicate effectively and build productive internal and external relationships

**Change:**
You support continuous improvement and change and constantly look for way to do things better.

**Advocacy:**
You act as an advocate for the RSPB.

**Performance:**
You get things done, achieve ambitious goals and the RSPB’s aims.

How to Apply

We would invite you to complete the application form at the end of the pack and send it on to Jayne Stevenson at jane.stevenson@rspb.org.uk

If you have questions about the role please contact Jeremy Roberts at Jeremy.roberts@rspb.org.uk or on 01479 821892.

Please take care to ensure you clearly detail how your skills/knowledge/experience demonstrates you are able to deliver on the key result areas, remove the role information and only send the application.

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we would not accept a CV for this role unless accompanied by a fully completed application.

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<th>Closing Date</th>
<th>28 July 2015</th>
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<td>Interview Date</td>
<td>24 and 25 August 2015</td>
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Who we are and what we do

The RSPB exists to give nature a home. We help our birds, other wildlife and natural places survive and thrive.

On our doorstep are woods and farmland, moors and marshes, cliffs and mountains. They are home to an astonishing array of precious but threatened wildlife. Every species is unique, but they are all connected to one another. And every one of them needs a home to survive.

Sadly, many of our best loved and most iconic species can’t find a welcome home here any more. It’s our job to change this. A country that’s not home to skylarks and puffins, red squirrels and hedgehogs is not a country any of us want to live in.

To protect our threatened birds and other wildlife, we need to protect the places where they live. If we are taking care of nature, we are taking care of ourselves and future generations.

The RSPB in a nutshell

The Royal Society for the Protection of Birds (RSPB):

- Was formed in 1889 to counter the barbaric trade in bird plumes for women’s hats
- Has since grown into a world-leading wildlife conservation organization and now speak out for all birds and wildlife, tackling the problems which threaten our environment
- Has over a million members, including more than 200,000 youth members
- Has more than 2,000 active staff members and almost 18,000 volunteers, who donate more than a million hours of their time – that’s the equivalent of 600 full-time staff
- Has a NET income available for charitable purposes of £89.3 million
- Has more than 200 nature reserves covering 143,7800 hectares and home to 80% of our rarest or most threatened bird species
- Has a UK headquarters, three national offices and eight regional offices
- Has a network of over 150 local groups and more than 150 youth groups
- Has an impressive global reach, with active projects and capacity building programmes in 26 countries and 8 UK Overseas Territories
- Is the UK partner and leading player, in Birdlife International
- Has the largest charity mail order operation in the UK, and also has the UK’s most successful charity credit card

Volunteers

Volunteers founded the RSPB 125 years ago and remain a vitally important part of the organization today; there are approximately nine volunteers for every paid member of staff

Our volunteers bring a unique range of skills and qualities to the RSPB, help stretch our scarce resources and keep us in touch with grass roots.
Our Strategy, Mission and Cultural Values

Our Strategy

Our vision: a world richer in nature
Imagine this. Wild birds and other wildlife will no longer be declining. Nature is restored, enriching and sustaining the lives of people as a result. Such a world would guarantee that future generations have clean air and water, a stable climate, abundant and diverse wildlife, and a robust, diverse and sustainable economy.

Our long-term purpose: saving nature
We believe that:
- There is a moral imperative to save nature
- Nature is crucial for peoples quality of life and the planet’s life support systems
- Birds are an integral part of the web of life
- We are well placed to stand up for birds and all nature
- The challenge is great, we must work with others to succeed
- We need growing popular support

Our Mission

By 2020...
Our work is both urgent and important and we need to act now to make a difference. The world’s governments have committed to halting biodiversity loss by 2020 and we will challenge them, as well as businesses, civil society and ourselves, to take the steps necessary to reach this goal, and then go further.
Our Cultural Values

Our cultural values are the way we work with each other and partners:

**Bold**
We speak out honestly for what we believe in, aiming higher and pushing further for growth. We seek to provide innovative, fun and sociable ways for people to get involved

**Focused**
We identify where birds and wildlife are most under threat, then act decisively and with commitment to save them and deliver tangible results

**Supportive**
We support each other and our sector partners in order to flourish, and make sure our supporters receive reward and recognition for their contribution

**Together**
We work together for the biggest possible impact across the RSPB and with partners across the UK and globally
RSPB Scotland

RSPB Scotland is part of the RSPB, the UK based Charity that promotes the conservation of birds, and other wildlife and the natural environment.

The RSPB has operated in Scotland since at least 1904, and has a large presence in terms of the nature reserves it manages (over 80 in total from Shetland to Galloway), and with staff based across the country. RSPB Scotland is one of the largest land managers in Scotland, with responsibility for some 75,000ha of nature reserves – the majority owned.

Much of Scotland is of outstanding wildlife importance. Scotland holds two thirds of the UK’s most important sites for birds. Our seabirds, wading birds, wildfowl and birds of prey are significant not just in a European context, but also on a global scale. RSPB Scotland is active across the country working with local people, protecting and enhancing wildlife and habitats and welcoming visitors. Priority habitats include Caledonian pinewoods, upland peatlands, coasts and estuaries. Important species include capercaillie, black grouse, corncrakes, chough, red kites and white-tailed eagles. We also work on a range of other wildlife species, protecting rare bumblebees, moths, butterflies and wild flowers. Co-operative work is undertaken with Scottish Natural Heritage and other environmental NGOs often through the auspices of Environment LINK. RSPB Scotland works closely with the Scottish Government and advocates ideas to it, its agencies and the Scottish Parliament on a range of policies, including site protection, species protection, agriculture and forestry in the wider countryside and marine management issues, as well as for environmental education. We campaign to raise awareness of the threats to wildlife and special sites.

RSPB Scotland has a headquarters in Edinburgh where the director and specialist staff work on agriculture, forestry, marine and wetland conservation, planning matters, science and research, land agency, education, youth and volunteers, species protection, media and advocacy, public affairs and marketing. There are three regional offices located in Inverness, Aberdeen and Glasgow each has a regional director supported by a team with day-to-day responsibility for conservation work and liaison with local Government, farmers and other interests. Including the network of conservation officers and reserve-based staff, RSPB Scotland has some 300 established and long term contract employees plus many seasonal posts forming a network across the country of people working to protect birds and wildlife and encouraging people to enjoy our nature reserves.

The director and his staff benefit from the advice of the Committee for Scotland whose Chair sits “ex-officio” on the RSPB's UK Council of Trustees. The Committee for Scotland meets quarterly and comprises 13 members appointed by Council to advise the Charity on its work and conduct in Scotland. We are registered with OSCR, the statutory regulator of charities in Scotland, as an England and Wales Charity with a substantial presence in Scotland.

RSPB Scotland is part of the RSPB, the UK-wide charity that speaks out for birds and wildlife, tackling the problems that threaten our environment. The RSPB is supported by more than a million members across the UK, and relies on charitable giving to fund its work. We are keen to build support with more people and communities and the corporate as well as commercial sector.
Working at the RSPB

**Hours of work**
Normal hours of work for full-time employees are 37.5 hours per week. We are introducing new Flexitime and TOIL frameworks to recognise the commitment of staff and their willingness to be extremely flexible in the interests of conservation and the organisation, with the aim of making flexibility available to as many people as possible.

**Leave entitlement**
Holiday entitlement in a full year is 26 working days, four of which must be taken during the RSPB’s Christmas shutdown. Public holidays (or days in lieu) are additional to annual leave. Long serving staff receive additional holidays:

- 3 years continuous service: 28 days
- 7 years continuous service: 30 days

Part-time staff (which includes part-year staff) are entitled to a pro-rata number of days annual leave.

The RSPB prides itself on being a flexible and supportive employer. We have a range of options available to support our employees including parental, family, and special leave alongside our maternity and paternity leave arrangements. More details of entitlements when working at the RSPB can be found on our intranet page.

**Payment during sickness absence**
The RSPB operates an Occupational Sick Pay Scheme (OSP) in parallel to Government Statutory Sick Pay Scheme. OSP allowances are determined by length of service from 30 days (6 weeks) in your first year up to 180 days (30 weeks) after 5 years service.

For part-time employees, OSP is based on the number of days worked per week and paid at the normal part-time rate.

**Learning & development**
The RSPB is committed to supporting new employees. We offer a wide range of learning and development opportunities including on-going training, e-learning and through our induction process.

We have a long standing commitment which has survived the economic downturn, to providing quality learning and development opportunities. We prioritise leadership and management which is key to people motivation and success. Our recent leadership programmes have received the Institute of Leadership and Management accreditation.

The Learning and Development team’s focus and aim is to aid the organisation to succeed.

The RSPB is currently going through a job evaluation review. We just wanted to let you know that all jobs are subject to this review, including our current job vacancies. The results of the job evaluation review and the new payband structure will be implemented across the RSPB later in 2015 and you will be kept fully informed of the outcomes.
Staff benefits

Pension
The RSPB operates a defined benefit pension scheme, called a cash balance scheme. Both members and the RSPB make contributions to the scheme and the RSPB bears the administration costs of running the scheme. The RSPB’s cash balance scheme is contracted in to the State Second Pension.

Flexitime
The RSPB operates a flexitime system.

Childcare Voucher Scheme
The Childcare Voucher Scheme is open to all employees who are parents or guardians and currently use childcare facilities. Employees can opt to receive part of their salary in childcare vouchers up to a maximum of £243 per month to use with a wide range of childcare providers. The amount received in vouchers is tax free.

Green loans
Employees can apply for an interest-free loan to buy a bicycle or a season ticket.

Free entry to RSPB Nature Reserves and discount on RSPB retail items
Employees can visit any RSPB reserve free and can receive up to 20% off retail items in the RSPB’s shops.

Staff Association
The Staff Association is the official, independent body that exists to protect and promote the interest of its members, to represent their views and to act as a consultative body. It is officially recognised and supported by the Management Board and Council as the formal channel for the communication of staff views. All employees are eligible to join the Staff Association.

Sabbatical leave
For every seven years continuous service from the date of joining and each seven years thereafter, all employees are eligible to apply for a sabbatical. We give a maximum of four weeks paid leave.

Life Assurance
All our staff are automatically covered for death in service benefit. This cover is not conditional on becoming a contributory member of the RSPB pension scheme. A lump sum of three times their pensionable salary at the date of the employee’s death is paid to their beneficiaries or estate.

Relocation policy
We are able to offer a limited amount of financial help towards relocation costs for employees, depending on the circumstances.
Environmental Statement

We have a role to play in protecting our environment by being as ‘green’ as possible. As a conservation organisation, we know a healthy environment is critical for nature and that we need to lead by example. Through our environmental management system (EMAS), we have an Environmental Policy, objectives and targets which prioritises where we can do most. All staff members are asked to respect and adhere to our green principles.

Equality and Diversity at the RSPB

The RSPB is part of a global network that incorporates a diversity of traditions and cultures, and which represents different inheritances, backgrounds, influences, perspectives and experiences. A better understanding of people’s differences will help us to appreciate and value everyone’s contribution, and recognise that we are all an integral and invaluable part of the RSPB.

Everyone has the right to be treated with consideration and respect. The RSPB is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual, and an atmosphere where everyone can learn, work and live free from prejudice, discrimination, harassment and violence.

The RSPB aims to ensure that all staff, volunteers, partners, clients, contractors, members and the general public are treated fairly. Unless it can be shown to be justified, this will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK, Satisfactory Employment Health Check, Two references satisfactory to the RSPB and where required a Satisfactory Criminal Records Bureau Check.

Applications from candidates requiring a certificate of sponsorship under the UK points-based immigration system will not be considered if there are suitable candidates who do not require sponsorship. This is because employers need to demonstrate that they are unable to recruit a resident worker, before they can recruit a non-resident worker*. The resident worker rule does not prevent applicants requiring sponsorship from applying for our vacancies, but such applications should be made on the understanding that they can only be considered subject to the restrictions above.

For further information, please visit the Home Office UK Border Agency website.

*This rule does not apply to those applying for roles that require a bachelor, postgraduate degree or postgraduate certificate in education qualification. It is necessary for the qualification to be an essential requirement for the role and the applicant to prove that they possess such a qualification (or have completed a minimum of 12 months study in the UK towards a UK PhD), which is recognised in the UK.
APPLICATION FOR EMPLOYMENT
STRICTLY CONFIDENTIAL

PLEASE REFER TO VACANCY DETAILS FOR RETURN ADDRESS

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<th>Job Ref. No.</th>
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<td>Position applied for</td>
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<td>Location</td>
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<td>How did you first learn of this vacancy?</td>
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Identification details
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<th>Surname</th>
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May we, with discretion, phone you at work?  
Yes  ☐  No  ☐

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<th>Business tel no</th>
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Do you hold a current, valid driving licence?  
Yes  ☐  No  ☐
If yes, what type?  
Full  ☐  Provisional  ☐
If yes, do you have any current endorsements?  
Yes  ☐  No  ☐
If yes, please give details of any current endorsements.

Qualifications relevant to this application (including technical and/or professional).  
Please provide details (note that these may be verified on appointment)

Current membership of any professional or technical organisations.  
Please provide details (note that these may be verified on appointment)

The Royal Society for the Protection of Birds (RSPB) is a registered charity: England and Wales No. 207076 Scotland No. SC037654
**Employment history**
Please give details of all jobs held, including part-time and unpaid work, **starting with your current or most recent employer**. Continue on a separate sheet if necessary.

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<tr>
<th>Employer’s full name &amp; address</th>
<th>Job title/ Key achievements &amp; areas of responsibility</th>
<th>Length of time in job/ Reasons for leaving/ Final salary in role</th>
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**Relevant skills/knowledge/experience**
You should outline below how your skills/knowledge/experience meet the requirements of the role profile. You may draw on past employment and/or out of work activities. Please include details of any scientific papers you have had published. Continue on a separate sheet if necessary.

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Why are you interested in applying for this post?
Continue on a separate sheet if necessary.

Length of notice

Declaration

The information on this form will be used for recruitment and selection purposes only and if your application is successful it will form part of your employment record. All unsuccessful applications will be destroyed twelve months after the closing date for positions advertised in Scotland, England and Wales and three years after the closing date for positions advertised in Northern Ireland.

Are you eligible to work in the UK?  

Yes  ☐  No  ☐

For Internal applicants only: In the event of my application being successful give my permission for the HR Department to approach my line manager for an internal reference.

If it is discovered that you have given any information, which you know to be false, or withhold any relevant information your application may be rejected or any subsequent employment terminated.

I confirm that the information contained in this application form is correct.

Signature  .......................................................... .......................................................... .......................................................... ..........................................................

Date  .......................................................... .......................................................... .......................................................... ..........................................................