



Memorandum of Understanding Template

Partnership memorandum of understanding

A Memorandum of Understanding (MOU) highlights the objectives and management arrangements of a partnership. It may also explain communication, information sharing and consultation processes. It is not a legal document though it may outline the partnership's governance structure and source of authority.

Below is an MOU template that partnership organisations can use.

1. Rationale/Scope

Include a statement of purpose, and/or a brief description of expectations, and/or a justification for the partnership.

2. Goals and objectives

Include a description of the goals and objectives of the partnership.

3. Partner organisations

The Memorandum of Understanding is between:

- Name, Title, Organisation
- Name, Title, Organisation
- Name, Title, Organisation

4. Roles and Responsibilities

To be discussed with the Partnership Group/Advisory Group. Some examples may include:

The Partnership/Advisory group is accountable for:

- fostering collaboration
- removing obstacles to the partnership's successful delivery, adoption and use
- maintaining at all times the focus of the partnership on the agreed scope, outcomes and benefits
- monitoring and managing the factors outside the partnership's control that are critical to its success.

The membership of the Partnership/Advisory group will commit to:

- attending all scheduled Partnership Group/Advisory Group meetings
- champion the partnership within and outside of work areas
- share all communications and information across all Partnership/Advisory Group members
- make timely decisions and take action so as to not hold up the project
- notifying members of the Partnership Group/Advisory Group, as soon as practical, if any matter arises which may be deemed to affect the development of the partnership
- attendance at all meetings and if necessary nominate a proxy.

Members of the advisory group expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner
- to be given reasonable time to make key decisions
- to be alerted to potential risks and issues that could impact the project, as they arise
- open and honest discussions
- ongoing 'health checks' to verify the overall status and 'health' of the partnership.

5. Governance structure and reporting

Include a description of the governance structure and reporting responsibilities may be useful.



6. Meetings

- All meetings will be chaired by (insert name and organisation)
- A meeting quorum will be (insert number) members of the advisory group
- Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, advisory group chair makes final decision
- Meeting agendas and minutes will be provided by (Insert name and organisation), who will:
 - prepare agendas and supporting papers
 - prepare meeting notes and information.
- Meetings will be held (how often) for (specify time) at (specify location).
- If required, subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

7. Communication, information sharing and consultation processes

Include an outline of how information and data that is generated by the partnership is to be handled by all parties to the agreement and include confidentiality considerations.

8. Conflict resolution

In this important section, describe the process for resolving disputes that may arise amongst the partners to the agreement.

9. Review and evaluation

Set out plans and methods to determine whether the partnership has met its objectives.

Include how to get feedback from partners and any other key players who can provide information on the effectiveness of the partnership.

Include a strategy to regularly review operational processes and identify issues of concern. Collect data on success rates and re-assessments.

10. Resources

Identify the equipment, resources and materials facilities that will be contributed by partnership members.

11. Authorisation

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach the objectives stated in the MOU, to the best of their ability.

Partnering Organisation:

Name

Date

Title

Partnering Organisation:

Name

Date

Title

Partnering Organisation:

Name

Date

Title
