

## MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding (hereinafter referred to as the “Memorandum”) made between

the **[Name of the leading Organisation]** (hereinafter referred to as “**XXX**”), which is based in **[City]**, **[Country]**,

and

the **[Name of the Partner Organisation I]** (hereinafter referred to as “**YYY**”), which is based in **[City]**, **[Country]**,

and

**[Name of the Partner Organisation II]** (hereinafter referred to as “**ZZZ**”), which is based in **[City]**, **Country**,

(hereinafter collectively referred to as the “**Parties**”);

Each Party recognises the vital importance of examining the challenges of implementing FOSS in the **[Country, Region]** context, stretching its potential to fit the needs on the ground, and building local capacities to realise this;

The Parties have a mutual history of working on the ground to promote and realise the use of new technologies within the non-profit sector;

Now, therefore, the parties hereby agree to voluntarily cooperate, according to their respective roles and competences, as follows:

### I. Purpose

1. The purpose of this Memorandum is to establish a framework for cooperation among the Parties to strengthen coordination of efforts to organise **[Name of the Event]**, recognising the linkage of technology use within education, rural and community access, and social justice NGOs **[add or modify as appropriate]**. **[Name of the event]** will seek to foster the growth of FOSS expertise amongst technical support professionals working in **[Country, Region]** and facilitate knowledge sharing and exchange around successful implementation of FOSS **[modify as appropriate]**. **[Name of the Event]** will bring together nearly **[number]** technology support professionals, trainers and consultants working with the non-profit sector from across **[Country, Region]**. The participants will all have a history of working with service and advocacy NGOs, educational organisations, NGO resource centres, community centres and health information organisations **[modify as appropriate]**. The aim of the event is to facilitate learning and exchange between these communities, in particular around the practical deployment of Free and Open Source Technologies **[modify as appropriate]**. The intention is to move beyond conceptual discussions of the benefits of FOSS and technology in general, and to test out these ideas and focus on practical skill sharing between technology implementers in the region **[modify as appropriate]**.

The Parties do not intend this Memorandum to create binding legal obligations.

### II. General principles

This Memorandum is a step towards the organisation of a **[number of days]** day event **[Name of the Event]**, to be held **[DATES]** in **[City, Place]**, **[Country]**. All Parties commit themselves to do their best in order to make this event successful. A full description of the event and the roles and responsibilities of the Parties are outlined in Appendix I, respectively Appendix II. **[Appendix I is the concept paper of the event; Appendix II presents the work plan with detailed information of which party is taking care of which tasks, more information on the web site]**

The Parties will cooperate to organise **[Name of the Event]**, the main intended outcomes of the event are **[list below as an example]**:

*Short-term:*

- ☐ Strengthening in exchange between technical/non-technical non-profit professionals;
- ☐ Equipped technical support people with skills to implement and promote FOSS to technical support people, system administrators, trainers, consultants, and advocates from across the **[region]**;
- ☐ Building on a peer network of **[region]** non-profit system administrators and technical support;
- ☐ Hosting skillshare around existing models, experiences and practises;

*Long-term:*

- ☐ Supporting the introduction of FOSS solutions to key non-profits and resource centres in the region through building local capacity to deliver training, distribution of materials and strengthen implementation networks;
- ☐ Preparing the ground for an **[name a project (s) if any]**;
- ☐ Encouraging the development of an **[region]** technology support community, which could share best practices, materials and skills to more effectively bring FOSS to civil society organisations in **[region]**;
- ☐ Promoting the use and development of FOSS as an appropriate technological alternative for resource centres, schools, health institutions and NGOs;
- ☐ Encouraging the translation of applications/materials into indigenous languages, thereby preserving cultural and linguistic diversity;
- ☐ Identifying and showcase existing **[region]** tools and distributions such as **[name them]**

### III. Scope

1. The Parties shall develop and conduct cooperative activities relating to the event **[Name of the event]**, consistent with their individual mission responsibilities, utilising their legal authorities and facilities appropriate to specific tasks directed at achieving mutually agreed upon goals.
2. Each Party may use the services of and enter into agreements with appropriate institutions, to develop and conduct activities under this Memorandum.

### IV. Funding

1. Unless otherwise agreed, each Party shall provide the resources for its participation in activities under this Memorandum. The ability of each Party to carry out activities under the Memorandum shall be subject to the availability of appropriated funds, personnel, and other resources.

2. Each Party will cooperate to increase the sources and possibilities of fund raising, build synergies and cooperation to put in common resources gained specifically for **[Name of the Event]**.

3. Each Party shall maintain clear, accurate and complete records in respect of the funds received for **[Name of the event]**. Each Party shall maintain their books and records in such a manner that the receipts and expenditures of the funds will be shown separately on such books and records in an easily checked form.

## **V. Management**

1. Activities undertaken under this Memorandum will be consistent with applicable authorities.

2. Each Party shall be responsible for a specific organisational part of **[Name of the Event]** defined as follows: **[below is an example]**

- Local arrangements and venue: YYY
- Technical aspects: ZZZ
- Final content, agenda, participants, facilitators: XXX
- Financial overview: XXX
- Participant selection process: All Parties
- General agenda overview: All Parties

## **VI. Effective Date, Renewal, Amendment, Withdrawal and Termination**

1. This Memorandum shall become effective upon signature by all Parties and shall remain in effect until **[DATE]**.

2. This Memorandum may be amended at any time by written agreement of the Parties, including to add new parties. Any Party may withdraw from this Memorandum after consultation with the other Parties. The Memorandum may be terminated at any time after consultations among the Parties. Unless otherwise agreed in writing, any Party's withdrawal from, or the termination of, this Memorandum shall not affect the validity or duration of activities undertaken pursuant to the Memorandum that have been initiated prior to, but not completed at the time of, such withdrawal or termination.

## **VII. Future cooperation**

The present Memorandum describes the general conditions and arrangements for future cooperation between the parties. It is not legally binding on the parties. More detailed terms and conditions for this future cooperation will be negotiated in due course and laid down in a contract, should circumstances permit.

IN WITNESS WHEREOF, the undersigned have signed this Memorandum of Understanding.

DONE **[DATE]**.

FOR the XXX

**[Person's Name]**  
**[Organisation's Name]**  
**[Full address of the organisation]**  
**[phone number and fax]**  
**[email and http://]**

FOR YYY

[Person's Name]  
[Organisation's Name]  
[Full address of the organisation]  
[phone number and fax]  
[email and http://]

FOR ZZZ

[Person's Name]  
[Organisation's Name]  
[Full address of the organisation]  
[phone number and fax]  
[email and http://]