## Memorandum of Understanding

**<SUB HEADING>, <YEAR>clip**

**INSTRUCTIONS: Complete the following tables with details of the organisations that will be signing the MoU. If there are more than two parties then copy and paste the tables and label each party consecutively (Party A, B, C, D etc).**

This MoU is an agreement made between the following parties:

**Party A**

| **Organisation Name**  **Legal status** |  |  |
| --- | --- | --- |
| **Address** |  |  |
| **Telephone** |  |  |
| **Boardmembers** | **Title or rank** |  |

**Party B**

| **Organisation Name**  **Legal status** |  |  |
| --- | --- | --- |
| **Address** |  |  |
| **Telephone** |  |  |
| **Boardmembers** | **Title or rank** |  |

### SUBJECT

**INSTRUCTIONS: Insert 3-4 bullet points describing what the MoU is about, how long it will last, why it has been created and include if it is binding or non binding**

* 1. <Insert bullet point>
  2. <Insert bullet point>
  3. <Insert bullet point>
  4. <Insert bullet point>

### COMMITMENTS AND PUBLIC COMMUNICATIONS

**INSTRUCTIONS: List the specific commitments (actions , responsibility) that have been made by each party. Describe what they have committed to do, and by when . Describe how information will be shared with the public/ stakeholders and media(channels) and also identify who will be speaking on your behalf.**

Party A commits to:

* 1. <Insert specific commitments>
  2. <Insert specific commitments>
  3. <Insert specific commitments>

Party B commits to:

* 1. <Insert specific commitments>
  2. <Insert specific commitments>
  3. <Insert specific commitments>

### POLICIES AND GOVERNANCE STRUCTURES

**INSTRUCTIONS: Describe who takes the lead in governance(e.g. joint steering commitee) and describe any policies that will apply to this MoU. For example, if all parties agree to use a particular per-diem or allowance policy during meetings then it should be described here.**

* 1. <Insert bullet point>
  2. <Insert bullet point>
  3. <Insert bullet point>
  4. <Insert bullet point>

### AMENDMENTS AND TERMINATION OR EXIT

**INSTRUCTIONS: Describe when this MoU can be amended or terminated within the contract period of time and who can initiate the amendments (e.g. can it only be amended at the end of the period? What if all parties agree to the amendment before the period has ended?).**

* 1. <Insert bullet point>
  2. <Insert bullet point>
  3. <Insert bullet point>
  4. <Insert bullet point>

### BREACHES OR RISK ALLOCATION AND INSURANCE

**INSTRUCTIONS: Describe what will happen if one of the parties does not fulfil its commitments and who bears risks either financial , political or operational risk.**

* 1. <Insert bullet point>
  2. <Insert bullet point>
  3. <Insert bullet point>
  4. <Insert bullet point>

The parties affirm to know, understand and agree to all articles of this MoU as negotiated together.

**PARTY A REPRESENTATIVE** **PARTY B REPRESENTATIVE**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_