## Memorandum of Understanding

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

**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 | <Insert> |
| **Address** | <Insert> |
| **Telephone** | <Insert> |

**Party B**

|  |  |
| --- | --- |
| Organisation Name | <Insert> |
| **Address** | <Insert> |
| **Telephone** | <Insert> |

### SUBJECT

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

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

### COMMITMENTS

**INSTRUCTIONS: List the specific commitments that have been made by each party. Describe what they have committed to do, and by when.**

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

**INSTRUCTIONS: 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>

### AMMENDMENTS

**INSTRUCTIONS: Describe when this MoU can be amended (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

**INSTRUCTIONS: Describe what will happen if one of the parties does not fulfil its commitments.**

* 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: \_\_\_\_\_\_\_\_\_