

# **North-South co-operation agreement**

## **Template**

### **Draft v0.1**

## **1 Introduction**

(This section should describe the co-operation agreement in general terms and give background information about previous co-operation and related projects. Also this section should present the partners in the agreement including official addresses and responsible persons. Additional contact persons can be stated here as well. Any official bodies or NGO's should also be mentioned here together with addresses and contact persons.)

### ***1.1 Co-operation agreement***

### ***1.2 Background***

### ***1.3 Partner 1***

### ***1.4 Partner 2***

### ***1.5 Partner n***

## **2 Scope of co-operation**

(This section should describe the aim, objective and/or mission statement for the co-operation. Also it should be stated which areas of co-operation the agreement should cover and agreement in general terms and give background information about previous co-operation and/or related projects.)

## **2.1 Aim**

## **2.2 Objective**

## **2.3 Mission statement**

## **2.4 Areas of co-operation within the scope of this agreement**

## **2.5 Areas of co-operation outside the scope of this agreement**

# **3 Management of co-operation**

(This section should describe the management of the co-operation: how to make the co-operation work from a practical point of view, when and how to evaluate both the actual co-operation, the co-operation management and the process of making improvements to the management processes. The reporting procedure should be stated here in order for each partner to know what is expected from own organisation and what to expect from the partner. The reporting of status/progress reports and financial reports and other communication should be detailed into: what, when, by whom and to whom.

This section should also describe how to solve problems encountered and possible escalation of problems: what should each of the partners do about the problem and what can the other partner do or who can they contact to emphasise the problem.)

## **3.1 Management, evaluation and improvement**

## **3.2 Reporting and communication**

## **3.3 Problem solving and escalation**

# **4 Obligations & Responsibilities**

(This section should describe the obligations of each of the partners prior to entering this agreement: is there anything that should be settled, purchased, installed, made ready, prepared, agreed upon ?

What are the responsibilities of each of the partners during the co-operation and what kind of escalation can a partner resolve to, in case the other partner fails to meet its obligations.)

## ***4.1 Obligations & Responsibilities before the start***

### **4.1.1 Partner 1**

### **4.1.2 Partner 2**

### **4.1.3 Partner 3**

## ***4.2 Obligations & Responsibilities during the co-operation***

### **4.2.1 Partner 1**

### **4.2.2 Partner 2**

### **4.2.3 Partner 3**

## **5 Term**

(This section should state the start date and period for the co-operation. The conditions for prolonging the co-operation or ending the co-operation at the end of the period.)

## **6 Early termination**

(This section should state the conditions under which each of the partners can end the co-operation with a much shorter notice than described in section 5. Early termination will typically be used when the conditions and foundation for the co-operation agreement has changed substantially or if one of the partner has not met its obligations despite appropriate problem escalation.)

## **7 Economy**

(This section should describe in detail how the co-operation agreement will work in regard to funding of costs: who decides and who pays. Preferably a budget should be included and/or the process of making a (revised) budget should be stated. The money transfer between the partners should be detailed with bank account names and numbers. Procedures for bookkeeping and financial reporting should be stated here in coordination with section 3.2 Reporting and communication.)

### ***7.1 Funding and expenditure***

### ***7.2 Budget and procedure for budgeting***

### ***7.3 Transfer of money***

### ***7.4 Bookkeeping***

### ***7.5 Financial reporting***

## **8 Post co-operation conditions**

(This section should describe what kind of partnership or relation the partners will have after the end of the co-operation agreement. If equipment or materials have been purchased during the co-operation agreement period, this section should state what should happen to these goods. For the benefit of each of the partners and possibly for others as well, a thorough evaluation should be carried out and documented and distributed to relevant organisations, e.g. world and regional offices, other scout and guide associations. This section should outline the evaluation process.

### ***8.1 Equipment and materials***

### ***8.2 Final evaluation***