



*Church Agencies Network
Disaster Operations*

Churches Collaborating to
Enhance Community Resilience
to Disaster and Conflict

MEMORANDUM OF UNDERSTANDING

CHURCH AGENCIES NETWORK – DISASTER OPERATIONS

June 2016



MEMORANDUM OF UNDERSTANDING

TENDER CONTACT DETAILS / REFERENCE

ABOUT CAN DO





CHURCH AGENCIES NETWORK - DISASTER OPERATIONS (CAN DO)

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE PARTIES

Act for Peace, Adventist Development and Relief Agency (ADRA), Anglican Board of Mission (ABM), Anglican Overseas Aid, Australian Lutheran World Service (ALWS), Baptist World Aid Australia / Transform Aid International (TAI), Caritas Australia (CA), UnitingWorld

PART ONE

BACKGROUND

The Church Agency Network (CAN) is a group of eleven Australian faith-based Non-Government Organisations (NGOs). Eight of the agencies are now coming together under the name of Church Agencies Network Disaster Operations (CAN DO) to build the resilience of communities with whom the agencies work, to strengthen the capacity of partner organisations, and to enhance agencies' effectiveness in responding to disasters, especially in the Pacific region.

PRINCIPLES

- *Faith matters* – Can Do and its partners are guided by Christian values and identity
- *It's not about us* – Can Do and its members will focus on the most vulnerable, at-risk communities
- *Learning and improvement* – Members will reflect on their work to strengthen Can Do's effectiveness
- *Valuing what each entity brings* – Members will balance unity with contributing according to capacities, opting in or out as appropriate
- *Trust and respect* – Members will mutually respect and honour each other's partnerships and church structures
- *Transparency* - Members will be open and thoughtful in all representations

PURPOSE

The purpose of this MoU is to describe the principles, intended outcomes and commitments guiding our humanitarian collaboration. This MoU is to be read with¹:

- The CAN strategy,
- The strategic framework: '*CAN DO Roadmap to Resilient Communities*', and
- The consortium management framework.

VISION

¹ See www.churchagenciesnetwork.org.au



‘Churches collaborating to enhance community resilience to disaster and conflict’

DEFINITIONS

“CAN Agency” means one of the eleven organisations which constitutes the Church Agencies Network which is participating in the Project

“CAN DO” means the Church Agencies Network Disaster Operations and is a collaboration comprised of the eight members of CAN who are parties to this MoU.

“Consortium” means the parties to this memorandum of understanding

“Funding Agreement” means the Agreement, if any, entered into by one or more Parties to secure funding for the Project.

“Member” means one of the eight CAN agencies which is a party to this memorandum of understanding

“Partner” means any other organisation, not currently part of CAN, who may be involved in CAN Do initiatives, and often refers to implementing organisations in-country.

“Party” means a party to this MoU

“Privacy Act 1988” means the law enacted by the Federal Government to regulate the handling of personal information about individuals

“Project” means any activity undertaken as part of a CAN DO collaboration

“Project Agreement” means the Agreement set out in Part 2 of the MoU

“Project Manager” means the person appointed by the Lead Agency with the responsibilities set out in clause 3.1 and identified in Item 8A of the Terms of Specific Projects

“Schedule” means the document annexed to the MoU

“Specific Projects” means the projects developed out of this MoU and governed by the Terms of Specific Projects

“Steering Committee” means the committee responsible for consortium governance

“Terms of Specific Projects” means the details in the document annexed to the Project Agreement

A. AREAS OF COLLABORATION

Our goal is that in five years our local partner agencies are increasingly coordinated and competent across the spectrum of effective humanitarian response, early recovery, risk reduction and resilience building. As a result, lives are saved and communities are more resilient to disasters and conflict, and safer when these events strike.

In striving to achieve this vision and goal, CAN DO members will put in place strategies and mechanisms to meet the following outcomes, drawn from the Roadmap:

1. Vulnerable communities are more resilient to disaster.
2. CAN DO is routinely coordinating the humanitarian and disaster risk management and reduction work of partner agencies and local partners, and reporting on outcomes.
3. In times of disaster, CAN DO members automatically collaborate and share intelligence.
4. More resources for preparedness and humanitarian work are leveraged by CAN DO.
5. CAN DO is linked into the global, regional and national networks with which individual agencies are engaged.

Opportunities for collaboration may include joint workshops, sharing lessons and methods with a view to formulating best practice methodologies, advocacy, and joint resource acquisition, for the ultimate benefit of partners and communities on the ground. In preparing for and responding to disasters, members will coordinate efforts to maximize their speed and impact on the ground, to avoid duplication of effort, working towards improved and standardised systems, appropriate to local context. Members will support the development and sharing of Christian faith-based



methods for building the resilience of communities to disasters and conflict; a unique domain of the agencies. Partners will collaborate to formulate joint communications, to build local partner agency capacities in advocacy, to bring the voice of vulnerable communities to governments and funding agencies; and to advocate for CAN DO approaches to resilience and emergency response.

In five years our local partner agencies are increasingly coordinated and competent across the spectrum of effective humanitarian response, early recovery, risk reduction and resilience building. As a result, lives are saved and communities are more resilient to disasters and conflict, and safer when these events strike.

B. STRUCTURING AND RESOURCING

CAN DO will operate under the framework of the Australian CAN strategy and its emerging structure, but with additional arrangements for collaboration and coordination on humanitarian and disaster risk management work. Please see the *Can Do* management framework for more information.

Management

A management unit will be established, with responsibilities to include program quality oversight, consortium coordination, protocol and systems development, technical expertise, knowledge management and learning. The terms of reference for this unit will be jointly developed by partners. One task of the management unit will be to oversee and coordinate the establishment of the Specific Projects, for capacity building and response, which will have specific project managers or lead agencies.

Lead Agency

The management unit will be hosted by the Consortium lead agency, which has overarching responsibility for donor liaison; financial, contract and risk management; reporting and compliance; program oversight and quality assurance. The lead agency will convene members and manage relationships across the consortium and with external stakeholders. Members agree that Caritas Australia will serve as the lead agency for the consortium, at least for the first year of the collaboration.

Steering Committee

The Steering Committee will be responsible for governance of the consortium, including endorsing structures and overseeing the development of consortium policies and protocols. The committee, once formed, will develop and oversee a consortium feedback mechanism, for continuous improvement as well as dispute resolution. The Committee will facilitate consortium wide reflection and learning, and lead on advocacy with key stakeholders.

Member responsibilities

Each member will commit both its own funding and staff resources to the consortium, a combination of in-kind and cash resources. Funding commitments will be determined during the annual budgeting cycle for the following financial year, and reviewed as external resources are raised. Commitments for Year 1 are outlined in the attached Schedule.

Each participating member agrees to commit a proportion of staff time to consortium initiatives, including Pacific capacity building or emergency response. The human resource commitment of an in-country lead is significantly higher, given the time required to coordinate the in-country consortium. The lead agency commits to the provision of at least one staff member full-time to consortium management. Specific percentages may vary annually, depending on the role and level of the member, and are outlined for Year 1 in the attached schedule.

Specific Joint Programs

If and when members and their partners enter into specific joint programs related to capacity building or response, roles and responsibilities will be determined and developed according to the relevant criteria proposed in the CAN DO management framework.

Separate funding agreements and discrete management arrangements will be developed for specific joint programs, as needed according to the requirements most suitable to that particular initiative using the Project Agreement in Part Two



of the MoU as a guide. Details governing the joint programs will be set out in the Terms of Specific Project annexed to the Project Agreement.

Tenders

If CAN DO members agree to respond to a tender, agencies that opt in to jointly bid for a formal tender may form a 'consortium' or discrete management arrangement for that tender. Members will be transparent about their intentions to tender as part of and separately from CAN DO.

C. DURATION AND REVIEW OF THIS AGREEMENT

This Agreement will be valid for five years upon signing by all members. The agreement will be reviewed after the initial year, and at least once more in its five year duration. Amendments to this Agreement may be issued from time to time, and may be proposed by any Signatory to the agreement. Amendments are valid upon signing by all members.

D. CONSTITUENCY ENGAGEMENT

CAN DO Partners agree to engage their broader constituencies to promote Australian humanitarian action and activity overseas thereby ensuring visibility and articulating Australian value-add.

DISPUTE RESOLUTION

To ensure continuous improvement in our partnership approach, a feedback mechanism will be developed jointly, and managed by the CAN DO Steering Committee. Members agree, in good faith, to try to resolve any concern or dispute arising during the collaboration outlined in this MoU. Members will refer to Clause 8 of the Project Agreement for dispute resolution steps.

WITHDRAWAL AND TERMINATION

Should irreconcilable differences arise between Partners and/or there are significant breaches of the conditions of the agreement by either partner, the agreement can be ended in Accordance with clause 9 of the Summary of Commitments.

PART TWO

PROJECT AGREEMENT

Clause 1 Commencement, duration and termination

- 1.1 An organisation becomes a Party to the Project Agreement (“the Agreement”) upon signature of this document by a duly authorised representative.
- 1.2 This Agreement has effect from the date on which the last Party signs as inserted in the Terms of Specific Projects.
- 1.3 Duration This Agreement will continue in full force and effect until complete fulfilment of all obligations undertaken by the Parties under the Funding Agreement and under this MOU.
- 1.4 Termination
This Agreement will terminate on the Completion Date unless terminated earlier in respect of one or more Parties in accordance with clause 10 of this Summary.

Clause 2 Responsibilities of Parties

General principles

- 2.1 Each CAN Agency undertakes to take part in the efficient implementation of the Project and to cooperate, perform and fulfil, promptly and on time and in good faith, all of its obligations under the Funding Agreement and this Agreement as may be reasonably required from it.
- 2.2 Each CAN Agency undertakes to act ethically and to notify promptly, in accordance with the governance structure any significant information, fact, problem or delay likely to affect any Project.
- 2.3 Each CAN Agency will promptly provide all information reasonably required by a CAN Agency or by the Project Manager to carry out their tasks.
- 2.4 Each CAN Agency will take reasonable measures to ensure the accuracy of any information or materials it supplies to the other Parties.

Clause 3 Governance of the Project

3.1 Role of Project Manager

The Project Manager will be appointed by the Lead Agency and will be responsible for the overall co-ordination and management of the Project and in particular be charged with:

- (i) liaising with the Funding Authority (if any) as required, and communication with Third Parties and CAN Agencies to keep them informed;
- (ii) collaborating with the CAN Agencies to design the Budget
- (iii) in consultation with the CAN Agencies, drawing up the budget and the development of the program and timeline indicating the dates on which activities should be completed
- (iv) delegating to persons noted in Item 8 of the Schedule to handle
 - Financing arrangements and budget management;
 - Reporting, including final acquittals;
 - Continuous monitoring of the Project to ensure that deadlines are met
 - Evaluation at the conclusion of the Project
- (v) taking responsibility for handling unforeseen problems and general trouble shooting.

3.2 Role of CAN Agencies - General responsibilities

- (i) By entering into this MOU, each CAN Agency acknowledged that it is a condition precedent to participating in the Project that its organisation has policies and protections in place to ensure:
- child protection
 - anti-terrorism measures
 - effective complaints handling
 - internal fraud controls

If required by the Funding Authority or Third Party to provide evidence of compliance, the CAN Agency concerned must produce the appropriate policies or withdraw from the Project.

- (ii) Each CAN Agency undertakes to respond efficiently to all requests, to ensure that all critical decisions are communicated in writing and to use their best endeavours in undertaking the specific tasks allotted to them to achieve appropriate outcomes and meet deadlines.

3.3 Role of CAN Agencies – specific responsibilities

(i) Finance

The CAN Agency responsible for Finance, as named in Item 8 of the Schedule, known as the Finance Person will:

- Be charged with the financial management of the money contributed by the CAN Agencies and the Funding Authority (as appropriate)
- Document the financial contribution of each Party
- Maintain financial accounts in accordance with standard accountancy practices

Bank account

- Set up the bank account, if required, for the Project with two signatories and ensure that the other signatory is from a different CAN Agency
- Calculate currency conversions
- Report on interest earned
- Document any funds transfer

Budget

- Monitor expenditure and cash flow to ensure that the Project operates within the budget
- Immediately notify the Project Manager of any discrepancies or shortfalls

Asset Register

- Maintain an asset register for non-consumable items purchased with the Funds valued at AUD 1,000 or more.

Acquittal

- Supply accurate data to enable final reports and acquittals to be prepared
- Organise refund to CAN agencies in the proportion that the funds were contributed, where there is a surplus after all acquittals have been done.

(ii) Communication

The CAN Agency responsible for communication, as named in Item 8 of the Schedule, will:

- Circulate emails/ phone numbers of all relevant CAN Agency personnel
- Establish and maintain a DropBox facility where documents, reports, programs can be accessed by the Parties liaise with, and update the Parties with developments as required by the Project Manager
- Follow-up & communicate responses as necessary.

(iii) Monitoring

The CAN Agency responsible for monitoring, as named in Item 8 of the Schedule, will:

- Be proactive in monitoring the progress of the Project by aligning outcomes with the Project deliverables outlined in the timeline;
- Notify the Project Manager of any adverse developments or deviations from the deadlines.

(iv) Reporting

The CAN Agency responsible for reporting, as named in Item 8 of the Schedule, will:

- Ascertain the types of reports, the frequency and the level of detail required in reports by both internal and external stakeholders (if any)
- Ensure that reports prepared for the funding authority are in the correct format and contain all required detail
- Cross check and verify data to be inserted in reports where possible
- Submit all reports to the project manager for approval before circulation to others

(v) Acquittals

The CAN Agency responsible for managing the acquittal process as named in Item 8 of the Schedule, will:

- Ensure that all statistical data and financial information has been verified before use
- Compile the reports in good faith and with high attention to accuracy
- Notify the project manager immediately of any discrepancy found
- Submit the acquittal report to the project manager for approval before release
- Notify the finance person of any surplus funds not utilised.

Clause 4 Compliance

- 4.1 Each CAN Agency must comply with the terms and conditions of the Funding Agreement (if any) and ensure that there is no breach of the law ('the Law') of the place where the Project is carried out.
- 4.2 Each CAN Agency must comply with the reasonable requests of the Project Manager in connection with the implementation of the Project
- 4.3 Any breach of the Funding Agreement or the Law, must be reported to the Project Manager as soon as possible for appropriate action.

Clause 5 Confidentiality and privacy

5.1 Confidentiality

A CAN Agency (Recipient) who receives Confidential Information from another CAN Agency (Discloser) acknowledges that unauthorised disclosure of Confidential Information may cause irreparable damage to the Discloser and undertakes to take steps:

- (i) not to use Confidential Information otherwise than for the purpose for which it was disclosed;
- (ii) not to disclose confidential Information to any third Party without the prior written consent by the Discloser;
- (iii) to ensure that internal distribution of Confidential Information by a Recipient will take place on a strict need-to-know basis; and
- (iv) to return to the disclosing Party on demand all confidential information which has been supplied to, or acquired by the Recipient.



5.2 Privacy

Each CAN Agency acknowledges that it is bound by the *Privacy Act 1988* and confirms that it will not act or engage in any practice that would breach the Australian Privacy Principles as contained in Schedule 1 of the *Privacy Act*, or obtain or make use of, any personal information unethically.

Clause 6 Intellectual Property

- 6.1 Generally, the CAN Agency that is responsible for the creation of results from the Project, will own those results.
- 6.2 Each CAN Agency will be entitled to use the jointly owned results of the Project for non-commercial research activities on a royalty-free basis and without requiring the prior consent of the other joint owner (s).
- 6.3 In the case of joint ownership, each CAN Agency will be entitled to exploit the joint results as it sees fit, and to grant non-exclusive licences, without obtaining any consent from, or paying compensation to, or otherwise accounting to any other CAN Agency unless otherwise agreed between the other joint CAN Agency owners.
- 6.4 The CAN Agencies will confer and agree together on the protocols and acknowledgments to be used on any presentation or publication of the results of the Project.
- 6.5 Use of names, logos or trademarks

Nothing in this Agreement will be construed as conferring rights to use in advertising, publicity or otherwise the name of any CAN Agency or any of their logos or trademarks without their prior written approval.

Clause 7 Insurance

- 7.1 Each CAN Agency must maintain appropriate insurance including Work Health and Safety (previously known as Occupation Health and Safety), workers' compensation insurance and public liability insurance covering the Project and the premises (if applicable) where the Project will be conducted.
- 7.2 Each CAN Agency must provide certificates of currency of such policies to the Project Manager or Funding Authority as applicable, upon request.

Clause 8 Dispute Resolution

- 8.1 The Parties must in good faith try to resolve between themselves any dispute arising out of this Agreement.
- 8.2 Where a Party believes that a dispute has arisen under this Agreement between the Parties, the Party must give written notice to the other Party outlining the dispute. The Party receiving the notice must respond in writing within 14 days. The Parties must then investigate the dispute and attempt to resolve it.
- 8.3 If the Parties cannot resolve the disputes within a reasonable time not exceeding 14 days from the date of notice sent in accordance with clause 8.2, then the dispute must be referred to senior representatives of the Parties who have authority to resolve the dispute.
- 8.4 The persons identified in clause 8.3 must meet within seven days to and endeavour to resolve the dispute in good faith.
- 8.5 If the dispute is not resolved by the senior representatives within 14 days, then the matter should be referred for mediation by a mediator jointly selected by the Parties and in the event that no selection can be agreed, the mediator will be appointed by the President of the Law Society of New South Wales.
- 8.6 Any costs associated with mediation or other alternative dispute resolution procedures will be borne equally by the Parties to the dispute.
- 8.7 If appropriate, Parties must continue their duties and obligations under this Agreement until the dispute is resolved or until the Agreement is terminated.



Clause 9 Termination

9.1 This Agreement will be terminated in accordance with clause 4(ii) of the Schedule or on the happening of the following events:

- (a) If the Funding Authority withdraws the funding and the Funding Agreement does not proceed;
- (b) In circumstances, where there is no Funding Authority involved:
 - (i) the CAN Agencies in consultation with the Lead Agency decide that the Project is no longer viable; or
 - (ii) the Third Party declines to participate and withdraws; or
 - (iii) participation by a CAN Agency is terminated by the Project Manager, with the approval of the remaining CAN Agencies, due to a fundamental breach of
 - (iv) this MOU; or
 - (v) a CAN Agency gives seven days' notice in accordance with clause 11 that it is unable to continue to deploy staff on the Project or for any other justifiable reason, must withdraw from the Project.

9.2 Consequences of Termination

- (i) To the fullest extent possible, each CAN Agency will be restored to the position in which it was prior to entering into the Agreement.
- (ii) All funds contributed by a CAN Agency will be refunded to it, less a deduction proportionate to the contribution for any reasonable expenses incurred prior the termination.
- (iii) The CAN Agencies will no longer be bound by the terms of this Agreement except for clauses 6 and 7 which survive the expiration or termination of the Agreement.
- (iv) Where an individual CAN Agency ceases to be a member of the consortium ("the Retiring CAN Agency") in accordance with clause 9.1(b)(iii), or 9.1(b)(iv), the Agreement will terminate in respect of the Retiring CAN Agency but may continue in force with regard to the other Parties, provided that the financial viability of the Project is not put at risk.
- (v) Unless a majority of the remaining CAN Agencies decide to the contrary, there will be no refund of any money contributed by the Retiring CAN Agency where the retirement results from clause 9.1(b)(iii).

9.3 Termination will not affect any rights or obligations of the Retiring CAN Agency which were incurred prior to the date of termination, unless otherwise agreed between a majority of the remaining CAN Agencies and the Retiring CAN Agency. This includes the obligation to provide all input, deliverables and documents for the period of the Retiring Can Agency's participation.

Clause 10 Notices

10.1 Any notice under this Agreement must be in writing and sent to the address of the addressee as noted in item 2 of the Schedule or such other address as may subsequently be advised.

10.2 A Notice will be considered as given and received,

- (i) if delivered by hand, when delivered to the addressee
- (ii) if sent by post, five business days from and including the date of postage

10.3 A Notice under this Agreement may not be relied upon if given solely by email or facsimile transmission.

Clause 11 Legal Relations

11.1 This Agreement is not entered into as a formal or legal agreement and is not subject to any legal jurisdiction.



- 11.2 There is no intention to create legally binding obligations between the Can Agencies as the Parties rely on the goodwill and integrity of each other to ensure that the Project is brought to completion.
- 11.3 The Parties, their agents and contractors agree not to hold one other liable for any loss or damage, either directly or indirectly, sustained through the actions or negligence of any other Party.

Clause 12 Execution

12.1 Counterparts.

This agreement may be signed in any number of counterparts, each of which is an original and all of which taken together form one single document.

TERMS OF SPECIFIC PROJECTS

DATE of SIGNING	
THIS Agreement	Is made on _____ June _____ 201__
BETWEEN THE PARTIES	
Lead Agency	Caritas Australia
Participating Agencies	(i) Act For Peace (ii) Adventist Development and Relief Agency (iii) Anglican Board of Mission (iv) Anglican Overseas Aid (v) Australian Lutheran World Service (vi) Transform Aid international (vii) UnitingWorld

DOCUMENTATION INCLUDED	
Terms of Reference	<i>THIS CATEGORY MAY NOT BE NEEDED UNLESS OTHER DOCUMENTS ARE TO BE ATTACHED</i>
Other	

NAME of PROJECT & PURPOSE	
Title	
Purpose (<i>high level</i>)	

1	Contact Person Lead Agency	Name:	Melville Fernandez
		Position:	Humanitarian Emergencies Manager
		Address:	24-32 O’Riordan St Alexandria NSW 2015
		Phone:	+61 2 8306 3412
		Email:	melvillef@caritas.org.au
2	Contact Person Participating CAN Agencies	Name:	Act for Peace Geoff Robinson
		Position:	Disaster Risk Resilience Manager
		Address:	306 Little Collins Street Melbourne VIC 3000
		Phone:	+61 3 9650 6811
		Email:	grobinson@actforpeace.org.au
		Name:	Adventist Relief and Development Agency (ADRA) Murray Millar
		Position:	Director of Programs
		Address:	ADRA Australia, 146 Fox Valley Road (PO BOX 129), Wahroonga, NSW 2076
		Phone:	+61 2 9473 9531 m: +61 473 831 204
		Email:	murraymillar@adra.org.au
		Name:	Anglican Board of Missions (ABM) (Dr) Julianne Stewart
		Position:	Programs Director
		Address:	Level 6, 51 Druitt Street, Sydney NSW 2000
		Phone:	+61 2 8280 6824
		Email:	programs.director@abm.asn.au
		Name:	Anglican Overseas Aid (AOA) Alison Preston
		Position:	International Program and Partnership Manager
		Address:	Level 1, 165 Victoria Parade, Collingwood VIC 3066
		Phone:	+61 3 9495 6100
		Email:	apreston@anglicanoverseasaid.org.au
		Name:	Australian Lutheran World Service (ALWS) Leah Odongo
		Position:	Program Officer (Kenya, South Sudan & Emergencies)
		Address:	PO Box 488 Albury NSW 2640
		Phone:	+61 2 6021 5329 m: +61 478 914 553
		Email:	leaho@alws.org.au
		Name:	Transform Aid International (TAI) Mr Daniel Skehan
		Position:	Disaster Management Specialist
		Address:	Suite 4.03, 32 Delhi Rd, North Ryde, NSW 2113
		Phone:	+61 2 9921 3344
		Email:	dan.skehan@transformaid.org
		Name:	UnitingWorld (UW) Michael Constable
		Position:	Emergency Response Coordinator
		Address:	PO Box A2266, Sydney South, NSW 1235
		Phone:	+61 2 8267 4265
		Email:	MichaelC@unitingworld.org.au
2a	Third party (if any)	Name:	
		Position:	
		Address:	
		Phone:	

		Email:	
3	Role of third party		
4	(i) Commencement Date		
	(ii) Completion Date – acquittal of funds		
5	Budget	AUD	
5a	Government funds	AUD	
6	Financial contributions of each CAN Agency	Name	Amount
7	Bank Details where funds will be retained	Bank: Branch: Account Name: Account Number: Account signatories: (1) (2)	
8	Tasks to be undertaken by designated CAN Agency	Task	Responsible CAN Agency
		Project Management	
		Communications	
		Budget management	
		Financial acquittal	
		Report writing	
		Department liaison	
		Insurance etc	
8A	Project Manager	Name: Contact details:	

9	Insurance	If yes, ascertain what policies required e.g. <ul style="list-style-type: none"> • Medical • Emergency travel expenses • Travel delay • Personal accident • Public and Products Liability • Workers Compensation 	
10	Purpose for collaboration Set out detailed aims		
11	Timeline	Insert milestone dates:	
12A	Reporting requirements	Details of compiler: Timeframe: Statistics: 'Client' feedback:	
12B	Deliverables	Assigned deliverables / satisfaction of required outcomes in undertaking the tasks outlined in Item 8	
13	Resources provided by Parties	Party	Resource
			Office space, desk (e.g.)
			Network login
			Full Internet access etc
			Staff in situ
			Mobile phones
14	Special Conditions		

By signing this agreement the parties agree to use their best endeavours to fulfil the obligations they have undertaken as set out in this document.

(Insert signatures of parties to the specific project)



EXECUTION of MOU

By signing this MoU the parties agree to use their best endeavours to fulfil the obligations they have undertaken as set out in this document.

1) For: Caritas Australia

Signature: _____ Date: 24/06/16
Name: Paul O'Callaghan
Position: Chief Executive Officer

2) For: Act for Peace

Signature: _____ Date: 23/06/16
Name: Alistair Gee
Position: Executive Director

3) For: Adventist Development and Relief Agency (ADRA)

Signature: _____ Date: 23/06/16
Name: Mark Webster
Position: Chief Executive Officer

4) For: Anglican Board of Mission (ABM)

Signature: _____ Date: 23/06/16
Name: Edwin Porter
Position: Executive Officer

5) For: Anglican Overseas Aid

Signature: _____ Date: 23/06/16
Name: p.p. Sue Riley for Dr Bob Mitchell
Position: Acting Chief Executive Officer

6) For: Australian Lutheran World Service (ALWS)

Signature: _____ Date: 23/06/16
Name: Chey Mattner
Position: Executive Secretary



7) For: Baptist World Aid Australia / Transform Aid International (TAI)

Signature: _____ Date: 24/06/16
Name: Peter Leau
Position: Company Secretary

8) For: Uniting World

Signature: _____ Date: 23/06/16
Name: Rob Floyd
Position: National Director