

Sample Partnering Agreement

1.0 PARTNER ORGANISATIONS

- 1.1 Partner A
Contact details
Contact person
- 1.2 Partner B
Contact details
Contact person
- 1.3 Partner C
Contact details
Contact person

2.0 STATEMENT OF INTENT

- 2.1 We, the undersigned, acknowledge a common commitment to / concern About...
- 2.2 By working together as partners, we see the added value each of us can bring to fulfil this commitment / address this concern
- 2.3 Specifically we expect each partner to contribute to the project in the following way(s):
 - Partner A...
 - Partner B...
 - Partner C...
 - All partners...

3.0 STRUCTURES AND PROCEDURES

- 3.1 Partner roles and responsibilities...
- 3.2 Co-ordination and administration...
- 3.3 Working groups / committee(s)/ advisory group(s)...
- 3.4 Decision-making processes...
- 3.5 Accountability arrangements...

4.0 RESOURCES

- 4.1 We will provide the following resources to a) the partnership and b) the project...

5.0 AUDITS / REVIEWS / REVISIONS

- 5.1 We agree to make available all information relevant to this partnership to partners as necessary
- 5.2 We agree to review the partnership every ... months
- 5.3 An independent audit of the financial arrangements of the partnership (and any projects resulting from the partnership) will be undertaken on an annual basis
- 5.4 We agree to make adjustments to the partnership (including re-writing this agreement) should either a review or an audit indicate that this is necessary for the partnership to achieve its objectives

6.0 CAVEATS

- 6.1 This agreement does not permit the use of copyright materials (including logos) or the dissemination of confidential information to any third party without the written permission of the partner(s) concerned
- 6.2 This agreement does not bind partner organisations or their staff / officers to any financial or other liability without further formal documentation

SIGNED

_____ on behalf of Partner A

_____ on behalf of Partner B

_____ on behalf of Partner C