

Memorandum of Understanding



Signature on original

Anthony Wilkinson
RQA Director of Operations



Signature on original

Cheryl McCarthy, RQAP-GCP
SQA President

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1. Objective

To enhance the services that the Research Quality Association (RQA) and the Society of Quality Assurance (SQA) provide to their memberships by increasing communications between the organizations.

2. Joint Meetings

- 2.1 Representatives of the Boards of the organizations may hold joint meetings from time to time by mutual agreement.
- 2.2 Each time such a joint meeting takes place, this Memorandum of Understanding will be reviewed and may be amended by mutual consent of the Boards of the organizations.

3. Minutes of Joint Meetings

- 3.1 The organization that is hosting a joint meeting will appoint someone to take minutes.
- 3.2 Draft minutes will be sent to the Presidents of SQA and to the Chairman of RQA for approval before release to the SQA and RQA Boards for distribution.

4. Communications between the Organizations

- 4.1 All communications between the organizations will be initiated through a single, official communication channel. Each organization will identify a single point of contact to facilitate communications. Each organization may vary their point of contact at any time but will inform the other organization of the change. Contact points are identified in Annex 1.
- 4.2 Correspondence between the organizations may be addressed to positions rather than named individuals as holders of offices within the organizations change frequently.
- 4.3 The organizations will establish and maintain active links between their web sites in order to provide useful information to the membership of both organizations.
- 4.4 The organizations will respond to all reasonable requests for information from the other, provided that the information requested is in the public domain and provided that meeting the request does not place an unreasonable burden on the organization's resources.

- 4.5 Upon request, each organization will share material that it provides to its own members (journals, newsletters, discussion papers, meetings proceedings, etc.) to the other organizations with permission to be published with appropriate attribution.

5. Official Delegations from One Organization to Events Organized by the Other

- 5.1 The organizations may, from time to time, send official delegations to official annual events (Annual Conference or Annual Meeting) organized by the other.
- 5.2 Such official delegations will be recognized by the host organization, and registration fees for up to two delegates and exhibit space fees for the event attended shall be waived.
- 5.3 The number of official delegates at any one event will exceed two only with approval of the host organization.
- 5.4 The number of official events in any one year will exceed one only with approval of the host organization.

6. Guest Speakers at Conferences

- 6.1 The organizations may, from time to time, invite guest speakers from the other organization to make a presentation at one of their official annual meetings or conferences, including preconference training.
- 6.2 The number of guest speakers at any one event will exceed one only with approval of the host organization.
- 6.3 The number of official events in any one year will exceed one only in exceptional circumstances.
- 6.4 The host organization shall pay the registration fee and accommodation costs of guest speakers. No honoraria will be paid. Travel expenses may be paid by the host organization only with host organization Board approval.
- 6.5 Upon request, organizations shall assist with the identification of speakers for meetings and conferences.

7. Group Travel Arrangements

An organization may wish to make group travel arrangements for their members who wish to attend an official annual event organized by another. In these circumstances, the host organization will provide reasonable assistance by way of

the provision of local information and facilitating local contacts. The costs of such group travel arrangements shall not be the responsibility of the host organization.

8. Review

Generally, this Memorandum of Understanding will be reviewed by RQA and SQA every three years and may be modified as agreed by the two organizations.

Annex 1 - Contact Points

RQA

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SQA

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