

MEMORANDUM of UNDERSTANDING

Between

KSQA

**Korean Society of
Quality Assurance**

Signature on original

Yeon-Shik Choi
KSQA President



**Society of Quality
Assurance**

Signature on original

Cheryl McCarthy, CQA, RQAP-
GCP, CMDA
SQA President

15 March 2023

1. Objective

To enhance the service that the Korean Society of Quality Assurance (KSQA) and the Society of Quality Assurance (SQA) provide to their memberships, by increasing communications between the two organizations.

2. Joint Meetings

2.1 Representatives of the Boards of the two 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 shall be reviewed and may be amended by mutual consent of the Boards of the two organizations.

3. Minutes of Joint Meetings

3.1 The organization that is hosting a joint meeting shall appoint someone to take minutes.

3.2 Draft minutes shall be written in English and be sent to the President of KSQA and the President of SQA for approval prior to distribution.

4. Communications between the Two Organizations

4.1 All communications between the two organizations shall be in English and initiated through a single, official communication channel. Each organization shall identify a single point of contact to facilitate communications. Each organization may vary its point of contact at any time but shall inform the other organization of the change. Contact points are identified in Annex 1.

4.2 Correspondence between the two organizations may be addressed to positions rather than named individuals as holders of offices within the organizations change frequently.

4.3 The two organizations shall establish and maintain active links between their web sites in order to provide useful information to the membership of the two organizations.

4.4 Either of the two organizations shall 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 Each organization shall provide material that it provides to its own members (journals, newsletter, discussion papers, meetings proceedings, etc.) to the other

organization, including permission that the other organization may re-publish such information with appropriate attribution.

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

- 5.1 Each organization may, from time to time, send an official delegation to events organized by the other. Such official delegation shall be recognized by the host organization and registration fees for the event attended may be waived.
- 5.2 The number of official delegates at any one event shall exceed one only in exceptional circumstances.

6. Guest Speakers at Conferences

- 6.1 Society leadership may invite a guest speaker from the other organization to make a presentation at their official Annual Conference.
- 6.2 The number of invited guest speakers at any one event will not normally exceed one.
- 6.3 The number of official events in any one year will not normally exceed one.
- 6.4 The host will waive the registration fee and pay the accommodation costs of the invited guest speaker for up to five nights. No honoraria, visa, or other travel expenses will be paid.
- 6.5 Upon request, a Party shall assist with the identification of speakers for meetings and conferences.

7. Group Travel Arrangements

A party may wish to make group travel arrangements for their members to attend an official event organized by the other. In these circumstances, the host will provide reasonable assistance in the provision of local information and facilitating local contacts.

8. Review

Generally, this Memorandum of Understanding shall be reviewed by KSQA and SQA after three years of operation, modified as necessary to improve it and a new Memorandum agreed.

Annex 1 – Contact Points

KSQA

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