

MEMORANDUM of UNDERSTANDING

Between



**French Society of
Quality Assurance**

Signature on original

Catherine Liang
SoFAQ 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 French Society of Quality Assurance (SoFAQ) 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 will 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 will appoint someone to take minutes.

3.2 Draft minutes will be sent to the Presidents of the organizations for approval before release to the Boards for distribution.

4. Communications Between the Organizations

4.1 All communications between the organizations shall be 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 will 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 The two organizations shall respond to all reasonable requests for information from each 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 with permission to be published with appropriate attribution.

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

- 5.1 The two organizations may, from time to time, send official delegations to events organized by another. Such official delegations will be recognized by the host organization, and registration fees for up to two delegates and exhibit space fees (not including any additional registrations) for the event shall be waived.

6. Guest Speakers at Conferences

- 6.1 The organizations may, from time to time, invite guest speakers from another organization to make a presentation at one of their meetings or conferences, including preconference training.
- 6.2 The number of guest speakers at any one event will exceed one only in exceptional circumstances.
- 6.3 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 with host organization Board approval.
- 6.4 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 event organized by another. In these circumstances, the host organization shall 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 shall be reviewed by SoFAQ and SQA at least every three years and be modified as necessary to improve it.

Annex 1 – Contact Points

SoFAQ

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SQA

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