**Model Memorandum of Understanding between IRPA and the Organising Body of a Regional Congress (Draft – March 2014)**

**Agreement for the organisation of the [ …**Insert title of the Congress**….…] Regional Congress of the International Radiation Protection Association, [**InsertDate of the Congress\***], [**Insert Location**]**

 **{**\*Note: a Regional Congresses should not take place in the 12 months period preceding or following an IRPA International Congress}

Between

**The International Radiation Protection Association (IRPA)**

AND

**[…..Insert the organising entity…]**

[……Insert Date of this agreement…]

**1. THE PARTIES**

**1.1** This agreement (the “Agreement”) is made between:

THE INTERNATIONAL RADIATION PROTECTION ASSOCIATION, (**IRPA)**, an Association, registered in accordance with the laws of the United States, with domicile at IRPA c/o CEPN, 28 rue de la Redoute, 92260 Fontenay-aux-Roses, France; and

**[….insert legal name of address of organising entity…]**

**1.2 IRPA** is represented by [..insert name of President..], acting as President. **[…insert organising entity..]** is represented by [..name..], acting as [insert role eg Board Director of the company or Association].

**1.3 IRPA** and **[ …organising entity…]** shall be jointly referred to as the “Parties”, and each of them as a “Party”.

**2. RECITALS**

**2.1** **IRPA** is an independent, international, non-governmental, not-for-profit organisation. Its membership is composed of other associations within the same field.

**2.2 [..Insert Organising entity..]** is a [..insert status eg non-profit IRPA Associate Society or Limited Company established to run the Congress …]

**3. PURPOSE OF AGREEMENT**

The purpose of this Agreement is to define the relationship between the parties for the purpose of organising the **[insert - name of the Regional Congress]**. It will also specify the financial obligations of both parties with regards to the **Congress**.

**4. ORGANISATION STRUCTURE**

[Define how the congress will be organised – eg by the Associate Society or Societies, or by a Limited Company set up by an Associate Society to organise the congress]

[Name the person responsible for the organisation of the Congress and the person responsible for the Scientific Programme]

[Name – member of IRPA Executive Council] will be IRPA’s principal point of contact for this Regional Congress.

{Do we want to have an IRPA EC member on every Organising Committee??}

**5. SCIENTIFIC PROGRAMME CO-ORDINATION**

[Insert - The organiser] undertakes to invite nominees from other IRPA Associate Societies onto the Scientific Programme Committee. IRPA will assist in the nomination of Programme Committee members if requested by the organiser.

**6. PROMOTION**

**IRPA** will support promotion of the **Congress** at international events where they have a presence, and also through the IRPA web site.

**7. IRPA RULES AND REQUIREMENTS**

[Insert - The organiser] undertakes to comply with the following IRPA requirements:

a. The language(s) of the Congress shall be agreed with IRPA: note that if two or more languages are to be used, one must be English, unless otherwise agreed with IRPA. [State the language(s) to be used].

b. All printed materials related to the Regional Congress must show the IRPA logo and contain the words IRPA Regional Congress in the title of the meeting (for example: First African IRPA Regional Congress on Radiological Protection).

c. At least one officer of the IRPA Executive Council must be invited to participate in the Congress to inform the participants on the on-going activities of the Association.

d. The Scientific Programme must cover a range of scientific subjects relevant for the region in which the meeting takes place and provide an opportunity for the relevant international organisations to report on and discuss their activities.

e. Refresher Courses of a recognised standard addressing topical issues in radiation safety and protection must be part of the Scientific Programme.

f. An IRPA Associate Societies Forum must be organised to give the opportunity to representatives of participating Societies to discuss the activities of IRPA and issues of common interest for the Association.

g. A post-Congress evaluation to gather opinion of defined aspects of the congress (including the Refresher Courses) shall be undertaken

**8. FINANCIAL ARRANGEMENTS**

**8.1 Seed Funding**

[Define how the seed money to establish the Congress is being provided. In particular define the amount of money (if any) IRPA is contributing to the seed funding]

**8.2 Financial Responsibilities**

**[**Define whether IRPA has any other financial responsibilities for the Congress, including any financial grants to the organisers (other than Montreal Fund bursaries). If there is such a financial commitment by IRPA, then this document must define how the budget is agreed by IRPA and how IRPA will excercise financial oversight.

Define how losses/liabilities will be covered if the Congress does not make a surplus**.**

Ensure that approved financial accounts are provided to IRPA after the Congress**]**

**8.3 Split of any surplus funds/repayment of seed funding**

 [Define how any financial surplus from the Congress will be distributed. This should include the return of any IRPA seed money as the first call on the surplus funds. It should also ideally include some allowance for seed funding for a future Regional Congress (and how such money should be held – eg via IRPA or via the lead Associate Society). It should define what proportion of any surplus will be retained by the relevant organising Associate Society (or Societies), and what proportion will be forwarded to IRPA.]

**9. GRANTS**

 **IRPA** will provide bursary support via the Montreal Fund to fund the attendance of appropriate delegates at the Congress. This support funding will be managed directly by IRPA.

**10. COMPLIMENTARY REGISTRATIONS**

 [ Define whether **IRPA** will receive complimentary or reduced-fee registrations to the  **Congress** for members of the **IRPA** Executive Council ].

This Agreement has been executed in two counterparts by duly authorised representatives of the Parties.

**[Signature – as in 1.2 above] IRPA President [Date]**

**[Signature – as in 1.2 above] [Organising Body] [Date]**