



**\*\*SAMPLE\*\***

## **MEMORANDUM OF UNDERSTANDING**

### **Guiding Principles**

As part of this agreement both parties will undertake to respect and promote the following principles:

- Transparency and accountability.
- Human rights and equity.
- Meaningful engagement and ownership in the planning and implementation of the scope of the agreement.

### **Terms of the Agreement**

ICSS will:

- act as the focal point for requests for the Speaker and with the interested advocate(s) assess the Speaker(s) most suited. ICSS will also seek out opportunities with local advocates where present to coordinate Speaker visits. Virtual opportunities to speak at events or on calls will also be pursued. ICSS will encourage GFAN advocates to share such opportunities and use the Speaker at them.
- manage the production of stories, photos, videos and other multimedia of the Speaker in his/her activities seeking to achieve greater support for the Global Fund, as well as media opportunities.
- coordinate on behalf of the Speaker all financial arrangements with the interested advocates and ensure that the Speaker does not have to pay for any of his/her own costs associated with speaking opportunities.
- provide to the Speaker timely information on each speaking opportunity with sufficient time for organizing preparations and briefing.

- provide for the Speaker training and on-going support as well as specific background and talking points for each speaking opportunity.
- ensure the Speaker is integrated into the regular work of GFAN.

The Speaker will:

- ensure he/she will be available to attend at least 1 in-person speaking opportunity per year with the understanding that the majority of speaking trips last at least 1-6 days.
- participate, to the best of his/her ability, in requests for virtual (phone or video) speaking opportunities.
- attend at least one 2-3 day speaker training before or at the start of his/her work with the Speakers Bureau.
- provide timely responses to participation requests.
- make him/herself available for photography and/or video or audio recording sessions.

## **Fees and Payments**

The Speaker understands that his or her participation in the Speaker's Bureau is voluntary and therefore he/she agrees with the policy of no remuneration for participation.

The Speaker understands that ICSS will solely or jointly organize with host NGOs the logistics of each Speaker's trip, including:

- the procurement of flights
- booking of hotels
- travel insurance
- any official letters and information required for visas and entry to destinations

The Speaker understands that ICSS will solely or jointly provide with host NGOs payment coverage of the following costs for each Speaker's trip (including training):

- Return flight to closest city of departure
- Hotel room (not shared)
- Transportation to and from departure airport

- Per diem for flight days and days at destination, which includes meals, transportation to and from the destination airport and daily incidentals such as public transportation
- Taxis only approved in advance by ICSS or the host NGO to attend relevant events
- Visas and any related mailing or travel costs to acquire the visa
- Travel insurance

The per diem will be provided preferably in cash at the Speaker's destination or in advance of the trip by wire transfer upon mutual agreement. Receipts for visas and their mailing costs, taxis and transportation to and from the departure airport must be retained and provided to ICSS and/or the host NGO at the destination or after the Speaker's trip; these costs will be reimbursed by wire transfer after each trip.

## **Confidentiality and Copyright**

The Speaker agrees to give ICSS the irrevocable right to use his/her name, written story and photographic or illustrative depiction of him/her in all forms and for all purposes associated with the Speaker's Bureau.

The Speaker agrees with having his/her story, name and picture used in a responsible way by advocates and activities seeking to achieve greater support for the Global Fund.

## **Withdrawal and Dispute Settlement**

Each party may withdraw from this MoU by giving the other Signatory one (1) week written notice.

If any dispute arises between the parties as to the interpretation, application or implementation of this MoU, the two parties will consult with each other in order to reach an amicable solution.

## Timeframe and Review

The term of this MoU and the services to be provided by the Parties will start upon signing by both parties and end no later than 31 December 2016.

This MoU shall be subject to review on an annual basis. It will be evaluated by 31 December 2015 by both parties, with a view to determining whether it should be revised, and if so what changes should be made to the MoU and the activities, etc.

Signed

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Speaker

ICSS

[name]

Peter van Rooijen

Date:

Date: