



Memorandum of Understanding

Between

Learning & Development Specialist Group
(BCS L&D SG) of
BCS The Chartered Institute for IT



and

The Worshipful Company of Information Technologists
Education & Training Committee

Purpose

This Memorandum of Understanding (MoU) establishes a lasting partnering type of relationship between the Learning & Development Specialist Group (BCS L&D SG) of BCS The Chartered Institute for IT and the Worshipful Company of Information Technologists (WCIT) Education & Training Committee.

Both parties identify with mutual and complementary aims that provide a shared sense of purpose, specifically:

- Contributing to charitable endeavours supported by the pro-bono activities of members.
- Raising awareness of the importance of IT in society, especially as it relates to education and work-place learning & development.
- Raising awareness of the importance of L&D in the IT profession.
- Developing and sustaining a sense of fellowship among IT professionals.
- Promoting professionalism within the IT profession.
- Fostering mentoring relationships between experienced and leading IT professionals and aspiring professionals and leaders of tomorrow's IT profession.

This MoU has been written with the hope that it may form the basis for a wider relationship between BCS and WCIT.

Scope

Events hosted by BCS L&D SG will be open to WCIT members for the duration of this agreement (see Appendix A).

Events hosted by WCIT Education & Training Committee will be open to BCS L&D SG members for the duration of this agreement (see Appendix B).

Note: Some meetings organised by either party will necessarily be 'members only' due to meeting content.

Each party remains wholly responsible for their respective events, and invites the other party as guest unless both parties undertake to plan a joint event. This MoU does not commit either party to deliver any of the events planned in Appendices A & B.

Responsibilities

BCS HQ will provide the following event management services (if BCS are hosting the event on BCS site):

- Registration and payment processing - all payments must be paid directly to BCS
- Exhibitor, delegate and speaker management both prior to and during the event.
- Venue management before and during the event Active marketing of events to BCS members through the BCS website and mailing list.
- A delegate registration desk (*if over 50 paid delegates attend*)
- Refreshments and catering appropriate to the timing, location and nature of the event.
- Through BCS L&D SG, suitably qualified and experienced speakers, identification of sponsors and exhibitors

Note: These services will only be provided by BCS HQ on request of the BCS L&D SG chair (or delegated officer), and with sufficient notice as BCS HQ require.

WCIT will provide the following event management service (if WCIT are hosting the event on WCIT site):

- Venue management before and during the event Active marketing of events to WCIT members through the WCIT website and mailing list.
- Suitably qualified and experienced speakers.
- Refreshments and catering appropriate to the timing, location and nature of the event.

Joint Events

Where BCS L&D SG and WCIT undertake to perform a joint event, any associated planning, marketing, risks, any costs and profits are to be shared equally. The expectation is that zero-cost events and activities will predominate.

Necessarily due to its empowerment levels, WCIT Education & Training Committee may require a proposal for any activity / event to be presented to WCIT Court, Clerk and / or Finance & general Purposes Committee for sign-off and no such event commitment requiring WCIT internal resourcing can be made until sign-off is granted.

Period of Validity

This MoU takes effect from 23rd August 2011.

Termination

This MoU and any project commissioned between L&D SG and WCIT EP remain extant until such time as either party gives formal written notice to the other that they wish to terminate the MoU relationship, giving 30 days notice or until such time as all financial responsibilities to joint events having been fully discharged – whichever comes later.

No legal effect

The provisions of this MOU shall have no binding legal effect, their merely being a reflection of the aspiration of the parties to the MOU.


Document Owners

The day-to-day operational relationship for all events in scope of this MoU between BCS and WCIT is delegated to the following representatives of BCS and WCIT:

Representing	Name	Position	Date
BCS	Paul Jagger	L&D SG Secretary	23Jun11
WCIT	Chris Histed	WCIT E&T Committee Chair	23Jun11

Signatures

The following representatives of BCS and WCIT enter in this agreement to on behalf of the BCS and WCIT:

Representing	Name	Position	Date
WCIT	Ken Olisa OBE	WCIT Master	23Aug11
BCS	Professor Jim Norton	BCS President	23Aug11
BCS	Paul Jagger FBCS CITP	Secretary of the BCS Learning & Development Specialist Group	23Aug11
WCIT	 Chris Histed	Chair, Education & Training Committee	23Jun11

Version Control

Version	Date	Updated by	Comments
1	3 rd December 2010	Paul Jagger	1st Draft
2	14th Dec 2010	Chris Histed	2 nd draft
3	14 th December 2010	Paul Jagger	Review by BCS L&D SG Secretary
4	14 th December	Jooli Atkins	Review by BCS L&D SG Chair
5	22 nd December 2010	Judith Taylor	Review by BCS Member Groups Leader
6	23 June 2011	Paul Jagger	Approved by WCIT Court and F&GP Committee