

Memorandum of understanding

Between

██████ *Science Journalists Association*

And



World Federation of Science Journalists

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Mission Statement

The World Federation of Science Journalists (WFSJ) is a not-for-profit, non-governmental organisation, representing science journalists' associations globally. The Federation encourages strong, critical coverage of issues in science and technology, environment, health and medicine, agriculture and related fields.

Conference background

WFSJ is committed to organizing a global conference that strengthens the global world community of people involved in science journalism. Therefore the WFSJ organizes a biennial conference (every 2 years in odd years) in collaboration with a host national member association with similar goals.

The conference is a significant part of the WFSJ activities and is becoming more complex to organize to meet the needs of the **global scientific journalist community**. Financing, program development and global inclusion are key challenges.

Purpose of this document

This document will form the agreement about roles and responsibilities between our organizations.

Local organizing committee

The [REDACTED] *Science Journalists Association* will form a Local Organizing Committee (LOC) made up of key leaders from your national community. Its role is to manage the hosts' roles and to be the communications channel for the [REDACTED] *Science Journalists Association*.

Role of the LOC

- Work to create a congress plan which will include:
 - Detailed budget
 - Clear and concise work plan (tasks, dates, who is responsible and approvals required)
 - Develop program theme and outline
 - A global theme that exemplifies the WFSJ mission
 - The outline/grid should be easy for participants from around the world to understand and participate in
 - A track may be developed to focus on national and regional issues and speakers may use languages other than English
 - Clarify common expectations and how to measure the outcomes
- Organize an opening ceremony within the budget and cultural event guidelines
- Secure national funding within the sponsorship program guidelines and as per agreed budget from;
 - Industry
 - government
 - non-governmental sources
- Participate in the development of the program content, in particular a national and regional stream
- Seek national funding to support the attendance of Science Journalists from developing countries to benefit from the Conference and the educational opportunities
- Recruit and coordinate on-site volunteers to help with hosting the Conference
- Assist delegates to obtain entry visa to attend the conference.
- Promote the conference in [REDACTED] collaboration with WFSJ including the development and implementation of a national media campaign.
- Encourage/organise grassroots events that will involve the community at large in the host city (workshops in schools, public events, community projects, etc.)

Roles of the WFSJ

- Share 30% of net surplus with the [REDACTED] Science Journalists Association after all conference organizing costs are accounted for and audits are completed, within six month of the conference completion
- Manage registration, program (papers, posters, speakers, etc.) and international sponsorship (with national sponsorship by the LOC)
- Develop conference session grid outline (i.e. plenary – number and timing, workshops – number and timing, lunchtime symposium – number and timing, etc.)
- Manage all supplier and funder contracts related to the Conference
- Manage all marketing and communications related to the conference, including Conference logo, Conference branding, Conference website, social media, etc.

Collaborative roles

Since the WFSJ shares financial responsibility WFSJ, will always have co-decision role to:

- Determine major suppliers:
 - Venues; convention center, social, etc.
 - Hotels; room block and any ancillary meetings
 - Audio Visual
 - Food and Beverage
 - Off-site venues for social, cultural and/or networking activities
 - Ground transportation suppliers
 - Pre and post tours and visits
- Determining registration fees

General stipulations

1. Professional Conference Organizers

An outside agency can be contracted to organize its Conference. Should the ██████ *Science Journalists Association* be approached by a PCO, DMC or other agency they should inform the WFSJ and refer the agency to the WFSJ.

Any prior formal or informal agreement(s) with third parties will not be the responsibility of the WFSJ and will not be honoured by the WFSJ.

2. Structure and committees

Local Organizing Committee (LOC), this will be made up of a maximum of 15 people, a maximum of 12 will be from the host organisation and three will be named by the WFSJ.

The role of the LOC will be as specified earlier in this MOU.

The LOC will also be the sounding board for items related to the development of the Conference.

Program committee (PC), comprised of 9 people, four representing the host organization and the remainder named by the WFSJ.

The role will be to develop a global program using the WFSJ program grid that will reflect the interests of the global scientific journalist community. The program will be submitted to the Board of Directors 9 months prior to the scheduled dates of the Conference.

3. General Assembly and Board of Directors Meeting

The Conference planning will include a half day general assembly and one or two board meetings (pre and post) for the purposes of costs and organizing it shall be included in the Conference budget.

4. Complimentary registration and travel support

The WFSJ will provide 20 complimentary registrations to the LOC to be distributed as appropriate Board of Directors, LOC members, etc.). In addition there will be a special national registration rate to encourage local participation this will be managed in such a way as to have at least 55 to 60% of the attendees come from outside ██████.

A special student rate will be offered to delegates from ██████ but will be limited to 10% of the Conference attendees.

A travel subsidy program will be set up to assist delegates to attend who are from developing countries and who will make the best use of the educational and networking opportunities. Often funding can be sourced from the host country's government or companies with an interest in Science Journalism.

5. Language of communication at congress

The language of communication for the purposes of organizing will be English. Marketing may be in a variety of languages in order to attract more delegates.

The language of the conference will be English for all presentations and whenever possible the Conference will provide some simultaneous interpretation and potentially some symposiums with local language TBD.

6. Financial

All funds (registration, international and national sponsorship, grants, government subsidies, etc.) will be deposited in one bank account (conference only) controlled by the WFSJ. All obligations (expenditures) will be valid (paid or reimbursed) only if approved by the WFSJ, one or two WFSJ people will be identified to approve revenues and expenditures.

Regular financial reports (quarterly initially and then monthly – six months prior to conference) will be made available to the LOC.

Within six months of the Conference completion WFSJ will provide an audited report to the LOC and the [REDACTED] *Science Journalists Association*.

The budget shall be agreed upon by the LOC and will include a surplus (revenues exceed expenses) by at least 20%

WFSJ shall provide a grant of 30% of the conference surplus to the [REDACTED] *Science Journalists Association*. after all accounts have been settled and the audit has been performed. This grant shall be used to enhance educational activities, skills development and organizational capacity building for the benefit of countries with developing economies.

Any expense claims must be made within 30 days of the expenditure and if not approved by WFSJ prior will be refused.

7. Legal responsibility and insurance

WFSJ will have co-responsibility for all liabilities related to the Conference. All activities must be the responsibility of the WFSJ.

LOC will ensure adequate insurance coverage in the event of general liabilities, theft and damage, and possibly event cancellation – limited reimbursement.

8. Management

LOC will develop a project plan with various outcomes and milestones which will be shared with the WFSJ.

WFSJ will have sufficient resources to manager the Conference to ensure it is well coordinated and provides the attendees with a positive experience.

9. Confidentiality of congress dates, financial information and data

All information related to the Conference dates and location will be kept confidential until WFSJ has officially released the information to the public, this is ensure that the WFSJ and LOC can negotiate contracts with all suppliers in particular Conference centers, hotels and other local suppliers.

All information regarding delegates, sponsors, sources of income, financial information, etc. shall be considered confidential and cannot be released or shared without the explicit written consent of the WFSJ.

10. Termination of agreement

This agreement can be terminated with cause (illegal activities such as misappropriation of funds, theft, fraud, cancelation of conference, etc.) with a 30 day notice by either party.

11. Resolution of disputes

In the case of a breach of any of the parts of this agreement the party will send a letter outlining the concern and the actions that must be taken to rectify the situation. Should the situation not

be rectified with 15 days of the receipt of the letter WFSJ shall relocate or cancel the Conference and the host organization will not receive any portion of the profit, all previously approved expenditures will be paid by WFSJ.

In the case of an unresolvable dispute a joint meeting of the executive committee of LOC and executive committee of WFSJ Board of Directors will be organized within 15 days of the receipt of the letter to try to resolve the dispute.

Final decision is made by WFSJ Board of Directors in case of impasse in previous steps.

12. Official notices

Add addresses and contact details for official notices

This Memorandum of Understanding has been entered into willingly by both parties and is signed by duly authorized representatives of both parties on

_____ at _____.

By WFSJ

By 
