

MEMORANDUM of UNDERSTANDING

Between



**British Association of
Research Quality Assurance**

Signature on Original

Nigel Dent
BARQA Chair



**Japan Society of
Quality Assurance**

Signature on Original

Yoko Nakamura
JSQA President



**Society of
Quality Assurance**

Signature on Original

Kevin Yount
SQA President

23 February 2005

1. Objective

To enhance the service that the British Association of Research Quality Assurance (BARQA), the Japan Society of Quality Assurance (JSQA) and the Society of Quality Assurance (SQA) provide to their memberships, by increasing communications between the three organizations.

2. Joint Meetings

2.1 Representatives of the Boards of the three 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 shall be reviewed and may be amended by mutual consent of the Boards of the three organizations.

3. Minutes of Joint Meetings

3.1 The organization that is hosting a joint meeting shall appoint someone to take minutes.

3.2 Draft minutes shall be sent to the Chair of BARQA and the Presidents of JSQA and SQA for approval before release to the BARQA, JSQA and SQA Boards for distribution.

4. Communications Between the Three Organizations

4.1 All communications between the three 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 shall inform the other organization of the change. Contact points are identified in Annex 1.

4.2 Correspondence between the three organizations may be addressed to positions rather than named individuals as holders of offices within the organizations change frequently.

4.3 The three organizations shall establish and maintain active links between their web sites in order to provide useful information to the membership of the three organizations.

4.4 Either of the three organizations shall respond to all reasonable requests for information from the 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, including permission that the other organization may re-publish such information with appropriate attribution.

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

- 5.1 The three organizations may, from time to time, send official delegations to events organized by the other. Such official delegations shall be recognized by the host organization and registration fees for the event attended shall be waived.
- 5.2 The number of official delegates at any one event shall exceed two only in exceptional circumstances.

6. Guest Speakers at Conferences

- 6.1 Either of the organizations may, from time to time, invite guest speakers from the other organization to make a presentation at one of its meetings or conferences.
- 6.2 The number of guest speakers at any one event shall exceed one only in exceptional circumstances.
- 6.3 The host organization shall pay the registration fee and accommodation costs of guest speakers. No honorarium shall be paid. Travel expenses shall not be paid by the host organization.
- 6.4 Either organization shall, at the request of the other, assist with the identification of speakers for meetings and conferences.

7. Group Travel Arrangements

Any organization may wish to make group travel arrangements for its members who wish to attend an event organized by the other. 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 BARQA, JSQA and SQA after three years of operation, modified as necessary to improve it and a new memorandum agreed.

Annex 1 – Contact Points

BARQA

David Weller
Association Manager
BARQA
3 Wherry Lane
Ipswich, Suffolk IP4 1LG
UK
Tel: +44 (0)1 473 221 411
Fax: +44 (0) 1 473 221 412

JSQA

Tatsuo Matsuhashi
Chair, International Affairs Committee
9F, IPB Ochanomizu Building 3-3-11
Hongou, Bunkyo-ku
Tokyo, Japan 113-0033
Tel: +81 3 5840 5561
Fax: +81 3 5840 5564
E-mail: tokyo-jsqa@jsqa.com
E-mail: tokyo-office@jsqa.com

SQA

Elliott Graham
Executive Director
Society of Quality Assurance
2365 Hunters Way
Charlottesville, VA 22911
USA
Tel: +1 434 297 4772
Fax: +1 434 977 0899
E-mail: sqa@sqa.org