

Presentation MOU Ottawa

Developing a Memorandum of Understanding

What are the steps you need to consider when developing the MOU? Suggestions on how make this key deliverable clear and concise from the onset.

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Good Morning.

I would like to thank Sandra Jones from Carleton University for the invitation to participate in this panel, it is wonderful to be here thanks.

The development of the Memorandum of Understanding is one of the main administrative aspects of the program.

Goal: to meet that deadline fixed by the funding agencies for the Project: FIPSE (*Fund for Improving Post-secondary Education*), HRSDC (*Human Resources and Social Development Canada*) y SEP (*Secretaría de Educación Pública*)

First year: Administrative Procedures – Development and signature of the MOU.
Apparently there is much time to have this done, but you must consider the following:

MOU- Each country has different due dates of the MOU and it should be delivered signed by the Project Directors at each university and by the President of the institutions. This is extremely important; the document should be signed by the highest authority of the institution, the Rector / President, not by the Deans. In our meeting with SEP representatives yesterday, they also recommended that the Directors of the International Office should sign the document.

Occasionally, these documents spend too much time waiting to be signed in these offices, delaying the process.

In case the persons that sign retire of the university, the persons who substitute them should abide the clauses stated in the MOU.

In the case of Mexico, the MOU should be handed to SEP in June as the report for the first year. Canada has different earlier dates, so please verify with your funding agency about due dates.

It is very important to coordinate correctly with all partners in order to achieve that the document is signed duly on time and that it can be handed to the funding agencies in the required date.

You should sign only one document. If there are two universities per country you should have six (6) originals in English and 6 (six) originals in Spanish that will circulate from one university to the other in order to collect the signatures.

We used FedEx to send the documents as they are delivered safer and faster that if sent by ordinary mail.

This process lasted around three (3) months! So, do not feel too confident with time, please.

In order to guarantee the financial sustainability of the project, you should look for alternative sources of funding, in the third year of your project at the latest. We also recommend to sign bilateral agreements towards the middle of the fourth year, so that you can continue cooperating once the four year period of funding is over.

Finally, recommend to follow the template authorized by FIPSE/ HRSDC/SEP, or at least use it as a guide. (Templates available in English and Spanish).

Criteria for the elaboration of the MOU in accordance with the parameters established by the *Subsecretaría de Educación Superior e Investigación Científica, SEP*

[according to the calling for the first year the preparatory phase should be covered:

Preparatory Phase – First year of the project

- **The initial year should serve to complete the administrative planning and to formalize the signing of the agreement (MOU)**
 - **Mobility will initiate after having successfully completed the initial phase, but not alter finalizing the second year of the project.**
- **The first year will serve to formalize:**
 - **Institutional Financial commitments for the Project.**
 - **Guarantee financial sustainability after the funded period is over.**
 - **Selection and preparation of candidates (recruitment)**
 - **Language courses to obtain proficiency**
 - **Registry, tuition and fees (usually waived)**
 - **Transfer and acknowledgment of academic credits**
 - **Curricula development and faculty members involved**
- **The annual funding for the subsequent years, will depend on the objectives achieved in the preparatory phase.**
 - **The minimum objective of the preparatory phase**
 - **MOU signed by all members of the trilateral consortium, the highest authority in each university and by the International Relations Directors.**
 - **Agreement on Transfer and acknowledgment of academic credits**
 - **Agreement on registry, tuition and fees of students.**
 - **If these minimum objectives are not met, then the official funding will be canceled.]**