Insert logo(s)

[*insert name of lead organisation*]

PARTNERSHIP AGREEMENT

18th – 22nd April 2016

An agreement between the members of the
<XYZ> Registry Week Working Group

TABLE OF CONTENTS

[1. Partnership agreement for XYZ registry week 18th – 22nd april 2016 3](#_Toc474341947)

[2. XYZ Registry Week key objectives 3](#_Toc474341948)

[3. Definitions 4](#_Toc474341949)

[4. Purpose of this agreement 4](#_Toc474341950)

[5. Key Principles 4](#_Toc474341951)

[6. Roles and Responsibilities 5](#_Toc474341952)

[6.1 [Organisation 1] 5](#_Toc474341953)

[6.2 [Organisation 2] 5](#_Toc474341954)

[6.3 Organisation 3 6](#_Toc474341955)

[6.4 Organisation 4 7](#_Toc474341956)

[6.5 Organisation 5 7](#_Toc474341957)

[6.6 Organisation 6 8](#_Toc474341958)

[6.7 Organisation 7 8](#_Toc474341959)

[6.8 Mercy Foundation 8](#_Toc474341960)

[7. Working Group Meetings 9](#_Toc474341961)

[8. Communication 9](#_Toc474341962)

[9. Managing the working relationships 9](#_Toc474341963)

[10. Flexibility in managing the project and this protocol 10](#_Toc474341964)

[11. Signatures 11](#_Toc474341965)

# Partnership agreement for <XYZ> registry week 18th – 23rd april 2016

**Agreement for co-operation between the representatives of organisations that make up the ‘XYZ Registry Week Working Group’.**

The purpose of this Memorandum of Understanding is to provide a common understanding and to formalise the commitment of the XYZ Registry Week Working Group. This agreement is **not** a legally binding document.

Lead agency: [insert name of lead agency]

XYZ Registry Week Working Group members are:

* [Organisation 1] – Contact person(s)
* [Organisation 2] – Contact person(s)
* [Organisation 3] – Contact person(s)
* [Organisation 4] – Contact person(s)
* [Organisation 5] – Contact person(s)
* [Organisation 6] – Contact person(s)
* [Organisation 7] – Contact person(s)

**XYZ Registry Week Supporting organisations**

Although the above organisations will be working together to co-ordinate XYZ Registry Week in April 2016, there are other organisations who will be supporting and contributing to this project.

The Mercy Foundation will also advise the group on the methodology for the campaign, Registry Week, training of staff and volunteers and the use of the Australian VI-SPDAT data base as well as data entry and some data analysis. Micah Projects Inc. will provide initial database set-up and management and analysis. The Mercy Foundation will liaise with the relevant Micah Projects staff in relation to these key roles.

# XYZ Registry Week key objectives

* To survey and establish a register of the rough sleeping population in the XYZ LGA and gain an understanding of their circumstances, vulnerabilities and support needs.
* To bring together partners across the region working in homelessness in order to provide support and pathways to housing for the rough sleeping population in the region.
* To use the data collected to form an ongoing working group to house rough sleepers in the region.

# Definitions

Unless a contrary intention is indicated, the meaning of the following terms contained in the body of this agreement will be defined as provided for below:

* “xxx” refers to [organistaion 1]
* “xxx” refers to [organisation 2]…etc
* “LGA” refers to Local Government Area
* “VI-SPDAT” refers to Vulnerability Index - Service Prioritisation Decision Assistance Tool

# Purpose of this agreement

The purpose of this agreement is to work collaboratively to coordinate and implement Registry Week. This protocol sets out the agreed relationship and communication between members of the XYZ Registry Week Working Group.

It also sets out the way in which members of the working group will have access to the database containing the VI-SPDAT information collected during Registry Week. Each organisation must have proper controls in place to keep all personal information is kept confidential – unless individuals give express permission for its use.

This is a model for close cooperation between organisations to ensure any direct follow-up required for specific homeless people in the XYZ LGA (identified through XYZ Registry Week) - and which meet the criteria for intervention or assistance by specific service provider organisations. The service provider organisations on the working group are [insert relevant organisation names].

This protocol clarifies that [organisation name(s)] will be permitted access to the database created by undertaking XYZ Registry Week. This will be facilitated by survey participants being clearly required to agree to such access (in writing) prior to agreeing to do the survey.

# Key Principles

The shared principles that XYZ Registry Week is based on are:

* Participants are committed to respecting the right of homeless people to dignity and self-determination.
* Participants are committed to collaborative work within a framework that protects privacy and confidentiality.
* Participants are committed to supporting efforts to find lasting solutions to homelessness.
* Participants are committed to improving service systems and processes to better meet the needs of the most vulnerable homeless people.
* Participants are committed to providing direct assistance if requested by homeless people during XYZ Registry Week.

# Roles and Responsibilities

## [Organisation 1]

[Organisation 1] will participate in and be the lead coordinator of XYZ Registry Week. It will also be the base from which working group meetings will be undertaken. [Organisation 1] will take coordinating lead with specific project tasks specified below.

Specified here are the project tasks for which [Organisation 1] will take lead responsibility:

* Developing the project plan
* Develop this agreement and coordinate signing by partners
* Coordination of working group meetings
* Coordinating a consortium to ensure the data collected during Registry Week is utilised effectively to advocate for housing and change in the region.
* Coordination volunteers
* Coordinate breakfast packs to be given to rough sleepers during outreach
* Provide transport for volunteers/staff during Registry Week
* Modification of documents to support Registry Week including the WHS plan, volunteer handbook, VI-SPDAT and other documents
* Explore the options to pathways to housing for those surveyed
* Coordinating community feedback session
* Completion of a report detailing the event and data
* Coordinate and lead media strategy
* Recruit ESPIR staff to participate in Registry Week

## [Organisation 2]

[Organisation 2] will participate in and provide support in the coordination of XYZ Registry Week. [Organisation 2] is identified as a support provider that, if required and if appropriate, will be asked to provide assistance or referral to anyone identified during Registry Week whose needs may require follow-up. [Organisation 2] commits to responding to those requests within a reasonable time frame. [Organisation 2] also commits to establishing sufficient security and confidentiality measures to ensure that its access to the database is restricted to only those personnel who require access to it for the purposes of this project, and to showing any homeless person their own details on the database, if requested.

Specified here are the other project tasks for which [Organisation 2] will take responsibility:

* Access to the Registry Week database and data in order to assist people who complete the VI-SPDAT
* Contact with police to gain information on rough sleeping population and inform about Registry Week
* Follow up appropriately with those surveyed through Registry Week.
* Coordinate the housing hub the week following Registry Week
* Provide 1 – 2 team leaders for Registry Week
* Provide transport for volunteers/staff during Registry Week
* Explore the options to pathways to housing for those surveyed (e.g. transitional, affordable, housing pathways)
* Support with community debrief
* Assist with completion of a report detailing the event and data
* Participate in ongoing working group to ensure those identified during Registry Week are followed up appropriately
* Assist with promotion of data collected during Registry Week and promotion of community debrief

## Organisation 3

[Organisation 3] will participate in and provide support in the co-ordination of XYZ Registry Week. [Organisation 3] commits to establishing sufficient security and confidentiality measures to ensure that its access to the database is restricted to only those personnel who require access to it for the purposes of this project, and to showing any homeless person their own details on the database, if requested.

Specified here are the other project tasks for which [Organisation 3] will take responsibility:

* Recruit staff/volunteers to participate in Registry Week
* Provide 1 team leaders for Registry Week
* Provide transport for volunteers/staff during Registry Week
* Explore the options to pathways to housing for those surveyed (i.e. transitional)
* Support with community debrief
* Participate in ongoing working group to ensure those identified during Registry Week are followed up appropriately
* Follow up appropriately and provide support to those surveyed through Registry Week.
* Assist with promotion of data collected during Registry Week and promotion of community debrief

## Organisation 4

 [Organisation 4] will participate in and provide support in the co-ordination of XYZ Registry Week.

Specified here are the other project tasks for which [Organisation 4] will take responsibility:

* Recruit staff/volunteers to participate in Registry Week
* Provide 1 team leader for Registry Week\*
* Booking of venues for training and for use as headquarters during the event.
* Contact with council rangers to gain information on rough sleeping population and inform about Registry Week
* Explore the options to pathways to housing for those surveyed (e.g. transitional, affordable, housing pathways)
* Support with community debrief
* Assist with completion of a report detailing the event and data
* Participate in ongoing working group to ensure those identified during Registry Week are followed up appropriately
* Assist with promotion of data collected during Registry Week and promotion of community debrief

\* Pending approval

## Organisation 5

[Organisation 5] will participate in\* and provide support in the co-ordination of XYZ Registry Week.

* Recruit staff/volunteers to participate in Registry Week
* Provide 1 team leader for Registry Week
* Support with community debrief
* Follow up appropriately/provide support to those surveyed through Registry Week.
* Participate in ongoing working group to ensure those identified during Registry Week are followed up appropriately
* Assist with promotion of data collected during Registry Week and promotion of community debrief

\* Pending confirmation of insurance

## Organisation 6

[Organisation 6] will participate in and provide support in the co-ordination of XYZ Registry Week.

* Recruit staff/volunteers to participate in Registry Week
* Provide 1 – 2 team leaders for Registry Week
* Explore the options to pathways to housing for those surveyed (e.g. transitional, affordable, housing pathways)
* Support with community debrief
* Assist with completion of a report detailing the event and data
* Assist with promotion of data collected during Registry Week and promotion of community debrief

## Organisation 7

[Organisation 7] will participate in and provide support in the co-ordination of XYZ Registry Week.

* Recruit staff/volunteers to participate in Registry Week
* Provide 1 team leaders for Registry Week
* Provide transport for volunteers
* Provide communications for team leaders

## Mercy Foundation

The Mercy Foundation will participate in XYZ Week in an advisory capacity to the co-ordinating group. It will also use its knowledge to co-facilitate training for staff and volunteers involved in the project.

Specified here are the other project tasks for which the Mercy Foundation will take responsibility:

* Facilitate the delivery of training on the VI-SPDAT and the Registry Week methodology to staff/volunteers
* Provide training for data entry volunteers as needed.
* Complete data entry and initial data analysis for registry week in partnership with Micah Projects

# Working Group Meetings

The working group representatives will tentatively meet fortnightly on Wednesdays at 2pm at [insert venue name] (unless otherwise advised). If a physical meeting is not required phone conversations will be used to follow up needed actions. These meetings will commence 20th January until Registry Week is undertaken.

Following Registry Week some members of the working group will continue to meet to ensure follow-up co-ordination is undertaken and to ensure the data collected is used to develop an ongoing strategic plan to house rough sleepers in the region.

It is acknowledged that this project requires time and resource commitments by each member of the working group. Each member has committed to working several hours a week, as needed, on the project over the coming months. In the week prior to and during the registry week in April 2016 each working group member has allocated several days of work to the project.

# Communication

Information about the project given to homeless people, the general public, potential supporters, partner organisations or potential volunteers should be agreed upon by members of the working group. Whilst that’s understood, it is also acknowledged that each member of the working group will have other formal and informal communication opportunities and should be expected to be able to communicate the key goals and other aspects of the project without needing to constantly check back with the group. Some communication protocols and fact sheets about the project will be written and agreed by the working group as soon as possible to assist with this. (As they are written, they will be attached to this protocol). Any personal information gathered by the project is subject to privacy and is never to be shared with anyone outside those people/organisations who have been given specific permission to see and act on that information. Every member of the XYZ Registry Week working group (subject to their own organisation’s protocols and the information noted above) can speak to the media about the general goals, intentions and de-identified results of the project.

# Managing the working relationships

If any issues arise in the way that members of the XYZ Registry Week Working Group conduct themselves in accordance with this protocol, or any other issue in the relationship between them, they each agree that they will engage in good faith discussion to resolve it as quickly and amicably as possible.

If an issue cannot be resolved in a timely manner in this way, a final decision will be made by the Manager of ESPIR. If there is a conflict of interest with ESPIR making such a decision, the working group will nominate an alternative member of the working group to make a final decision.

# Flexibility in managing the project and this protocol

It may be necessary to change this protocol or add to it from time to time during the project. This will be done with the agreement of every member of the working group

# Signatures

On behalf of [Organisation name]

………….…………………………………… .………….…………………………………….

SIGNATURE PRINT NAME

Date………….……………………………………. ………….…………………………………….

POSITION TITLE

On behalf of [Organisation name]

………….…………………………………… .………….…………………………………….

SIGNATURE PRINT NAME

Date………….……………………………………. ………….…………………………………….

POSITION TITLE

On behalf of [Organisation name]

………….…………………………………… .………….…………………………………….

SIGNATURE PRINT NAME

Date………….……………………………………. ………….…………………………………….

POSITION TITLE

On behalf of [Organisation name]

………….…………………………………… .………….…………………………………….

SIGNATURE PRINT NAME

Date………….……………………………………. ………….…………………………………….

POSITION TITLE

On behalf of [Organisation name]

………….…………………………………… .………….…………………………………….

SIGNATURE PRINT NAME

Date………….……………………………………. ………….…………………………………….

POSITION TITLE

On behalf of [Organisation name]

………….…………………………………… .………….…………………………………….

SIGNATURE PRINT NAME

Date………….……………………………………. ………….…………………………………….

POSITION TITLE

On behalf of [Organisation name]

………….…………………………………… .………….…………………………………….

SIGNATURE PRINT NAME

Date………….……………………………………. ………….…………………………………….

POSITION TITLE

On behalf of Mercy Foundation

………….…………………………………… .………….…………………………………….

SIGNATURE PRINT NAME

Date………….……………………………………. ………….…………………………………….

POSITION TITLE