

Madlen Serban
Director
European Training Foundation
Villa Gualino
Viale Settimio Severo 65
10133 Torino
Italy



Thursday 5th January 2012

Dear Ms Serban

With regards to your letter dated 24 November 2011, please find enclosed one signed copy of the Memorandum of Understanding. We have retained the other signed copy for our records.

We look forward to working in partnership with you in the future.

Yours Sincerely



Tracy Ferrier
Acting Head of Vocational Education & Training
British Council



MEMORANDUM OF UNDERSTANDING

AGR/11/ETF/ 0/

Between

THE EUROPEAN TRAINING FOUNDATION,
Villa Gualino, Viale Settimio Severo 65, 10133 Torino, Italy,

hereinafter referred to as "the ETF"

on the one side,

and

British Council
10 Spring Gardens, London SW1A 2BN

hereinafter referred to as "British Council"

on the other side

INTRODUCTION

Having regard the Regulation (EC) No 1339/2008 establishing the European Training Foundation as an agency of the European Union, aiming to contribute, in the context of EU external relations policies, to improving human capital development in the partner countries;

Whereas the 'human capital development' is defined as work which contributes to the lifelong development of individuals' skills and competences through the improvement of vocational education and training systems;

Whereas amongst the ETF functions there are to facilitate the exchange of information and experience among donors engaged in human capital development reform in partner countries, and to disseminate information and encourage networking and the exchange of experience and good practice between the EU and partner countries and amongst partner countries in human capital development issues;

Noting ETF's decision to strengthen the exchange of experiences, peer learning and access to information between partner countries and the EU Member states;

Whereas British Council is a public corporation incorporated by Royal Charter and is registered as a charity in England. The Council is the United Kingdom's international organisation for educational opportunities and cultural relations;

Considering the full respect of responsibilities of each Side in their field of expertise;

Recognising that the Sides have a common interest in cooperation in the field of vocational education and training.

THE SIDES HAVE DECIDED AS FOLLOWS:

Section 1 – PURPOSE

- 1.1 This Memorandum of Understanding (hereinafter the “Memorandum”) establishes a framework for co-operation in the field of vocational education and training between the ETF and the British Council.
- 1.2 This co-operation may occur in any of the ETF “Partner Countries” where the British Council is also working in the field of vocational education and training subject to the agreement of the Sides. The ETF “Partner Countries” are Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Croatia, Egypt, former Yugoslav Republic of Macedonia, Georgia, Israel, Jordan, Kazakhstan, Kosovo under UNSCR 1244, Kyrgyzstan, Lebanon, Republic of Moldova, Montenegro, Morocco, Russian Federation, Serbia, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, Ukraine, Uzbekistan and Occupied Palestinian Territories and Iceland.
- 1.3 The purpose of this Memorandum is to define the working arrangements between the ETF and the British Council in order to implement their cooperation.
- 1.4 This Memorandum is not intended to create or affect legal rights or obligations, either in the relationship between the ETF and the British Council or with third Sides, but is a statement of best intent of the Sides.

Section 2 – OBJECTIVES

- 2.1 The general objectives of this cooperation will be to:
 - 2.1.1 Promote coordination between the Sides’ activities aimed at fostering and supporting the development of vocational education and training
 - 2.1.2 Share knowledge in the field of vocational education and training

Section 3 – COOPERATION

- 3.1 Cooperation under this Memorandum will be pursued by means of the activities described in Annex I, which forms integral part of this Memorandum.

Section 4 – IMPLEMENTATION

- 4.1 Cooperation under this Memorandum will be conducted on the basis of the following principles:
 - a) Appointment of contact persons to implement the Memorandum;
 - b) Preparation by the contact persons of annual action plans and related timetable to decide the countries where co-operation will take place, based on prior assessment of achieved results.
- 4.2. Each Side will endeavor to prevent any situation that could compromise the impartial and objective implementation of this Memorandum. Such conflict of interest could arise in particular as a result of economic interest, political or

national affinity, family or emotional ties or any other relevant connection or shared interest.

- 4.3. Each Side will undertake with the scope of avoiding any conflict of interest, to refrain from participating in procurement procedures launched by the other Side.

Section 5 – MONITORING AND EVALUATION

- 5.1 Cooperation will be monitored and evaluated as appropriate on a mutual cooperative basis thus permitting, as necessary, the annual adjustment of the decided activities in the light of any needs or opportunities becoming apparent in the course of their implementation.
- 5.2 The contact persons will organise regular discussions, at least twice a year, to review the status and the effectiveness of the cooperation, including an assessment of activities undertaken.

Section 6 – FINANCIAL IMPLICATIONS

- 6.1 Cooperation under this Memorandum will not imply allocation of any funds or resources by either Side to support and implement activities resulting from the cooperation. Where funds or resources are required to facilitate cooperation, this will be agreed on a case by case basis.
- 6.2 All cooperation will be carried out within the administrative and financial rules and regulations of both ETF and British Council.

Section 7 – COPYRIGHT AND OWNERSHIP

- 7.1 Copyright clauses on the content of all texts and other documents or materials produced under this Memorandum will reflect the contribution of each Side and of any third Side.
- 7.2 The Sides will not to divulge such documents and information referred to in Section 7.1 above without the written consent of the other Sides.

Section 8 – VISIBILITY

- 8.1.1 Each Side will endeavour to take all appropriate measures to ensure that communications of relevance or publications about the joint activities, including at an event, indicate that they have received contributions from both Sides.
- 8.1.2 Where materials or events are jointly branded, the content and logos are agreed in advance by both Sides.

Section 9 - OTHER ARRANGEMENTS

9.1 This Memorandum is without prejudice to cooperation which may be put in place pursuant to other arrangements between the Sides.

Section 10 – GENERAL AND FINAL PROVISIONS

10.1 This Memorandum will come into effect on the date when the last of the two Sides signs.

10.2 This Memorandum will remain in effect for four years following which it may be extended by the Sides.

10.3 This Memorandum may be terminated at any time by either Side upon one month written notice.

SIGNATURES

For the British Council



Dr Jo Beall, Director, Education and Society

Done at London, on 12/11/.....

In duplicate, in English.

For the European Training Foundation



Madlen Serban, Director

Done at Turin, on 23.11.2011

ANNEX I

ACTIVITIES

I.1 – COOPERATION AND RELATED ACTIVITIES

I.1.1 In accordance with the objectives set out in this Memorandum at Section 2, the Sides have agreed to focus their cooperation in the field of vocational education and training and to promote the following joint activities:

- Exchange of information between each Side's staff on relevant issues related to vocational education and training, including project activities implemented in specific countries or at a regional or sub-regional level;
- Coordination and cooperation on specific thematic areas in an agreed number of countries where both organisations are operating in the field of vocational education and training and where they have shared objectives;
- Knowledge sharing on specific thematic areas such as quality assurance in vocational education and training, employer engagement, national qualifications framework, social inclusion, career guidance, entrepreneurship, forecasting and matching skills;
- Participation to international seminars and conferences organised by the other Side.

I.1.2 Cooperation shall exclude countries where the British Council is bidding for or implementing vocational education and training projects financed by the EU.

I.2 – MANAGEMENT OF THE ACTIVITIES

I.2.1 The contact points are:

For the ETF

Ms. Luminita Matei
Stakeholder management and international cooperation officer

For the British Council

Ms Eva Atanassova
Acting Global Programme Manager (Skills for Employability)
British Council
7 Krakra Street
1504 Sofia
Bulgaria