



Memorandum of Understanding

The Institute of Public Administration of Canada (hereafter referred to as *IPAC*), the Department of the Interior and Local Government through the Local Government Academy (hereafter referred to as “the Philippines”) and the Government of Manitoba (hereafter referred to as “Manitoba”) have consented to enter into this Memorandum of Understanding (MOU) with the following intent:

PREAMBLE

Whereas there are considerable similarities between the democratic values, structures and processes of the Philippines and Manitoba; and

Whereas the Government of Canada has established contribution programs designed to encourage and support sustainable socio-economic development in countries seeking to develop their own capacity; and

Whereas the Institute of Public Administration of Canada (IPAC) administers international programs aimed at strengthening public administration and management and has entered into an agreement with the Canadian International Development Agency (CIDA) to administer the *Democratic Governance Program* (the Program) including a Partnership Project in the Philippines; and

Whereas IPAC, the Philippines and Manitoba (jointly referred to as “the Participants”) wish to share their technical expertise, knowledge and experience on a range of governance matters and have successfully worked together previously to achieve positive results; and

Whereas IPAC, the Philippines and Manitoba recognize the opportunity to utilize the *Democratic Governance Program* (DGP) as a mechanism to build strategic partnerships and undertake a collaborative project that provides capacity development assistance and venues to exchange knowledge amongst program participants to:

- Help enhance the well being of citizens in developing countries by contributing to socio-economic recovery and growth; and
- Enhance the individual and institutional capacity of selected public sector ministries, departments and agencies (MDAs), and associations to contribute to socio-economic recovery and growth and to address socio-economic priorities, such as economic growth, and food security within the context of climate change, and to enable women, youth and children reach their full potential;

Therefore, the Participants have mutually consented to work together collaboratively towards achieving these goals and objectives through projects focused on the enhancement of skills and knowledge, and institutional capacity of selected public sector ministries, departments and agencies (MDAs), associations, training institutes and local government units participating in the program.

Purpose of the Memorandum of Understanding (MOU)

Signatories to the MOU share a commitment to support and engage in a Partnership Project, and to collaborate, share knowledge, models, tools, experiences, lessons learned, innovation and best practices with one another. IPAC, the Philippines and Manitoba aim to maximize the effectiveness and efficiency of the Partnership Project and implement these best practices in accordance with the Democratic Governance Program (DGP) and the Philippines-Manitoba Project Document.

COMMITMENT OF PARTICIPANTS

Commitments of IPAC

IPAC will be responsible and accountable for the successful management and implementation of the

Partnership Project. To this end, IPAC will:

- i. Effectively manage and implement the Democratic Governance Program and its teams' Partnership Projects in accordance with the terms and conditions of its Contribution Agreement with CIDA, including the implementation of projects focused on international partner priorities and Canadian Official Development Assistance priorities.
- ii. Provide support, knowledge and expertise in the areas of international development to program participants.
- iii. Ensure active participation of its Canadian and International partners in planning, implementing, preparing and submitting work plans, reports, and information as required by CIDA.
- iv. Offer knowledge sharing opportunities through program workshops and publications and/or other activities which are consistent with the goals and purposes of the Program.
- v. In accordance with the conditions outlined in IPAC's Contribution Agreement with CIDA and the Treasury Board of Canada, Travel Directives, pay for all travel and Partnership Project-related landed costs (accommodation, meals, incidentals and transportation of mission participants) and coordinate the provision of emergency medical and travel insurances for participants approved for participation in overseas missions as required.
- vi. Liaise with CIDA and DGP partnership teams on programmatic requirements;
- vii. Document and regularly coordinate with the partners to monitor the progress, effectiveness and results of the team's Partnership Projects and provide work plans, progress reports and financial reports to CIDA.
- viii. Coordinate and manage the Partnership Project and the Program budgets;
- ix. Support any audits, evaluations or other reviews initiated by CIDA.
- x. Provide support to the partnership teams in the implementation of gender mainstreaming within Partnership Projects.

Commitments of the Philippines and Manitoba

The Philippines and Manitoba will be responsible and accountable for the successful management and implementation of Partnership Project activities. To this end, each will:

- i. Designate a core team who will fill the positions of Team Lead, Team Coordinator, Gender Focal Point and any other team members as required.
- ii. Ensure the Partnership Project focuses on their government/organizational priorities and Canada's Official Development Assistance priorities.
- iii. Develop the Project Document / work plan utilizing a Results-Based Management (RBM) accountability framework in collaboration with their respective Canadian/International partner and IPAC.
- iv. Identify their team members and mission participants who have the combination of knowledge, experience and abilities required for effective Partnership Project implementation and to ensure these participants are released from their duties without loss of employment pay or benefits for the duration of their assignments.
- v. Ensure the active participation of their team members in conducting Partnership Project needs assessments, planning, implementing, monitoring and evaluating partnership project activities and in providing information to IPAC and their partnership team utilizing a Results-Based Management (RBM) accountability framework.
- vi. Ensure the partnership Project Document / work plans undergo the required approval process as per their respective jurisdictions and IPAC, and prior to implementation.
- vii. Conduct an analysis of all Partnership Project products for gender implications, collecting gender-related data for all program activities and deliverables and report to IPAC and their respective Canadian/International partner the expected impact of project activities on gender equality.
- viii. Assist in the documentation of project activities in support of the development of IPAC reports for submission to CIDA.
- ix. Allocate budget for the implementation of the partnership projects such as funding local activities (consultation meetings, workshops, etc.) as counterpart;
- x. Track and submit to IPAC their jurisdictional team's in-kind contributions.
- xi. Provide relevant, available information for the completion of any audits, evaluations, or other

reviews initiated by CIDA.

xii. Ensure all team members travelling on business related to the Partnership Project:

- Complete and sign travel forms provided by IPAC;
- Avoid knowingly taking action that might jeopardize friendly relations between Philippines and Canada;
- Review IPAC's Safety and Security Information and comply with IPAC procedures contained within it;
- Are physically capable of performing their duties and have the necessary information prior to their departure to maintain their health and have adequate health and travel insurance coverage; and
- Are responsible for any dependents traveling with them during project implementation.

Complementary to other Efforts

This Partnership Project and this MOU are complementary to other initiatives and agreements that may exist between the Philippines and Manitoba and between initiatives and agreements that the Government of the Philippines may have with other donors.

Respect for Ongoing Needs of Governing

IPAC, the Philippines and Manitoba are participating in this Partnership Project on a voluntary basis and in addition to their ongoing work. The extent of work plans, reports and the number, kind, timing and duration of activities will depend on the capacity of each participant to participate, while at the same time responding to the respective needs and pressures of their own government/employer.

Emphasis on Application

The Philippines, Manitoba and IPAC will make every effort to ensure that work plans, activities and projected deliverables are feasible and practical.

Duration of the MOU

This MOU will continue in effect throughout the duration of the DGP Program. Termination of the MOU will require three months' written notice to the non-terminating participants.

Amendment of the MOU

Amendments to this MOU, including the addition of other project participants, may be made after consultation with, and being jointly consented to in writing by, each of the participants through a duly authorized representative and, where required, with approval from CIDA.

Dispute Resolution

Any dispute arising from the interpretation or application of this MOU will be resolved amicably by consultation and communication between IPAC and the participating jurisdictions.

Communication Trust and Respect

IPAC, the Philippines, Manitoba and their respective representatives will respect all confidences, including all information shared with them or to which they have gained access in the course of carrying out responsibilities related to the Partnership Project.

Confidentiality and Protection of Privacy

All requirements respecting confidentiality and protection of privacy of the Philippines, Manitoba, IPAC and other Canadian participants in the Partnership Project will be respected.

Appropriate Acknowledgement

The funding agency (Canadian International Development Agency), executing agency (IPAC), and Manitoba and the Philippines will be identified and acknowledged in any public reference to the *Democratic Governance Program* such as, but not limited to, announcements, interviews, speeches, press releases, publications, signage, websites, advertising and promotional materials and advertising, and on any

documents created through the Partnership Project;

In the above instances, all participants will ensure the use of the Canadian International Development Agency's (CIDA) and IPAC's promotional tools (e.g. wordmarks, logo) and the following text:

This (project, activity or report) undertaken with the financial support of the Government of Canada provided through the Canadian International Development Agency (CIDA) and the Democratic Governance Program managed by the Institute of Public Administration of Canada (IPAC).

When recognizing Manitoba's or the Philippines's contributions / support to the project, an event, or documents created through the partnership project, Manitoba and the Philippines will identify the appropriate text to use in accordance with their respective jurisdictional requirements.

Approval of Material

Content directly related to the Partnership Project or the *Democratic Governance Program* to be used in any public activity may require approval from CIDA. The Philippines and Manitoba will forward proposed content to IPAC prior to public distribution/announcement for forwarding to CIDA.

CIDA requires up to 60 days advance notice when a partnership team is organising an event to announce CIDA's new funding for the DGP or for the Partnership Project for the first time and if that event is targeting the media. In this instance, the Philippines and/or Manitoba will advise IPAC who will liaise with CIDA regarding the announcement.

Addresses and Signatures

The following addresses will be used for official correspondence regarding this MOU:

The Institute of Public Administration of Canada (IPAC)

Ann Masson, Director, International Programs

The Institute of Public Administration of Canada (IPAC)

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Signature____(*original signed by Ann Mason*)_____ Date____ (*January 23, 2012*)_____

Local Government Academy (LGA) - Department of the Interior and Local Government (DILG)

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Signature__(*original signed by Marivel Sacendoncillo*)_____ Date____(*February 10, 2012*)_____

The Government of Manitoba

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Signature__(*original signed by Robert Roe*)_____ Date____(*February 10, 2012*)_____