

COLLABORATION AGREEMENT

between

Japan Society of Quality Assurance (JSQA)
and
Research Quality Association (RQA)



Japan Society of
Quality Assurance



Research Quality Association

Issued : **18 October, 2017**

Update History

First Issued: **18 October, 2017**

This agreement is made and entered into by and between the Japan Society of Quality Assurance (JSQA), located in Tokyo, Japan, and Research Quality Association (RQA), located in Ipswich, UK.

The parties hereto agree as follows:

Purpose

- To recognise the importance of mutual collaboration and the resulting contributions to each party, industry and society.
- To develop contacts and propose collaborative programmes and exchanges.
- To seek volunteer resources to support programmes and exchanges.

Specific programmes may require a written Memorandum of Understanding setting forth the terms and conditions of the programmes.

General Provisions

1. All collaborative activities conducted in accordance with this agreement shall be conducted in accordance with the Laws and Regulations appropriate to each Party

2. This agreement shall come into effect when signed by both parties and shall be for a term of three years. The agreement shall be automatically renewed for successive three-year terms unless terminated or amended (see 3.2).

3. Joint Meetings

3.1 Official delegates of the two parties will hold joint meetings from time to time by mutual agreement.

3.2 This Agreement will be reviewed at each joint meeting and may be amended by mutual consent of the Boards of the two parties

3.3 The party hosting the joint meeting will take minutes.

3.4 Draft minutes will be approved by the President of JSQA and the Chairman of RQA before distribution.

4. Communications

4.1 Communications will be initiated through a single, official communication channel; each party will identify a single point of contact. The point of contact may vary at any time by a party informing the other of the change. Contact points are identified in Annex 1.

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

4.3 The parties will maintain active links between their websites in order to provide useful information to their membership.

4.4 The parties will respond to all reasonable requests for information from the other provided that the information requested is in the public domain and provided the request does not place an unreasonable burden on the organisation's resources.

4.5 By agreement, each party will provide material that it provides to its own members (journals, newsletters, discussion papers, meetings proceedings, etc.) to the other party with permission to be published with appropriate attribution.

5. Official Delegations to Events

5.1 A party may send an official delegation to the Annual Conference organised by the other.

5.2 The official delegations will be recognised by the host, and registration fees for up to two delegates and exhibit space fees for the event will be waived.

5.3 The number of official events in any one year will not normally exceed one.

6. Official Delegations to the Global QA Meeting

(Refer to the prevailing Memorandum of Understanding for the triennial Global QA Conferences)

7. Guest Speakers at Conferences

7.1 A party may invite guest speakers from the other organisation to make a presentation at their official Annual Conference.

7.2 The number of guest speakers at any one event will not normally exceed one.

7.3 The number of official events in any one year will not normally exceed one.

7.4 The host will pay the registration fee and accommodation costs of guest speakers. No honoraria or travel expenses will be paid.

7.5 Upon request, a Party shall assist with the identification of speakers for meetings and conferences.

8. Group Travel Arrangements

A party may wish to make group travel arrangements for their members to attend an official event organised by the other. In these circumstances, the host will provide reasonable assistance in the provision of local information and facilitating local contacts.

This agreement may be terminated by either party upon no less than ninety days written notice to the other party. This agreement may be modified by written agreement of both parties at any time. Nothing within this agreement shall create any financial obligation or cause any hardship to either party.

IN WITNESS WHEREOF the parties have executed two copies of this agreement, each of which shall be considered an original.

JSQA President

RQA Chairman

Shuichi Kishida

Name

Name

Signature

Signature

Date

Date

Annex 1 – Contact Points

JSQA

Makiko Azuma
Secretary-general
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