

# MEMORANDUM Of UNDERSTANDING



Japan Society of  
Quality Assurance



Society of  
Quality Assurance

---

Shuichi Kishida  
President of JSQA

---

Melissa Eitzen  
President of SQA

**Issued : 28 March, 2017**

**1. Objective**

To enhance the service which the Japan Society of Quality Assurance (JSQA) and the Society of Quality Assurance (SQA) provide to their memberships by increasing communications between the organizations.

**2. Joint Meetings**

2.1 Representatives of the Boards of the organizations may hold joint meetings from time to time by mutual agreement.

2.2 Each time such a joint meeting takes place, this Memorandum of Understanding will be reviewed and may be amended by mutual consent of the Boards of the organizations.

**3. Minutes of Joint Meetings**

3.1 The organization that is hosting a joint meeting will appoint someone to take minutes.

3.2 Draft minutes will be sent to the Presidents of JSQA and SQA for approval before release to the JSQA and SQA Boards for distribution.

**4. Communications between the Organizations**

4.1 All communications between the organizations will be initiated through a single, official communication channel. Each organization will identify a single point of contact to facilitate communications. Each organization may vary their point of contact at any time but will inform the other organization 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 organizations will establish and maintain active links between their web sites in order to provide useful information to the membership of both organizations.

4.4 The organizations shall respond to all reasonable requests for information from each other, provided that the information requested is in the public domain and provided that meeting the request does not place an unreasonable burden on the organization's resources.

4.5 Upon request, each organization may share material that it provides to its own members (journals, newsletters, discussion papers, meetings proceedings, etc.) to the other organizations with permission to be published with appropriate attribution.

**5. Official Delegations from One Organization to Events Organized by the Other**

- 5.1 The organizations may, from time to time, send official delegations to official annual events (Annual Conference or Annual Meeting) organized by another.
- 5.2 Such official delegations will be recognized by the host organization, and registration fees for up to two delegates and exhibit space fees for the event attended shall be waived.
- 5.3 The number of official delegates at any one event will exceed two only as approved by the host organization
- 5.4 The number of official events in any one year will exceed one only as approved by the host organization.

**6. Guest Speakers at Conferences**

- 6.1 The organizations may, from time to time, invite guest speakers from another organization to make a presentation at one of their official meetings or conferences, including preconference training.
- 6.2 The number of guest speakers at any one event will exceed one only in exceptional circumstances.
- 6.3 The host organization shall pay the registration fee and accommodation costs of guest speakers. No honoraria will be paid. Travel expenses may be paid by the host organization only with host-Board approval.
- 6.4 Upon request, organizations shall assist with the identification of speakers for meetings and conferences.

**7. Group Travel Arrangements**

An organization may wish to make group travel arrangements for their members who wish to attend an official annual event organized by another. In these circumstances, the host organization will provide reasonable assistance by way of the provision of local information and facilitating local contacts. The costs of such group travel arrangements shall not be the responsibility of the host organization.

**8. Review**

Generally, this Memorandum of Understanding will be reviewed by JSQA and SQA after three years, and may be modified as agreed.

Annex 1 – Contact Points

**JSQA**

Makiko Azuma  
Secretary-general  
Japan Society of Quality Assurance (JSQA)  
Mita-kokusai Bldg  
1-4-28, Mita  
Minato-ku  
Tokyo 108-0073  
Japan

Tel: +81-3-6435-2118  
Fax: +81-3-6435-2119  
E-mail: azuma@jsqa.com

**SQA**

Elliott Graham  
Executive Director  
Society of Quality Assurance (SQA)  
154 Hansen Road, Suite 201  
Charlottesville, VA 22911  
USA  
Tel: +1 434 297 4772  
Fax: +1 434 977 0899  
Email: sqa@sqa.org