



Our Ref: SFPA

Abercrombie House, Eaglesham
Road,
East Kilbride, Glasgow G75
8EA

Direct Line: 01355 84 3290
Fax Line: 01355 843457
GTN: 3535 3290
Email: g-mustard@dfid.gov.uk

MEMORANDUM OF UNDERSTANDING BETWEEN THE GOVERNMENT OF THE UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND, THE DEPARTMENT FOR INTERNATIONAL DEVELOPMENT, AND THE TRADES UNION CONGRESS REGARDING A STRATEGIC FRAMEWORK PARTNERSHIP ARRANGEMENT (SFPA)

1. I am pleased to inform you that the Government of the United Kingdom of Great Britain and Northern Ireland ("the Government"), acting through the Department for International Development ("DFID"), will make available to the Trade Union Congress ("TUC") a sum of money not exceeding, £756,000 (seven hundred and fifty six thousand pounds sterling), ("the Contribution"), to assist the TUC in working with DFID as set out in the Strategic Framework Partnership Arrangement (the "SFPA") document at Annex A.

2. The Contribution will be allocated within DFID's financial years (1 April to 31 March) as follows:

2006/2007	£ 260,550
2007/2008	£ 293,220
2008/2009	£ 187,380
2009/2010	£ 14,850

Duration of the SFPA and Commencement of the MOU

3. The SFPA will be implemented as from 1 July 2006, for a period of three years. This Memorandum of Understanding will take effect from the date of implementation of the SFPA, and will cease to have effect when the SFPA expires on 30 June 2009. Should the SFPA be terminated for any reason, before the end of the three-year period, the Memorandum will cease to have effect from the date of the SFPA termination.



INVESTOR IN PEOPLE

Payment of the Contribution

4. Payments of the Contribution will be made at no more than quarterly intervals during the life of the SFPA.
5. An application for payment will certify that the funds are required for the operation of the SFPA. No single payment will exceed twenty five per cent (25%) of the Contribution for the relevant financial year unless otherwise approved by DFID.
6. Payment of each instalment of the Contribution will be made into the TUC bank account details below within 30 calendar days of a valid claim being received.

BANK:	Unity Trust Bank
ACCOUNT NAME:	Trades Union Congress
SORT CODE:	08-60-01
ACCOUNT NUMBER:	50511125
ADDRESS:	4 The Square 111 Broad Street Birmingham B15 1AR

Administration of the Contribution

7. The Contribution will be administered by Information and Civil Society Department on behalf of DFID in accordance with this Memorandum and will be subject to the following provisions:
 - a. The TUC will exercise the same care in the discharge of its functions under this Memorandum as it exercises with respect to its own affairs.
 - b. The Contribution will be solely for the purposes set out in the SFPA.
 - c. HM Government will retain any part of the Contribution not claimed at the end of the DFID financial year (1 April to 31 March). Any part of the Contribution held by the TUC at the end of the DFID financial year, will be offset against the following year's Contribution.
 - d. The Contribution will not be used to acquire or to improve the capital assets of the TUC without the prior approval of DFID. This excludes the purchase of items of equipment necessary for the purposes of the SFPA.
 - e. If there are any unspent funds at the end of the project you must notify the DFID of any unspent balance and/or accrued interest from the Contribution. Please contact the DFID project manager who will provide you with a Tdebt reference number before you return the funds to the DFID bank account and complete Annex B.

Accounting and Annual Auditing

8. The TUC will administer and account for the Contribution in accordance with its financial regulations and other applicable rules and procedures and practices.

9. The TUC will show the Contribution as a separate item within their annual audited accounts and provide a copy of such accounts, certified by an independent firm of professional auditors, as being a true reflection of the finances of the TUC. The annual audited accounts should be submitted by the TUC to DFID as soon as possible after the conclusion of DFID's financial year (31 March). However, if you cannot show the SFPAs separately we can accept a certificate signed by the auditors confirming the total income and expenditure in respect of the SFPAs.

10. The TUC, having received reasonable notice, will allow officers of the National Audit Office or anyone nominated by DFID the right to:

- a. Inspect the books and accounts relating to the SFPAs;
- b. Carry out examinations into the economy, efficiency and effectiveness with which the TUC has used the Contribution for the purposes of the SFPAs.

11. The TUC will provide to DFID annually a management assertion of the existence and satisfactory performance of the procedures and controls to mitigate the major risks to which the TUC is exposed in administering the Contribution.

Reporting and Evaluation

Reporting

12. The TUC will also demonstrate progress towards outcomes through annual reporting (to be submitted by the end of August), giving evidence based on the success criteria listed in the Arrangement. The format of the annual report will be a short (no more than 12 pages) narrative of achievements, detailing the progress made in fostering closer engagement with those unions identified by the TUC and an update on the successful Mini Grants proposals.

Evaluation

13. An independent, external evaluation may be conducted in the final year or at other times if requested by either participants and approved by both. The cost will be met from the Contribution.

Indemnity

14. The TUC will indemnify DFID in respect of any loss to DFID arising out of or in connection with any claim made against DFID either by any person employed or engaged by the TUC or by any third party as a result of this MOU or the SFPAs. DFID will not be responsible for the activities of any person employed by the TUC as a result of this Memorandum or the SFPAs, nor will DFID be liable for any costs incurred by the TUC in terminating the engagement of any such person.

Liaison

15. The officers responsible for co-ordination of all matters relating to this MOU are:

	DFID	TUC
Name	Mike Battcock	Gemma Freedman
Position	Programme Manager	Project Officer
Address	Information & Civil Society Dept, Abercrombie House, East Kilbride, G75 8EA	EU and International Relations Dept, Congress House Great Russell Street London WC1B 3LS
Telephone	01355 84 3514	020 7467 1233
Email	M-Battcock@dfid.gov.uk	GFreedman@tuc.org.uk

Amendments to the SFPA

16. If any changes occur which, in the opinion of DFID or the TUC, impair significantly the developmental value of the SFPA, DFID and the TUC will normally consult on measures to resolve the problem and agree a course of action. In the event of such changes DFID reserves the right to modify or terminate its financial contribution to the SFPA giving reasonable notice (likely to be 3 months) in writing.

The Arrangement

17. If the Arrangement set out is acceptable to the TUC, I suggest that this MOU will place on record the understanding of our two Organisations. Please sign both copies of the original, retain one for your own records and return the other to DFID.

Signed on behalf of DFID:

Name: Guy Mustard, Head of Civil Society & Communications Unit

Date:

Signed on behalf of the TUC:

Name: Owen Tudor, Head of TUC European Union and
International Relations Department

Date:

STRATEGIC FRAMEWORK PARTNERSHIP ARRANGEMENT BETWEEN DFID AND THE TUC

Purpose of the Arrangement

To increase engagement of UK unions with DFID and build individual union capacity to internationalise their agenda.

Outcome 1

Increased awareness and understanding of development among trade union members in the UK

Success criteria

1. TUC to identify 2 suitable trade unions a year and work with them to develop an international development awareness strategy ;
2. International development awareness to become an established policy of 6 trade unions by the end of the 3 year arrangement;
3. To have a minimum of 2 credible funding proposals to the Development Awareness Fund by October 2008;
4. Membership of those unions targeted to have a greater level of awareness of the global poverty agenda and the role they can play in helping achieve the MDGs after a period of 18 months
5. Integration of a development education component into TUC courses, including initial tutor training, full time officers' training, the TUC Organising Academy and on-line learning programmes;
6. A minimum of two TUC regions and eight affiliates adopt an international development awareness strategy, assisted by access to mini-grants from the Learning Fund to run seminars, develop awareness materials and host trade unionists from developing countries;

Activities

1. The TUC to develop criteria for identifying suitable trade unions, who given the opportunity to work more intensively on development awareness work, would be in a position to submit credible proposals to the Development Awareness Fund and input generally on development awareness amongst their membership.
2. Identify the current level of development awareness within the trade unions targeted through a mechanism agreed with DFID, e.g. baseline survey

Annex A

3. Negotiate a tailor made strategy with support from Development Education specialist e.g. DEA, and DFID which will enhance their development awareness work and increase their ability to access funding.
4. The TUC to administer the Learning Fund in accordance with the demands of the unions' tailored strategies.
5. TUC will develop a TUC-accredited module on international development education and make it available online;
6. TUC will work with regional officers and affiliates to promote international development awareness;
7. The TUC facilitates sharing of experience between affiliated unions, enables those running courses to learn from each other and provides a central resource base of education materials to avoid duplication
8. In co-operation with DFID, carry out training on project design, management, monitoring and evaluation in order to improve union access to DFID funding schemes.

Outcome 2

The closer engagement of the TUC, a number of affiliated unions and DFID with Southern trade unions

Success criteria

1. TUC to identify 2 suitable trade unions a year and work with them to develop relationships with southern unions.
2. 6 UK trade unions to have built relationships with southern trade unions and understand the needs of their Southern partner by the end of the 3 year arrangement.
3. To have a minimum of 3 credible funding proposals to the Civil Society Challenge Fund by July 2008;
4. Southern trade unions applying for civil society funding through local DFID offices where these schemes exist

Activities

1. The TUC to develop criteria for identifying suitable trade unions who, given the opportunity to develop relationships with southern unions, would be in a position to submit credible proposals to the Civil Society Challenge Fund.
2. Identify the UK unions' levels of understanding of their Southern partners' needs.

Annex A

3. Negotiate a tailor made strategy with individual unions for developing or building on current relationships with Southern unions. Experiences of other NGOs and DFID, in building relationships with southern partners, should be incorporated into the strategy.
4. The TUC to administer the strategic component of the Learning Fund in accordance with the demands of the unions' tailored strategies.
5. In co-operation with DFID, carry out training on project design, management, monitoring and evaluation in order to improve TUC and union access to DFID funding schemes.
6. TUC to publicise the "How to work with unions" guide and work with southern partners to encourage them to engage

Outcome 3

Enhanced co-operation between the TUC, affiliates and DfID on the international development agenda

Success criteria

1. Regular reporting to TUC structures and TUC/DFID Forum;
2. UK and southern union contributions to DfID consultations
3. Annual programme review meetings between TUC and DfID
4. Enhanced co-operation between unions and NGOs working on labour issues with developing country partners

Activities

1. TUC co-ordinates, supports and monitors the programme to meet the needs of affiliates, southern partners and DFID
2. TUC establishes sub-committee of TUC Aid as the award-making body for the programme;
3. The TUC/DFID facilitate a funding seminar, involving NGOs and other experienced development actors in order to improve the level of proposals submitted to DFID;
4. TUC to organise a major international development conference for UK trade unions and NGOs in year 1. The conference will highlight union NGO partnerships and the potential for joint work on labour issues.

**STRATEGIC FRAMEWORK PARTNERSHIP ARRANGEMENT
BUDGET**

	2006 – 2007	2007 – 2008	2008 - 2009	2009-2010	Total
	£	£	£	£	£
Learning Fund: Strategic Work	140,000	160,000	90,000	0	390,000
Learning Fund: Mini Grants	20,000	20,000	20,000	0	60,000
TUC national training	10,000	10,000	0	0	20,000
TUC course development	10,000	10,000	5,000	0	25,000
Training courses on project preparation	10,000	10,000	0	0	20,000
Funding seminar	0	5,000	0	0	5,000
International development conference	10,000	0	0	0	10,000
Project Officer salary and employment costs	£41,250	56,500	58,500	13,750	170,000
Sub-total	241,250	271,500	173,500	13,750	700,000
TUC administration (8%)	19,300	21,720	13,880	1,100	56,000
Grand total	260,550	293,220	187,380	14,850	756,000

ANNEX B: NOTIFICATION OF PAYMENT TO DFID

To:	[DFID Programme Manager]
Cc:	Accounts Department, DFID, Abercrombie House, East Kilbride, Scotland [NAME of ORGANISATION]

[NAME of ORGANISATION] has authorised the payment of **[AMOUNT IN FIGURES]** **[AMOUNT IN WORDS]** on **[DATE]** into the DFID Bank Account.

DFID's bank accounts and the payment methods required for such transfers are as follows, please choose one of the following as appropriate:

For payments by CHAPS: Payments of large or immediate amount (eg. £10,000 plus) should be paid to our RBS/Paymaster account below:

Bank:	DFID's Account at HM Paymaster General UK
Sort code:	16-53-60
Account number:	12119
Tdebt number	
DFID MIS code	

For Payments by BACS: Payments of small amounts in the UK should be paid to the following account:

Bank:	Bank of England
Sort code:	10-14-99
Account number:	12119000
Tdebt number	
DFID MIS code	

Any organisation wishing to refund DFID by cheque should make the cheque payable to Department for International Development. Cheques should be sent to the Programme Officer.

In respect of **[PROGRAMME/PROJECT NAME and the DFID PROJECT IDENTIFICATION MIS CODE]** and **[ORGANISATIONS]** programme or project reference **[INSERT REFERENCE]**

[NAME of ORGANISATION]	
Name:	
Position:	
Address:	
E-mail:	