

Template for agreement / contract for collaboration between INSPIRE Change Catalysts and INSPIRE CoPs

The first page of this document contains points for clarification and discussion. Apply the points in a way that aligns with the nature of the collaboration – not all the points are necessarily relevant for all types of collaboration. The point of departure for this template is a mentoring set-up. Even so, the points listed are useful for the parties to go through together prior to launching a collaboration – it sets a standard for taking up and settling potentially conflictual areas.

Therefore – and relevant to all types of collaboration – it is advisable to write and sign the agreed points. The second page of this document can be used as a template for such a record. The agreement / contract can advantageously be supplemented with photos of joint whiteboard notes or other documentation material.

Points for discussion	
Aims and objectives of our collaboration:	
Task of INSPIRE Change Catalyst:	
Considerations concerning collaborative exchanges	Practicalities <ul style="list-style-type: none"> • Partners / Membership in this collaboration – who is included from the outset? How do we manage entry / exit of members? • How long does the collaboration we are agreeing to run? • How often do we meet? • In what format – online / on site? formal informal? • Time and place for meetings? • How long are our meetings? • Do we document our meetings? If yes, how, and by whom? How do we keep records? • Who manages practicalities around bookings etc? Are these tasks fixed or do they rotate? • Do we prepare prior to meetings? • How do we communicate between meetings? • Can we imagine scenarios that necessitate that we cease interactions?
	Boundaries <ul style="list-style-type: none"> • Which topics can we address or not address in this collaboration? • Which topics are not suitable for this collaboration – and what do we do if they emerge nonetheless? • What do we do if one of us has the sense that the interactions are moving in a direction that we are not equipped to deal with? Do we call on someone (who)? • What do we do if we discover that there is an untenable incapacity – such as overlap between personal and professional relations or interests? • What do we do if one of us feels uncomfortable with a topic or interaction? • How do we ensure open and honest exchanges? • How do we ensure that we respect each others' standpoints – how do we contain and honour disagreements? • What do we do to ensure ethical considerations – if something is brought up that we think is unethical, what do we do, where do we turn? • How do we ensure a balance between supporting and challenging each other constructively?
	Confidentiality <ul style="list-style-type: none"> • How do we manage confidentiality issues? What do understand as confidential? • What specific information do we agree will not be circulated elsewhere? • What if there is a breach of confidentiality? Or we suspect that there is? • What is confidential to this group, not to be shared with others?
	Review <ul style="list-style-type: none"> • How often and how do we review our collaboration? • Which criteria do we use to assess our progress, and the methods, format and approaches used? • Do we revisit our contract – if yes, how often and when?





INSPIRE

Agreement / Contract: frame for collaboration

Date:

INSPIRE Change Catalyst:

Representative(s) of Unit with which this collaboration is to be carried out:



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