



MEMORANDUM OF UNDERSTANDING
- FOR NATIONAL TRANSITION HUBS

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Change control

Updated version	Date	Section	Area	Detail
08	22-Jul-09	throughout	Numbering and formatting	makes the sections more referenceable
08	22-Jul-09	throughout	Stages for hubs	simplified to three stages now, down from four.
08	22-Jul-09	throughout	Partnering National Transition Hub	added "Transition" to "Partnering National Hub"
08	22-Jul-09	section 2, point d.	Partnering National Transition Hub	added links to "Who We Are and What We Do" document
08	22-Jul-09	section 3.3, point d.	Responsibility for training the trainers and consultants	Stage 3 – Transition Network has been asked to stay responsible for training the trainers and consultants to maintain standards and consistency. Depending on location, this may or may not be practicable.
08	22-Jul-09	section 4.1	Funding and financials	moved (without changing the text) the paragraph noting that there's no funding nor financial element to this agreement
08	22-Jul-09	section 6	Data Protection provisions	added explanation re Data Protection for requirements around contact lists passed to the Partnering National Transition Hub
08	22-Jul-09	section 8	Addendum	added "Addendum" section to record special elements, as per eg Sweden

This Memorandum of Understanding (MoU) establishes a partnership between Transition Network and *partnering organisation* " _____ " (referred to as "Partnering National Transition Hub"), based in *country* " _____ " (referred to as "Country").

1 MISSIONS

Transition Network's five core mission activities are to inspire, encourage, connect, support and train communities as they consider, adopt, and implement Transition Initiatives in response to the twin challenges of Peak Oil and Climate Change.

The Partnering National Transition Hub is undertaking to act as a national hub for Transition groups, becoming the principle driver for the Transition efforts for Country.

The parties enter into this Memorandum of Understanding to mutually achieve the following aims:

- a. to provide optimal support for the emergent Transition movement in Country
- b. to strengthen and develop, through the sharing of successes, failures and experience, the overall Transition approach
- c. to handover to the Partnering National Transition Hub the five core mission activities of Transition Network at a national level, while still continuing a mutually supportive relationship with Transition Network
- d. to provide optimal support for the Partnering National Transition Hub

2 PURPOSE, OBJECTIVES AND SCOPE

The purpose of Transition Network and Partnering National Transition Hub working together is to:

- a. Act as a focal point for the emerging Transition movement in Country
- b. To assist Transition Network in its strategic goal of enabling responsibility, power and decision making to be held at the most local level, the Partnering National Transition Hub undertaking to act on behalf of Transition Network in Country
- c. Enable optimal communication, sharing of ideas, experience and practical models between Transition Initiatives of all sorts, whether local, regional or national
- d. Collectively embracing, modelling and developing the key elements of transition, currently written up in the "Who we are and what we do" document as:
 - the purpose and principles of Transition
 - the practical guidelines for Transition Initiatives
 - document available here:
 - <http://www.transitionnetwork.org/Strategy/TransitionNetwork-WhoWeAreWhatWeDo.pdf>

Transition Network is committed to developing this relationship to help make its work more effective and to support and enable the continued spread of the Transition concept. For the Partnering National Transition Hub, the function of this relationship is to enable them to best reflect, support and enable the growth of the Transition movement in their country.

One of the key transition criteria is that transition organizations reflect local needs. Transition Network is committed to supporting Partnering National Transition Hubs that arise out of a demand for greater levels of networking and coordination from emerging transition initiatives. This MoU sets out how best this can be brought about and supported for both parties.

3 COMMITMENTS, OBJECTIVES, OUTCOMES

Transition Network will transfer national networking and coordination responsibilities to the Partnering National Transition Hub in 3 sequential Stages. The Partnering National Transition Hub progresses from one step to the next after mutual discussion and by agreement with Transition Network. The Partnering National Transition Hub may already be at Stage 2 or further upon signing this MoU.

3.1 Stage 1: Exploration stage

At this stage, the Partnering National Transition Hub will not:

- naming - call itself "Transition Country"
- branding – use or reconfigure the official Transition Network marque

Transition Network will work with the Partnering National Transition Hub and local transition initiatives to ensure that the Partnering National Transition Hub is emerging from the broader national Transition 'field', rather than independently from it. During this stage the Network will assess the current stage of the Partnering National Transition Hub and what demand there is for it.

The Partnering National Transition Hub is asked to submit the experience, credentials, capabilities and intentions of the key drivers of the Partnering National Transition Hub, and to demonstrate how it is already liaising with groups interested in transition and how it intends to do so in the future.

This stage should last no more than six months, and Transition Network will agree the progression to Stage 2 with the Partnering National Transition Hub and confirm in writing.

3.2 Stage 2: Laying the foundations stage

In Stage 2 the Partnering National Transition Hub takes on the roles of inspiring and encouraging, and begins to explore provision of the training dimension of Transition work, coordinating with Transition Training (and Consulting if/when developed in Country) to ensure that the capabilities for delivering Transition Training & Consulting are developed.

At this stage, the Partnering National Transition Hub may do the following, as long as it complies with all of the conditions below:

- naming - call itself "Transition Country" or similar (but not "Transition Network - Country")
- branding - the official Transition Network marque may be reconfigured for national naming conventions and style and put into general use

Stage 2: conditions

- a. Each member of its Steering Group or local equivalent is actively involved in a Transition Initiative or in establishing one
- b. It establishes itself as either a charitable or not-for-profit organization or local equivalent
- c. The organization is representative of and responsive to the broader grassroots Transition movement in Country and is able to demonstrate current action to enable this as well as future plans to continue to do so as the movement grows
- d. The objects (or local equivalent) in the Partnering National Transition Hub's founding documents (eg constitution or local equivalent), are provided *in English* for review by Transition Network (Transition Network will provide its own foundation documents as a template if needed)
- e. It participates in a bi-monthly update via conference call with Transition Network
- f. It starts to translate and make available on its website:
 - the key elements of the "Who we are and what we do" document, these being:
 - the purpose and principles of Transition
 - the practical guidelines for Transition Initiatives
 - becoming a Transition Initiative
 - the latest versions of the 12 steps
 - criteria checklist for becoming "official", available from here:
 - <http://transitiontowns.org/TransitionNetwork/Criteria>

The Partnering National Transition Hub now becomes the first point of contact for 'mullers', and works with the communities in question to ensure that they meet the criteria for becoming "official" transition initiatives. During this phase, Transition Network will work with the Partnering National Transition Hub to gradually handover the process and final decision regarding "official status" of communities.

Transition Network will agree the progression to Stage 3 with the Partnering National Transition Hub and confirm in writing.

3.3 Stage 3: Full Partnering National Transition Hub status

The Partnering National Transition Hub is now responsible for all five roles, inspiring, encouraging, supporting, connecting and training, working with Transition Network to develop and share new ideas in support of our joint objectives.

The partnering organization now takes on responsibility for role of delivering training (and consulting if/when developed in Country) as well, which includes:

- a. running training courses
- b. assessing the quality of the training provided
- c. maintaining the network of trainers and consultants (if/when a consulting business becomes established in Country)
- d. because transition is at an early stage of development generally and at the request of some hubs, Transition Network's TT&C group will, for the time being, retain main responsibility for training the trainers/consultants
- e. liaising with Transition Network's training group to ensure that course content and delivery is continually enhanced through the input/review/discussion of all training groups around the world.

The Partnering National Transition Hub is now solely responsible for the process of registering "official" initiatives and will provide feedback to Transition Network for updates and/or amendments to the list of "official" criteria.

We would expect to see work beginning on translating (or creating local equivalents of) the Transition Handbook and other materials that Transition Network has produced.

4 RESPONSIBILITIES

Transition Network and Partnering National Transition Hub agree to the following responsibilities for this MoU:

Transition Network will:

- a. Use its best endeavours to offer support to the Partnering National Transition Hub through all three stages
- b. Continue to promote and evolve the Transition model through a variety of media, all of which will be made available to the Partnering National Transition Hub
- c. Act as a point of dissemination for best practice from across the network
- d. Share developments of further Transition Organisations (such as Transition Business and Consulting)

Partnering National Transition Hub will:

- e. Share its experience, progress (or lack thereof) in the bi-monthly communication
- f. Involve Transition Network in discussions regarding alterations to its constitution or scope of operations
- g. Abide by the 3 stages as set out above
- h. Use its best endeavours to support the work of other formed and emerging national transition hubs
- i. Translate this document as part of the signing arrangements to enable transitioners in Country to read the agreement

Transition Network and Partnering National Transition Hub will:

- j. Ensure clear and open communication between each other
- k. Ensure that there is always a named primary contact, regardless of personnel changes
- l. Collaborate with Transition Network regarding web-based solutions
- m. Collaborate and cooperate regarding communications of a national/international nature
- n. Collaborate on any international funding bids that involve the respective countries
- o. Collaborate on developments for international level expansions of Transition offerings, such as business, consulting and educational projects
- p. Work together to develop this partnership model for the benefit of transitioners everywhere

4.1 Funding and financials

Transition Network takes no responsibility for funding the Partnering National Transition Hub. Each organisation committing to this MoU is responsible for its own expenses related to this MoU. While there may be opportunities for joint funding bids in the future, there is no financial arrangement attached to this document.

5 KEY CONTACTS

Each party will appoint a person to serve as the official primary contact and coordinate the activities of each organisation in carrying out this MoU. The initial appointees of each organisation are:

Party	For Transition Network	For Partnering National Transition Hub
Name	Ben Brangwyn	
Address	Transition Network 43 Fore Street, Totnes, Devon TQ9 6JQ	
Phone	+44 5601 53188	
Email	benbrangwyn@transitionnetwork.org	
Skype	benbrangwyn	

6 TERMS OF UNDERSTANDING

The term of this MoU is for a period of *one year*, from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed at least *once a year* to ensure that it is fulfilling its purpose and to make any necessary revisions. Either organisation may terminate this MoU

upon thirty (30) days written notice without penalties or liabilities, but in that eventuality, the following applies:

- a. the term "Transition (name of country)" reverts to Transition Network
- b. all electronic contact information regarding individuals in Country provided to the Partnering National Transition Hub by Transition Network must be destroyed (required for compliance to data protection act)
- c. the Partnering National Transition Hub will provide to Transition Network contact details for at least one contact for each "official" initiative, each "mulling" community and for all key partnerships
- d. the Partnering National Transition Hub will cooperate with Transition Network to ensure a smooth handover so that the transitioning groups don't suffer from too much disruption to support and services

While recognising the unique characteristics that have contributed to their respective successes, both Transition Network and the Partnering National Transition Hub will endeavour to accommodate each other's working methods, and to dedicate adequate technical and management resources to ensure equity and efficiency in all areas of joint working.

7 AUTHORISATION

The signing of this MoU is a formal undertaking but is not legally binding. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in this MoU.

	For Transition Network	Partnering National Transition Hub
Names, signatures & dates		

8 APPENDIX

This section includes any elements specific to the MoU agreement with Partnering National Transition Hub in Country.