

# Memorandum of Understanding between University of Botswana and International Records Management Trust

## Preamble

In recognition of the benefits to be gained through a cooperative programme that promotes sustainable scholarly research and contributes to international education, the University of Botswana and the International Records Management Trust enter into this agreement. The agreement is intended to stimulate and facilitate the scope of the activities of both institutions.

## 1 Objectives

This cooperation shall include, but not be limited to, activities that support:

- 1.1 the establishment of a centre of research excellence in the management of electronic records;
- 1.2 research to clarify the relationship between records as evidence, services for citizens, democracy, economic development, anti-corruption initiatives and citizens' rights;
- 1.3 the definition of strategies and solutions for addressing and reversing the consequences of poor recordkeeping within the context of development objectives;
- 1.4 the establishment of an African research network to explore issues relating to the management of records in the electronic environment;
- 1.5 the development of an African educators forum in the field of records management;
- 1.6 review and analysis of educational requirements for the African records management profession;
- 1.7 the development of teaching materials and evaluation of teaching programmes;
- 1.8 the production of a video documentary case study on records management to be used for teaching purposes covering the significance of records for democracy, development, dignity and discipline in Botswana;
- 1.9 the enhancement of assessment tools for measuring the impact of poor

records management and the progress made toward solutions;

- 1.10 The identification of and application for grants to fund relevant activities.

## **2 Implementation**

- 2.1 In order to carry out and fulfill the aims of this MoU, the partner institutions shall each identify a contact person to coordinate the development and conduct of joint activities.
- 2.2 Either party may initiate proposals for activities under this MoU.
- 2.3 Specific details of any activity shall be set forth in Supplemental Letters of Agreement, which shall become an integral part of this MoU upon signing by the authorised signatory at each institution. These documents will include such items as budgets and sources of funding, the responsibilities of each party for the agreed upon activity, and other items necessary for the efficient achievement of the activity. These documents will be negotiated, mutually agreed to, and formalised in writing, prior to the commencement of a particular programme.

## **3 Commencement, Duration, Renewal, Amendment and Termination**

- 3.1 This MoU shall become effective on the date that it is signed by both parties and shall be valid for a period of three years unless terminated, revoked or modified by mutual written agreement between the parties. It may be renewed or extended by mutual consent for such period as the parties may agree.
- 3.2 Any changes to this MoU shall be subject to the written consent of both parties.
- 3.3 Either party may terminate this MoU at any time, provided that the terminating party gives written notice of its intention at least six months prior to termination. Supplemental Letters of Agreement for each specific activity shall indicate how the parties will handle ongoing activities in the event of termination hereof.

## **4 Interpretation**

Nothing in this MoU shall be construed as being legally binding.

## Signatures

Signed on behalf of the Department of Library and Information Studies,  
University of Botswana



Prof. Frank Youngman, Deputy Vice  
Chancellor of Academic Affairs

Date: 23/3/09

Signed on behalf of  
The International Records Management Trust



Dr Anne Thurston  
International Director

Date: 31/03/09