

**Memorandum of Agreement
TEFMA and ATEM
September 2004**

Introduction and Background:

1. ATEM and TEFMA have had a partnership for many years in running a joint annual conference.
2. In 2002 this relationship was formalised, the two partners agreed to an equal partnership, and the Conference was re-named the Tertiary Education Management (TEM) Conference or TEMC.
3. The period of the first Memorandum of Understanding is to end with TEMC 2004. It is superseded by this memorandum of Agreement which does not have an expiry date.

Points of Agreement

4. ATEM and TEFMA agree that the overriding principle in the relationship is to be as equal partners in tertiary education in Australasia, and in presenting an annual Conference on Tertiary Education Management.
5. In terms of the conference, the following are the specific points of agreement:
 - 5.1 All TEM Conference advertising and promotions will recognise and underline the equal partnership between TEFMA and ATEM, and the role of the conference in higher education management in Australia and New Zealand.
 - 5.2 The annual Conference on Tertiary Education Management is a joint venture arrangement between TEFMA and ATEM. In practice this must mean:
 - 5.1.1 Equal risk for both partners
 - 5.1.2 Equal effort from both partners in the organisation and mounting of the conference
 - 5.1.3 Equal membership from both partners, of the organising committee each year
 - 5.1.4 Rotating the chairing of the committee on an annual basis (with ATEM in odd years, and TEFMA in even years)
 - 5.1.5 Equal sharing by the partners of any surplus or loss for each conference.
 - 5.1.6 All income from any source to go to the Conference, and all expenditure to be jointly agreed through the Conference budget.
 - 5.3 The Conference Manual will be jointly developed and jointly maintained by TEFMA and ATEM. Details of the Conference operations will be included in that Manual
 - 5.4 If in the future, any decision is to be made to extend the number of organisations that may be involved in the Conference, those decisions will be made jointly by TEFMA and ATEM, as the original joint venture partners.

5.5 ATEM and TEFMA will liaise closely at Executive level, to agree on the locations for future Conferences, Conference management and on any other opportunities for closer collaboration.

Communication

6. The Executives of TEFMA and ATEM will advise all members of their respective organisations of the terms of this Memorandum of Agreement. They will also be responsible for communicating any amendments to this Memorandum of Agreement that may be made in the future.

Termination

7. This Memorandum of Understanding can be terminated with 15 months notice by either party.



Tom Gregg

President

ATEM

Date 8 September 2004



Joe Hollander

President

TEFMA

Date 13 September 2004