

## **Memorandum of Understanding (MOU)**

### **Between The Carpentries, a Project of Community Initiatives and Software Sustainability Institute (SSI)**

This Memorandum of Understanding is entered into on October 5, 2020 between The Carpentries, a Project of Community Initiatives, and the Software Sustainability Institute (SSI), a collaboration between the University of Edinburgh, the University of Manchester, the University of Oxford and the University of Southampton (collectively “the Parties”). The Parties have a common interest in training people to work with data and code and believe that:

*It is important to develop resources and training opportunities in foundational data and computational skills for researchers in the United Kingdom (UK) as well as in the global digital-community.*

#### **Shared Goals**

Therefore, the Parties agree that there is a need for an agreement having the following goals:

1. Collaborate across a range of activities to develop, enhance, and expand the capacity of The Carpentries and SSI to develop curriculum, build community, and opportunities for training in foundational data and computational skills.
2. Regional Coordination of Workshops
  - a. Mutually support two (2) Regional Coordinators whose role would benefit the community by facilitating the development and operation of high-quality Carpentries workshops in the UK, attracting local workshop hosts and coordinating training efforts in the UK, and assisting the UK’s Carpentries community in activities and becoming acquainted with the pedagogical framework of the organisation.

#### **Responsibilities**

The Parties intend to collaborate toward achieving the shared goals in the following ways:

##### **The Carpentries Responsibilities**

- In all Shared Goals The Carpentries will:

- Abide by The Carpentries Code of Conduct in all Carpentries related communications and interactions.
- Acknowledge that this MOU shall not create any agency relationship, partnership or joint venture between the parties, and shall not be construed to create the relationship of employer or employee.
- Comply with all applicable laws and regulations they are subject to, including, but not limited to, local data protection laws.
- In the Regional Coordination of Workshops The Carpentries will:
  - Assist SSI in identifying two Regional Coordinators who meet the needs of both SSI and The Carpentries.
  - Maintain infrastructure that allows the Regional Coordinators to organise workshops within The Carpentries' existing systems, including providing access to pertinent regional workshop data.
  - Organise and host Regional Workshop Administration Team meetings approximately once a month.
  - Remain in touch with and responsive to questions and concerns of the Regional Coordinators.
  - Train Regional Coordinators to use portions of The Carpentries systems of workshop administration as specified by The Carpentries.

## **SSI Responsibilities**

- In all Shared Goals the SSI will:
  - Will follow all labor laws applicable to the UK and this position and will communicate about the non-employee status of The Carpentries to the Regional Coordinators.
  - Will abide in all Carpentries related communications and interactions by The Carpentries Code of Conduct found at this link:  
[https://docs.carpentries.org/topic\\_folders/policies/code-of-conduct.html](https://docs.carpentries.org/topic_folders/policies/code-of-conduct.html)
  - Comply with all applicable laws and regulations they are subject to, including, but not limited to, local data protection laws.
- In the Regional Coordination of Workshops SSI will:
  - Work with The Carpentries to identify two Regional Coordinators who meet the needs of both SSI and The Carpentries.

- Provide staff time for the roles of two Regional Coordinators for the online coordination of Carpentries workshops within the UK.
- Provide supervision and management of the Regional Coordinator positions.
- Allow Regional Coordinators to attend Regional Workshop Administration Team meetings, which will take place approximately once a month.
- SSI Regional Coordinators will:
  - Abide in all Carpentries related communications and interactions by The Carpentries Code of Conduct found at this link:  
[https://docs.carpentries.org/topic\\_folders/policies/code-of-conduct.html](https://docs.carpentries.org/topic_folders/policies/code-of-conduct.html).
  - Manage email communications related to the organization and completion of regional Carpentries workshops.
  - Use portions of The Carpentries systems of workshop administration as specified by The Carpentries.
  - Organize regional workshops beginning 2-3 months before the expected dates of the workshop.
  - Remain in touch with and responsive to the regional community.
  - Remain in touch with and responsive to The Carpentries regarding work as a Regional Coordinator.
  - Recruit instructors for regional workshops as needed.
  - Input data entry for each regional workshop to keep The Carpentries records and assessment up to date.

### **Notice of Material Change**

The Parties agree to notify the other party of any material change that would affect this agreement. A notice of material change must be made in writing. The Parties agree to assign a representative, noted below, to communicate any notice of change.

#### **The Carpentries**

Regional Coordination Contact:

Name: Kari L. Jordan

Title: Executive Director

#### **SSI**

Regional Coordinator:

Name: Aleksandra Nenadic

Title: Training Lead

Email: kariljordan@carpentries.org

Email: [a.nenadic@software.ac.uk](mailto:a.nenadic@software.ac.uk)

### **Term**

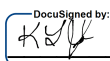
This MOU will be in effect for one year from the date it is fully executed. After this initial period, The Parties may re-examine this MOU and make any necessary adjustments in writing based upon mutually-agreed-to assessment of the collaboration.

### **Termination**

The Parties may terminate this MOU with 60 days' written notice to the other party.

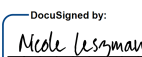
This MOU is not intended to be a binding agreement between the Parties, but rather a statement of intentions to establish a collaboration to accomplish the stated goals.

Acknowledged and Signed by:

DocuSigned by:  
  
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The Carpentries


10/20/2020

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Date

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Community Initiatives

10/26/2020

\_\_\_\_\_  
Date

DocuSigned by:  
  
30F85D133F6F4DA  
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Neil P. Chue Hong, from the SSI

10/20/2020

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Date

