

APPENDIX A

Overview of Memorandum of Understanding

A memorandum of understanding is being prepared by the three Authorities which will record the basis on which they will collaborate with each other.

This Memorandum of Understanding (“**MoU**”) heads of terms include:

- Key objectives of the shared ICT service;
- Principles of collaboration prior to entry into a more detailed legally binding Collaboration and Inter Authority Agreement;
- Interim governance structures the parties will put in place for the purposes of furtherance of the shared ICT service;
- Roles and responsibilities the parties plan to have during preparation for service transition and subsequent service delivery;
- Escalation process;
- Intellectual property rights, confidentiality and freedom of information;
- Term and termination;
- Variation process;
- Costs;
- Status as legally non-binding instrument;
- Governing law and jurisdiction.

The key objectives for the partnership are set out in detail in the main body of the report. Detail on the agreed partnership principles are included in Appendix B.

Legal advisors from all three authorities will contribute to the finalisation of the MOU and will ensure it is agreed and signed in a timely manner.