

(Extract from the 2009 and 2011 editions of the EUPAN Handbook)

MEMORANDUM OF UNDERSTANDING (EUPAN & EIPA)

The European Public Administration Network (EUPAN), hereafter referred to as “EUPAN”, represented by its acting President, the Director-General for Administration and the Civil Service of France, and, The European Institute of Public Administration (EIPA), hereafter referred to as “EIPA”, represented by its Director-General, have agreed to the following:

1. The French Presidency, acting on behalf of EUPAN, undertakes the setting-up of a new website to be used for the needs of communication between network members, and for the dissemination of network results, through the publishing of studies, statistics, articles and any other relevant material.
2. The French Presidency, acting on behalf of EUPAN, undertakes to cover the cost of the website (its functionalities, CMS and design).
3. A joint working party will be created between EUPAN and EIPA to oversee the website construction project.
4. The working party will include information technology experts designated by the French Presidency and EIPA; the forthcoming Czech and Swedish Presidencies may also designate representatives to the working party if they so decide.
5. The working party will oversee the tendering process, participate in the evaluation of bids and selection of the contractor. It will carry out the customary testing of deliverables, and advise on the acceptance of the services provided.
6. The website will be hosted by EIPA on its own existing web servers' configuration, at no cost to EUPAN.
7. EIPA will seek no compensation from EUPAN for the utilisation of EUPAN URLs to which it owns the rights.
8. EIPA will, at no cost to EUPAN, provide sufficient webmaster support to the content administrator/manager and technical assistance to implement the new website in EIPA server.
9. EIPA will not undertake the costs for future developments and modification of the original structure of the website e.g. new functionalities, tools and design requiring deep technical modifications.
10. Any Member State(s) of the EUPAN network may, on a strictly voluntary basis, provide staff, through the secondment to EIPA of one or two experts, whose financial cost shall be supported by the said Member State(s), to implement the website editorial policy, manage all content issues, interface with the network's acting Presidency, steering panels (Troika DG and Secretariat), working groups and members and any related tasks.
11. EIPA will provide, as needed, office space, equipment and communication facilities to the content management staff seconded by EUPAN Member States, as well as some secretarial assistance.
12. EIPA will not undertake any additional costs related to the execution of the content administrator's tasks (travel expenses, accommodation and per diem).
13. EIPA commitments listed above under points 6, 7, 8 and 11, are conditional to the fulfilment by EUPAN of its commitments listed under points 1, 2 and 10.
14. The present agreement is concluded for an unlimited duration. It can be terminated at the request of either party, by giving formal notice to the other party three months in advance.

Paris, 18 December, 2008