

MEMORANDUM OF UNDERSTANDING (MoU)

BETWEEN

HEP-SEN UNION

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AND

PARTNER UNION

Address:

Mail:

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1. Purpose

This Memorandum of Understanding (MoU) establishes cooperation between **HEP-SEN Union** and _____ for the implementation of a Leadership Exchange Program aimed at strengthening organizational capacity, knowledge transfer, and solidarity between nursing and healthcare unions.

2. Scope of Cooperation

The Parties agree to collaborate exclusively on the Leadership Exchange Program, which shall include the following components:

- **Institutional Introductions:** Each organization shall present its structure, mission, activities, and governance model at the beginning of the program.
- **Clinical Site Visits:** Observations of healthcare facilities and nursing practices.
- **Leadership Shadowing & Knowledge Transfer:** Participation in executive-level observation, Q&A sessions, and structured surveys to understand union practices.
- **Socio-Cultural Activities:** Activities designed to promote cultural understanding and solidarity.

2.1. Program Delegations

Each delegation shall consist of a minimum of 3 (three) and a maximum of 7 (seven) participants. Delegates shall be selected solely by the sending organization.

2.2. Duration

Each program shall last between 5 (five) and 15 (fifteen) days. For every 5 (five) program days, 1 (one) free day shall be allocated. A local guide will be provided, while personal expenses remain the responsibility of participants.

3. Financial Arrangements

The host organization (receiving Party) shall cover:

- Round-trip flights, accommodation, and meals during the official program.
- All costs related to program activities (clinical visits, organizational meetings, socio-cultural events).
- For every 3 (three) delegates, one (1) local guide and one (1) interpreter/translator shall be provided.

The sending organization shall cover:

- Personal expenses of participants.
- Travel insurance covering the period from 3 days prior to departure until 3 days after the program ends.
- Visa-related expenses, if applicable.

4. Delegation Responsibilities

To ensure institutional benefit and accountability, each delegation shall:

- **Active Participation:** Fully participate in all scheduled program activities.
- **Reporting Obligation:** Within one (1) month after returning, prepare a written report summarizing program outcomes, lessons learned, and collaboration opportunities. Submit the draft report first to the host organization for review and confirmation of accuracy, then share the final version with the sending organization's executive bodies.
- **Knowledge Dissemination:** Share key findings and best practices with relevant committees, branches, and membership.
- **Compliance:** Adhere to the host organization's policies, program schedule, and local laws/regulations during the visit.

5. Additional Cooperation

Any further cooperation (e.g., **research projects, joint training programs, other solidarity activities**) shall be subject to separate protocols negotiated and agreed upon by both Parties.

6. Coordination and Monitoring

Each Party shall appoint a program coordinator to ensure effective communication and follow-up. Both Parties shall prepare and exchange a brief evaluation report at the conclusion of each exchange.

7. Duration and Validity

This MoU shall be valid for two (2) years from the date of signing and may be extended by mutual written consent.

8. Confidentiality

Both Parties agree to maintain confidentiality with respect to any non-public information exchanged under this MoU.

9. Non-Binding Nature

This MoU is a statement of intent and does not create legally binding obligations. Any specific obligations shall be formalized through additional agreements as required.

For HEP-SEN

Name:

Title:

Date:

For _____

Name:

Title:

Date: