# Programme MOU

**Date of agreement**

This should be at the top of the agreement and detailed in full, including month, day and year.

**Identification**

This means a list of the full legal name of every party entering into the agreement, as well as monikers by which they may subsequently be referred in the document, such as Party 1 and Party 2.

**Intention of the project**

This refers to the purpose or mission, which is essentially a brief statement outlining the reason for the memorandum. It can be something as simple as: The mission of this memorandum is to define the terms of the project.

**Terms of collaboration**

Often listed under two headlines: Resources and cooperation, this is an overview of what activities the Project will involve. Resources detail the funds and other resources each partner agrees to bring to the table.

Cooperation should define the activities and specify which partners will perform them.

**Consideration**

This should provide detailed information about any financial obligations, terms of payment etc.

**Acceptance**

This is the last part of the document. All involved parties must provide signatures for the MOU. If parties are companies rather than individuals, the signer must be the CEO or other departmental chair of said company.