

Draft Service-level Agreement for PPN between XX City/County Council and XX PPN

Purpose and function of the Agreement

The purpose of the Agreement is to clearly outline the roles and responsibilities of the key stakeholders and the methods of interagency cooperation.

Key stakeholders

This Agreement is made between XXCC and XXPPN in respect of the Public Participation Network.

Preamble

XXCC and XXPPN enter into this Agreement for the provision of certain services by XXPPN as identified in the workplan submitted by XXPPN on DD/MM/YY (copy appended). This agreement covers the period from xx/xx/xx to yy/yy/yy.

Workplan

XXPPN agrees to provide the services outlined in the workplan, subject to the envisaged resources being available.
XXCC agrees to support the implementation of the workplan.

Funding

The overall budget for XXPPN for 20xx is €80,000, composed of €50,000 from DECLG and €30,000 from XXCC.

The following activities in the workplan can be funded directly from this budget and administered by XXPPN

.....

.....

(at minimum consumables, communications costs, room rental etc)

The following activities in the workplan can be funded directly from this budget and administered by XXCC

.....

.....

(at minimum representative expenses)

Other items include salary, office rental etc

A detailed budget including a projected cashflow statement is attached to this document.

PAYMENTS

XXCC and XXPPN agree to pay 25% of the budget allocation to PPN on <commencement date>, and the remainder at <regular intervals>. Apart from the first payment, all other payments will only be made on the submission of an approved report by PPN to XXCC.

Where PPN costs are to be paid directly from XXCC, the following procedure will apply <Insert XXCC payment procedure including what PPN signatures are required to trigger payment>.

A balancing statement for the PPN account will be issued by XXCC every quarter which clearly identifies the monies spent to date, and the balance of the allocation remaining.

STAFFING

<insert relevant staffing agreement>

LOCATION AND EQUIPMENT

<Insert agreement re the location of the office, any rental payable, any equipment to be purchased, leased or loaned etc>

REPORTING AND REVIEW

XXPPN agrees to submit a report to XXCC on a quarterly basis covering both qualitative and quantitative progress and finance.

XXCC agrees to meet with XXPPN quarterly to review the report and agree any changes to the workplan.

Indemnity

XXPPN shall indemnify and keep indemnified XXCC in respect of any loss, damage or breach of this Agreement relating to the project for which XXPPN is legally liable and shall supply such insurance to cover such indemnification as is required by XXCC

Declaration

I have read and fully understand the conditions contained in this Agreement. I further confirm that all conditions are fully acceptable to me and will be complied with fully.