

MEMORANDUM OF UNDERSTANDING

1.0 PARTIES TO THIS AGREEMENT

This is an agreement among the following parties:

- **American University of Armenia (AUA)**

- **Ministry of Health, Republic of Armenia**
Reflecting the Ministry of Health (MOH) in general and the School of Health Care Management and Administration (SHCMA) of the Ministry of Health in specific

2.0. PURPOSE

The purpose of this agreement is to develop a productive and lasting cooperative relationship (referred to herein as “the partnership”) between the AUA and the MOH to support the academic mission of the SHCMA of the MOH. In the spirit of cooperation, the parties enter into this Memorandum with the understanding that it is an expression of their mutual commitment to enter into a productive working relationship, and collectively and separately to make their best efforts to accomplish the agreed-upon goal of the partnership. Within the limits of their means, the partners agree to contribute the necessary resources to ensure the success of this collaborative venture.

3.0. FOCUS OF THE PARTNERSHIP

This health management education partnership will support the development of Ministry of Health programs in health services management and health policy development and administration. The new partnership will establish post-graduate educational and training programs in these two areas, accredited in accordance with regulations of the Republic of Armenia. Through the partnership with AUA, the SHCMA will improve its ability to train the health care administrators in Armenia, undertake research activities, and offer expert consultancy services.

4.0. STRUCTURE

As equal members of the partnership, the AUA and the MOH will have shared responsibilities and authority. The partners shall work closely with their designated coordinators throughout every stage of the program, who will carefully coordinate partnership activities to ensure that the program is developed and implemented in a manner that is consistent with the health care needs and priorities of Armenia. The AUA will be represented by the Director and Associate Diirector of the Center for Health Sciences Research and Development of the College of

Health Sciences. The Ministry of Health will be represented by the Minister or Health (or his designee) and the Director of the SHCMA.

5.0. RESPONSIBILITIES OF THE PARTNERS

The AUA will provide technical assistance in curriculum development and operational and quality assurance activities to the SHCMA in the form of donated faculty time, as faculty obligations permit.

The AUA and SHCMA will collaboratively and independently seek external resources to fund activities consistent with the mission of the SHCMA and the AUA.

It is the objective of the program to develop the capacity of the SHCMA to become self sufficient through tuition and programmatic/project revenues. The following activities define, as a minimum, steps leading toward that objective.

5.1. Development of Agenda and Implementation Plan. In cooperative and creative manner, AUA and the SHCMA, MOH shall:

5.1.1. develop a set of practical objectives to accomplish the goals identified in section 3.0 above.

5.1.2. develop quantifiable measures by which the partnership's progress towards goals and objectives can be measured;

5.1.3. establish a detailed and realistic partnership project timeline including, but not limited to a schedule of conferences, meetings, training sessions and report preparation;

5.1.4. establish a detailed itinerary for each scheduled conference, meeting, or training session including, but not limited to:

- the personnel involved;
- the transportation arrangements;
- the curricular material necessary for the meeting or training session;
- the equipment and materials necessary for the meeting or training session;
- the persons responsible for preparation of required reports.

5.2. Workplans and Reports. The SHCMA and AUA shall collaboratively prepare the following reports in a timely fashion and submit them to Ministry of Health and AUA

5.2.1. a Partnership Workplan, consisting of those items (Objectives, Activities, Quantifiable Outcomes, Timeline, and Budget) set forth in Sec. 5.1, to be prepared annually; and

- 5.2.2. a Partnership Quarterly Report covering main activities during the reporting quarter, as well as other significant events or project developments. These activities may include conferences, training workshops or sessions, significant e-mail or phone consultations, transfer of medical/educational supplies and materials, or other capacity-building activities. Quantifiable process and outcome indicators identified in the workplan will be reported on both a current and ongoing basis.
- 5.3. Execution of Implementation Plan. The partners shall fully cooperate in the execution of the implementation plan by, among other things:
- 5.3.1. providing the resources necessary for implementing the plan including, but not limited to, securing one or two rooms at the AUA building for the faculty and the Learning Resource Center (LRC); and
- 5.3.2. making efforts to secure transportation and other necessary arrangements for maximizing effective and productive extension classes in marzez and regional health care facilities.
- 5.4. Evaluation. In addition to the reports described above, the partners shall cooperate with any monitoring and evaluation activities undertaken by any authorized organization or governmental or non-governmental agency
- 5.5. Educational, Research, and Clearinghouse Activities. As part of the education, research, and clearinghouse activities, the partners shall:
- 5.5.1. fully participate in education and training programs, including both the training of partnership staff and the sharing of partnership experiences with other institutions and organizations;
- 5.5.2. provide information on partnership experiences and other relevant materials relating to Armenia health care; and
- 5.5.3. fully participate in public education and information dissemination efforts undertaken by AUAC.

6.0. TERM, TERMINATION AND AMENDMENTS

- 8.1. Term. This Memorandum shall be effective immediately and shall remain in force until terminated by one of the parties.
- 8.2. Termination. This Memorandum may be terminated by any of the parties, with or without cause, upon 30 days written notice to the other parties.
- 8.3. Amendments. This Memorandum may be amended at any time by unanimous consent of the parties.

7.0. MISCELLANEOUS


7.1. This Memorandum shall not be interpreted as having established a "partnership," as such term is defined under the laws of the United States or the Republic of Armenia.

7.2. No party assumes liability for any third-party claims arising out of this agreement.

7.3. This Memorandum is solely for the benefit of the parties; nothing in this Memorandum, expressed or implied, is intended to confer upon any other person any rights or remedies of any nature.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum by their duly authorized representatives.

Ministry of Health

By:  _____

Ararat Mkrtychian, MD
Minster of Health

DATE: 12.11.2001

By:  _____

Mihran Nazaretian, MD
Director, School for Health Care
Management and Administration

DATE: 12 nov. 01

American University of Armenia

By:  _____

Haroutune Armenian, MD, DrPH
President
Director, Center for Health Services
Research and Development
Or
Donald Fuller, PhD
Vice President and Dean of Faculty

DATE: November 12, 2001

By:  _____

Michael E. Thompson, MS
Associate Director, Center for Health Services
Research and Development

DATE: 12 NOV 01