



TANZANIA AIDS FORUM (TAF)

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Memorandum of Understanding and application form for Tanzania AIDS Forum

PART A: MEMORANDUM OF UNDERSTANDING (MOU) - TANZANIA AIDS FORUM

1. Preamble

Whereas the present HIV/AIDS pandemic has been declared a national disaster, and is now mainstreamed in MKUKUTA which requires every actor to take a role,

And whereas the Government of Tanzania has accepted to abide by the three ones principle of UNAIDS in the fight against HIV/AIDS,

And where as the government has developed new dialogue structure under MKUKUTA which requires all actors to engage through a well coordinated mechanism,

And whereas CSOs recognizes that coordination among them selves is important to ensure effective representation, consistence and harmonization of the work while maintaining the quality of work,

This MoU intends to formalize the relationship among members of the forum and remains a binding document until when revoked.

Now therefore all partners agree as follows:

2. Interpretation

This Memorandum of Understanding is not a legal document but reflects the commitment of all members, who recognize and appreciates the need for framework of coordination among CSO in Tanzania.

3. Obligations of the secretariat.

The secretariat of TAF is an autonomous and responsible for coordination, planning as well as directly implementing the approved strategies (plans) by TAF members and board. The secretariat will have employed staff given 2 - 5 years contract, the forum coordinator who will be responsible directly to chair, who will be reviewing reports before they are presented to the Board

Within the framework of operation of the forum, the secretariat will have the following responsibilities:

1. Coordinate the business of the forum
2. Responding to issues of the forum on day to day issues as they arise
3. Take decision on behalf of the forum where consultation may be difficult
4. Coordinate and prepare meetings of the forum including sharing program at least one month before
5. Fund raising for the forum including funding the forum by them selves where necessary
6. Link members with funding opportunities as a means of capacity building and quality programs

4.0 Co-operation among members.

4.1. Strategy

Members hereby agree that they shall full fill the obligation mentioned in section 4 of this MOU. They further accept signing petition to pressure authority when is deemed necessary and that they will allocate resources where possible to support the functions of the forum.

4.2. Planning and implementation.

Planning of programs will be in sync with TAF strategic plan which will be reviewed from time to time maximizing its strategic niche. Member pledge to participate in review and evaluation of implementation of the national strategic framework.

4.3. Sharing and learning

Members accept to share information and lessons on HIV/AIDS activities through the meetings of the forum and contributing to the news letter documenting best practices. The FORUM shall share and disseminate information widely with other stakeholder

5. Settlement of Disagreements and Conflicts

The signatories will be guided by the principles of openness, transparency and consultation. Effective information flows and dialogue are crucial to building and sustaining confidence and trust. In the event of disagreement or conflict between the parties in this MoU, dialogue and consultation will be the first means of resolving the problem. The secretariat shall offer the opportunity to identify and address potential problems. Unilateral actions will be avoided.

In the event of continuing disagreement the chair of the board will convene a meeting to attempt to settle the matter. Further disagreement will necessitate a high level meeting for board members will to be arranged to settle the dispute and the meeting shall be called within three months after dialogue has failed. Within the capacity of the secretariat, if the matter requires urgency, a meeting shall be called within 28 days notice.

6. Amendment/Termination of the Memorandum of Understanding

Any amendments to the terms, operational modalities and change of status of the FORUM may only be made through a written agreement during a meeting of members upon recommendations from the board. Decision will only be made by live members with voting rights¹.refer to article of association and session 27, 28.

Termination of participation in this agreement may be effected by any signatory on giving 90 days notice and reasons for the termination to the executive board in writing.

7. Inclusion of New members

Any new member who wishes to join the forum under the provision of this Memorandum of Understanding will be free to do so upon signing the document and fulfilling the bellow requirement stipulated:

- I. Provide one copy of their strategic plan or annual program report
- II. Submit statement of audited report or financial report.
- III. Decided on the Type of Membership. (Full or, Associate Member)
- IV. Agreed on the bylaws of Tanzania AIDs Forum or the clause in the article of association which ever may exist at that time.

¹ See further the voting rights in the Forum by laws
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- V. Contribute an annual fee of Tshs. 200, 000 for full members and 50,000 Associate members until when the rates have been reviewed.

8. Membership.

In regards to the Article of association session 7, three types of membership namely full member, associate and honorary are identified.

8.1. Full membership

Shall be granted to umbrella organizations and national organizations. Only Full members will have voting rights and rights to be voted for. All umbrella organizations and networks will have to submit along side their application the list of their members before approval of membership. If it has been granted, this information will have to be provided before any proceeding Annual General Assembly. Full members will have to pay annual subscription fee of Tshs. 200,000 until a period when it will be revised.

8.2. Associate member:

These shall be organizations which can not fit in the above category, but are keen and interested to join the forum. Members of TAF member networks may qualify to attain this membership. These will enjoy all the rights except voting right. These members will pay annual fee of Tshs. 50,000 until when it shall be reviewed.

8.3 Honorary member:

This membership will be granted to institutions or individuals who have been supporting the forum and such support is recognized to be unconditional. This membership will be given for a period of two years and will be reviewed by general assembly if the respective institution is still interested in the business of the forum.

9. Commencement Date

This Memorandum of Understanding shall become effective upon being signed by respective representatives of the organizations.

IN WITNESS WHEREOF the undersigned being duly authorized representatives of the parties hereto, have signed this Memorandum of Understanding on the day and year first here appearing.

Signed on behalf of _____

Name of the organization



Official STAMP

P.O.BOX _____

Telephone: _____

Fax: _____

Email: _____

The Authorized signatory (Name) _____

Signature _____

Date _____

First contact person (name): _____

Telephone: _____

E-mail: _____

Second contact person (name): _____

Telephone: _____

E-mail: _____