

# Network Agreement

This document is a memorandum of understanding between the Bat Conservation Trust (BCT) and

*Insert name of bat group*

From: *DD/MM/YYYY*                      Until: *DD/MM/YYYY*

This document was developed in consultation with bat workers and BCT members. Its primary aim is to be open and transparent about the expectations of BCT and the Network Group with regard to their working relationship.

## Shared expectations

Both BCT and the Network Group will:

- Approach each other in a spirit of mutual respect.
- Discuss issues in an open and non-confrontational manner, listening to and respecting other people's opinions.
- Follow a standard complaints procedure (see Appendix 1).

## What BCT will bring to the Network Relationship

In addition to general BCT resources available to all bat groups (see Appendix 2), BCT will:

- Provide a contact to receive information as detailed below. The BCT contact for this agreement is: **Lisa Worledge, Partnerships Officer, lworledge@bats.org.uk, 020 7820 7176.**
- Copy Network Groups into bat group email bulletins containing information on relevant new reports, legislation and policy updates, best practice etc.
- Include details of the Network Group on the BCT website, if such information is provided by the nominated Network Group contact.
- Send details of BCT members, who have identified an interest in joining their local group, to the Network Contact.
- Provide third party liability insurance (see Appendix 3 for details).

## What the Network Group will bring to the Relationship

The Network Group will:

- Nominate a contact person.
- Inform BCT if contact details change.
- Forward information received in the bat worker bulletin to bat group members in a timely manner.

## Process for reviewing the relationship

BCT will contact the group annually, via email or post, to confirm the status of the Network Group relationship. With this, BCT will provide information about alternative options (i.e. Partner Group or no formal relationship with BCT) for the group to consider, as relevant. The bat group will be asked to respond within 28 days. (This time period may be extended, by prior agreement.)

## Signatures

By signing this document, both BCT and the Network Group are agreeing to meet the expectations set out above.

It is understood that both BCT and the bat group have the option to withdraw from this agreement at any time in the year by submitting written notification to the other party.

BCT representative (print name)	
Position in BCT	
Signature	
Date	

Bat Group representative (print name)	
Position in group (e.g. chair, contact etc)	
Contact email	
Date	

*NB Electronic agreements will be accepted with scanned signatures. If the name(s) above have been typed (rather than hand written or scanned) a copy of the email, with which the final version is sent, should be kept on file.*