

Partner 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 Partner Group with regards to their working partnership.

The agreement symbolises an understanding that BCT and local bat groups can achieve more for bat conservation by working co-operatively and by having a better understanding of each others work.

Shared expectations

Both BCT and the Partner Group agree to:

- Work together in a spirit of partnership and mutual respect.
- Discuss issues in an open and non-confrontational manner, listening to and respecting other people's opinions.
- Seek to build consensus, but be able to disagree.
- Keep to commitments.
- Respond to requests within 10 working days. This response should, at a minimum, be a confirmation of receipt. In such case, a deadline for a more comprehensive response should be provided at the time of receipt.
- Follow a standard complaints procedure (see Appendix 1).
- Comply with copyright, for example, by accrediting photographs and text appropriately.
- Have a meeting once a year, at a time suitable for both parties, to update each other on activities, new projects, and issues that may arise. Also, discuss whether both parties are meeting the expectations defined in this agreement and, if not, why, and how this can be addressed.

What BCT will bring to the Partnership

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

Communication

- Provide a direct contact for any queries relating to the agreement, bat group or BCT activities, or other feedback or enquiries. The BCT contact for this agreement is: **Laura Dunne, Bat Group Officer, ldunne@bats.org.uk, 020 7501 3633.**
- Prioritise Partner Group enquiries over those of Network Groups in relation to bat group needs and support.
- Where practical/relevant, and within the confines of legal obligations, share information and data with the Partner Group.

Consultation and representation

- Where appropriate, inform the Partner Group when developing strategy, policy, best practice, and standards and procedures, and consider subsequent feedback.
- Provide an email facility by which Partner Groups can respond directly to Trustees on issues prior to Board of Trustee meetings.
- Provide an opportunity for Partner Groups to nominate individuals to sit on the Board of Trustees . (There may be up to four Partner Group nominated trustees on the Board at any one time.)

Support

- Champion Partner Group activities, for example via the BCT website, Bat News, and local and national media, as appropriate opportunities arise.
- Keep a record of the group's training needs, and provide skills and training advice accordingly
- Provide a Partner Group Support Fund: Project grant to which the Partner Group can apply to support their local activities.
- Provide a conference bursary to which the Partner Group can apply to help local members attend the National Bat Conference.
- Provide equipment on loan (see Appendix 3).
- Provide a password protected Partner Group section on the BCT website www.bats.org.uk/pages/partnergrouops.html, which hosts resources such as the Bat Group Development Guidelines, funding opportunities, an electronic copy of Bat News, and other relevant supporting information.
- Provide a BCT Partner Group logo for the group to display on their website, in publication or funding material, as relevant.

Insurance

- Provide third party liability insurance (see Appendix 4 for details).

What the Partner Group will bring to the Partnership

In addition to the bat group's own activities, the Partner Group will:

Communication

- Nominate a contact person to liaise with BCT on behalf of the group.
- Receive the bat worker bulletin; circulate information received from BCT to local members, and keep BCT up to date with local activities.
- Send a copy of the local newsletter (where the group has one) to the BCT contact.

Consultation

- Where bat group resources are available, engage with local BAP initiatives (for example, contribute to a local Biodiversity Action Plan)
- Where bat group resources are available, assist BCT with appropriate national consultations (for example, supplying data for BAP reporting)

Best Practice

- Be welcoming to new members.
- Follow the Bats and Rabies Good Practice Guidelines during bat group activities.
- Within the confines of legal obligations, set up a Data Exchange Agreement with their local records centre and/or share data via the NBN Gateway
- Where practical/relevant, share information with BCT.

Supporting BCT

- Whilst determining its own work programme, a Partner Group will aim to undertake an activity, or activities, to further one or more of BCT’s strategic objectives (see Appendix 5). This may include taking part in the National Bat Monitoring Programme and/or holding education events, for example.
- Promote and encourage membership of BCT, for example by providing join leaflets at local events and/or by including BCT join leaflets in welcome packs.
- Provide opt-in tick boxes on bat group membership forms, allowing contact details to be shared with BCT.
- Consider making a financial contribution to BCT’s annual request for donations towards projects such as the Investigations Project, linked to what the group thinks is appropriate and affordable to them.

Each year, BCT struggles to fund certain projects which, BCT considers, are of fundamental importance to bat conservation. The Investigations Project is one such project; the Investigations Project aims to prevent and investigate bat related crime, working closely with the police, the National Wildlife Crime Unit, the statutory nature conservation organisations, bat groups, bat workers and the public. For this reason, BCT asks that the Partner Group considers making a financial contribution to this project, linked to what the group thinks is appropriate and affordable to them.

Signatures

By signing this document, both BCT and the Partner Group are agreeing to live up to the expectations set out above, understanding that flexibility may be required in some circumstances, and that this is acceptable provided the need for that flexibility is discussed and agreed with the relevant contacts up front.

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)	
Signature	
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.