2.2 Formal Written Agreement if the Collection is owned and managed by two Organisations (Interim)

2.2 □ Give details on the ownership of the collection(s). If the collection(s) is/are owned and managed by separate organisations, please submit a copy of the formal written Management Agreement between parties.

□ This is a Minimum Standard for Interim Accreditation.
Please include the formal written Management Agreement; formal approval by governing body; and constitutions/terms of reference for both parties along with your Application Form.

□ Requirements
(i) If the museum collection is owned and managed by two separate organisations, applicants must submit a copy of the formal written Management Agreement between both bodies.
(ii) Applicants must submit evidence to show that the governing body has formally approved the Management Agreement. A signed and dated minute from the governing body will fulfil this requirement. It should clearly indicate the formal adoption of the Management Agreement by the governing body.
(iii) Applicants must submit a copy of the constitution/terms of reference for both organisations.

□ Guidelines
A. The formal written Management Agreement should be signed and dated by both parties.
B. It must include provisions for reporting, review and termination of the agreement.
C. It should contain clear statements of responsibility for collecting, stating who collects and who acquires title for additions to the collections.
D. The Management Agreement must show authority of the owners to hold collections, to divest themselves of collections and to lend collections.
E. The Management Agreement should be accompanied by:
   (a) Copy of constitution or terms of reference of the managing body.
   (b) Copies of constitution or terms of reference of the owners, detailing remit, composition, powers.