

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.