

PRME Chapters

Memorandum of Understanding (MoU) between the PRME Secretariat and PRME Chapter [NAME]

[DATE]

Dear [NAME]
[Position - PRME Chapter NAME]

This Memorandum of Understanding (MoU) signed between the representative of the PRME Chapter [NAME] and PRME Secretariat, recognises/reconfirms the PRME Chapter [NAME] as an “Established” PRME Chapter for the next two calendar years expiring on **31 December [YEAR]**.

I. Preamble

The Principles for Responsible Management Education (PRME) is the UN Global Compact’s initiative to transform management education, research and thought leadership globally by providing the Principles for Responsible Management Education framework, developing learning communities and promoting awareness about the United Nations’ Sustainable Development Goals. The [Six Principles of PRME](#) are inspired by internationally accepted values, such as the Ten Principles of the Global Compact. They seek to establish a process of continuous improvement among institutions of management education in order to develop a new generation of business leaders capable of managing the challenges of sustainable development faced by business and society. PRME is a voluntary platform of engagement and the central commitment of any institution participating is to regularly share information with its stakeholders on the progress made in implementing the Principles by submitting a [Sharing Information on Progress \(SIP\) report](#). PRME signatories are also encouraged to engage in opportunities offered by PRME such as PRME [Working Groups](#), [PRME Champions](#), and [PRME Chapters](#), along with other ongoing projects.

II. Purpose of PRME Chapters

PRME Chapters are regional platforms to advance PRME and its Principles within a particular geographic context, performing an important role in rooting PRME within different national, regional, cultural and linguistic contexts, and facilitating the growth and engagement of PRME with respect to implementation of the Six Principles. PRME Chapters were officially endorsed as an [outcome of the 3rd Global Forum](#) in Rio de Janeiro, Brazil in 2012 and often maintain close connections with [PRME Regional Meetings and Forums](#).

III. Role and activities of PRME Chapters

PRME Chapters are encouraged to provide the following roles and core activities:

1. Increase the visibility of PRME and its signatories in a region and make the case for responsible management education, research, and thought leadership.
2. Provide a platform for dialogue, learning, and action on responsible management and leadership education, research, and thought leadership for PRME signatories and stakeholders in close connection with the respective Global Compact Local Networks and its stakeholders.
3. Adapt the Six Principles of PRME (Principles) into a local context and develop and promote activities linked to the Principles (e.g. by supporting efforts by participants to develop a Sharing Information on Progress (SIP) Report, etc.)

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4. Hold at least one activity annually for organisational purposes of the Chapter and at least one activity on a substantial issue of PRME to which at least all Chapter members are invited; both activities can be held during the same occasion.

IV. Support provided by the PRME Secretariat

The PRME Secretariat commits to support the activities of the PRME Chapter in the following ways:

1. Provide the PRME Chapter name and logo to be used by Chapter in accordance with the PRME logo policy;
2. Inform the PRME Chapter on key developments and issues related to the PRME initiative;
3. Regularly update the PRME Chapter on upcoming events and provide advanced notice to PRME Chapters of communications to all PRME participants;
4. Communicate relevant contact information for new signatories to PRME from the respective region;
5. Send regular updates on the SIP status of participants;
6. Provide the PRME Chapter profile on the PRME website.

In order to support the PRME Secretariat on the above, the PRME Chapters will:

1. Update the Chapter Profile on the PRME website;
2. Identify a person to liaise with the PRME Secretariat on day-to-day issues related to the running of the PRME Chapter;
3. Nominate a person authorised by the PRME Chapter to act on behalf of the Chapter and in the management of the Chapter logo;
4. Identify an individual to serve as a member of the PRME Advisory Committee in accordance with the Guidelines of the PRME Advisory Committee. The PRME Advisory Committee is a complementary body to provide strategic advice and guidance to the PRME Secretariat and PRME Steering Committee on matters of importance to the PRME community. The Advisory Committee is formed by individuals from Champions and Chapters who are highly committed to PRME, acting in a personal, honorary, and unpaid capacity.

V. Composition and organisation of PRME Chapters

PRME Chapters are composed of a group of PRME signatories from two or more countries that join to create a regional platform to advance PRME and its Principles within a particular geographic context. In some exceptional cases and with the approval of the PRME Secretariat, a Chapter might be set up in *one* country if it develops within an existing Global Compact Local Network and/or have a member of a Global Compact Local Network that participates in the governance structure. In addition, regional PRME Chapters may be “anchored” in individual countries with an individual who coordinates activities of the PRME Chapter in this country and in accordance with the overall strategy of the respective PRME Chapter.

There are two stages of PRME Chapters: 1. Emerging Chapters and 2. Established Chapters.

An “**Emerging Chapter**” is composed of PRME signatories that, in consultation and with the approval of the PRME Secretariat, join to create a Chapter, develop activities and a governance structure, and function compatible with the [PRME Guidelines and Recommendations for PRME Chapters](#).

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A Chapter becomes an “**Established Chapter**” once a Memorandum of Understanding (MoU) is signed between the PRME Chapter and the PRME Secretariat. The PRME Secretariat encourages PRME Chapters to develop a proper governance structure compatible with the framework established by this document. The confirmation/reconfirmation of the “Established” status is based on the understanding that the Chapter will engage in activities that are consistent with the purposes and objectives of PRME, such as those stated in section II.

Only Established Chapters can use the PRME Chapter logo, implement a fee for its members (see below VII for further details) and have representation in the PRME Advisory Committee.

VI. Use of PRME Chapter name and logo

PRME Chapter [NAME] has been given the right to use the name “PRME Chapter [NAME]” and the PRME Chapter logo in connection with the Chapter’s activities and in compliance with the PRME Chapter logo policy (See attachment 1).

In the unlikely event of a serious abuse by the PRME Chapter of the name and logo, or if otherwise required in the interests of PRME or UN Global Compact Office, the PRME Secretariat, UN Global Compact Office reserve the authority to withdraw consent to the use of the name of PRME and of the PRME Chapter logo.

VII. PRME Chapter Fee

PRME Chapters are encouraged to identify proper funding to sustain the planned activities. This can be in the form of workshop/conference fees, external funding through foundations or grants, etc. In addition, PRME Chapters are allowed to charge an annual fee of their members no higher than lowest level of the global PRME Annual Service Fee after consultation with members of the PRME Chapter. Before implementing the fee, PRME Chapter coordinators will inform the PRME Secretariat for approval about the fee strategy, schedule of communications, and any other relevant information.

VIII. Updates and Modifications of the present document

Further updates and changes to the present document and attachments will be provided by the PRME Secretariat in consultation with the PRME Advisory Committee.

Please confirm your acceptance of the matters stated in this letter and attachments by signing below returning one copy to me.

Yours sincerely,

Jonas Haertle
Head, PRME Secretariat, UN Global Compact Office

I accept the matters stated in this letter and attachments.

Signed:

Name:

(on behalf of the PRME Chapter [NAME])

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Chapter [NAME]**

**Contact information for the person from the PRME Chapter appointed (“PRME Chapter coordinator”)
to liaise with the Global Compact**

Office:

Name:

Tel:

Email:

Contact information for the PRME Chapter Team within the PRME Secretariat:

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