

Memorandum of Understanding
Between
The Secretariat of the Verkhovna Rada of Ukraine
and
The Westminster Foundation for Democracy

The Secretariat of the Verkhovna Rada of Ukraine (“SVRU”) and The Westminster Foundation for Democracy (“WFD”) have agreed to commence co-operation on a four-year programme titled “Strengthening Human Resources Development in the Verkhovna Rada of Ukraine” (“the Programme”).

1. The arrangements for the Programme and the purpose of the technical co-operation are set out in the attached Terms of Reference.
2. The Programme will be managed by the Westminster Foundation for Democracy, through a dedicated local WFD programme manager and a support staff, based on the premises of the Verkhovna Rada of Ukraine (where possible). WFD will be responsible for the financial management of the Programme.
3. The WFD and its UK partners in the Westminster Consortium for Parliaments and Democracy will provide services to the VRU and local partners. The consortium consists of: the Westminster Foundation for Democracy, the House of Commons Overseas Department, the National Audit Office, the Thompson Reuters Foundation, the University of Essex - Centre for Democratic Governance, Cardiff University - School of Journalism, Media & Cultural Studies, the International Bar Association and the Commonwealth Parliamentary Association - UK Branch. WFD will also

engage with other UK-based and international partners as deemed necessary, in support of achieving programme objectives.

4. The WFD will partner locally with the University of the Kyiv-Mohyla Academy and the Agency for Legislative Initiatives. These local partners will provide professional expertise and support. The Programme may include other local partners depending on the professional expertise required.
5. A programme Steering Group will perform the monitoring of the programme implementation. The Steering Group will consist of representatives from the SVRU, WFD and local partners. This group will meet at least two times per quarter to oversee ongoing programme implementation, review obstacles encountered and propose solutions for more effective programme implementation. The Steering Group will review the Programme after 12 months of implementation and develop the time-plan for the following year of activities, based on the outputs achieved in the previous 12 months of the Programme.
6. A monitoring plan will be developed by WFD in close consultation with all local stakeholders. This monitoring plan will detail activities to be implemented within the first year of the Programme along with implementation dates and guidelines. WFD will closely monitor progress against indicators and timelines.
7. WFD's Support for the Programme will include the following:
 - Develop the curriculum for parliamentary staff on parliamentary management, financial oversight, and access to information.
 - Develop the parliamentary assessment tool.
 - Provide trainers to deliver the curriculum.

- Provide parliamentary staff and MPs with opportunities for peer to peer exchange with the United Kingdom Parliament.
- Appoint local resources to coordinate the Programme.
- Develop the training delivery skills of the local partners.
- Provide funding for the Programme.
- Providing occasional consultation and reviewing specific legislative projects, assessing their compatibility with the European standards.
- Providing, on occasion, experts to hearings in committees, conferences, practical seminars and round tables, to be agreed in advance by both parties.
- Organising of training by qualified personnel in the parliamentary methodologies for the secretarial staff of the Ukrainian parliament's departments and the parliamentary assistants of the Ukrainian MPs.

8. The SVRU's Support for the Programme will include the following:

- Active participation and commitment of the Verkhovna Rada of Ukraine to the Programme activities listed above.
- A nominated point of contact in the SVRU for the Programme.
- Physical access to the VRU by WFD representatives for meetings with the VRU's permanent staff and MPs.
- Access to and availability of the VRU's permanent staff and MPs, as may be required, in consultation with the VRU.
- Office space for WFD's programme staff on the premises of the VRU (where possible).

9. Both the SVRU and WFD will co-operate on the agreed principles in the following areas:

- Preparation and publication of the materials arising from the results of parliamentary activities within the framework of the programme.
- Organisation of fact-finding visits for MPs and the secretariat staff of the Ukrainian Parliament to the Parliament of the United Kingdom to promote the exchange of experience in legislative processes and working with the electorate.

10. The Programme commences on 01 December 2008 and will end on 31 March 2013.

11.If any changes occur that, in the opinion of WFD, impair significantly the value or scope of the Programme, the parties will normally consult on measures to resolve the problem and agree possible courses of action through the Steering Group. In the event of such changes, WFD reserves the right to modify or terminate its contribution to the Programme.

12.All correspondence regarding this Memorandum of Understanding (MoU) and the Programme will be directed to Mr. Alex Romaniuc, Head of Europe Programmes at WFD.

13.The contact details follow:

Alex Romaniuc, Head of Europe Programmes

Artillery House

11-19 Artillery Row

London SW1P 1RT

Tel: (+44) 20 7340 1888

E-mail: alex@wfd.org

14.If the arrangements set out above and in the attached Terms of Reference are acceptable to the Secretariat of the Verkhovna Rada of Ukraine, this MoU will place on record the confirmed understanding of the two signing parties in this matter.

Confirmed for the Secretariat of the Verkhovna Rada of Ukraine:

Mr. Valentyn Zaichuk

Head of the Secretariat of the Verkhovna Rada of Ukraine

Date:

Confirmed for the Westminster Foundation for Democracy:

Mr. David French

Chief Executive

Westminster Foundation for Democracy

Date:

TERMS OF REFERENCE

PROGRAMME: Strengthening Human Resources Development in the Secretariat of the Verkhovna Rada of Ukraine

Programme Objective

To design and implement a programme for parliamentary training, human resources development and management that meets the current and future needs of the Verkhovna Rada.

The main focus of the programme would be to strengthen:

- parliamentary management
- financial oversight
- access to information
- parliament – civil society relations

Programme Outputs

1. An effective strategy for human resources development in the VRU in line with existing strategic development plans and detailed implementation for three departments or associated bodies subject to need.
2. Institutionalised learning through curriculum development, accreditation, and an agreement to establish a parliamentary studies centre developed with the SVRU and WFD's local partners.
3. Increased number and quality of certified Ukrainian-based parliamentary trainers.
4. A larger and more effective constituency for reform among parliamentarians, senior parliamentary officials, and parliamentary journalists to provide greater oversight of the executive and interact with civil society and other stakeholders.
5. Increased number and quality of certified parliamentary staff active in the Verkhovna Rada.
6. Increased number of NGOs, experts, and parliamentary journalists capable of effectively working with the VRU.

7. Better exchange of knowledge, experience and best practice provided by a linked and active network of NGOs, trainers, parliamentarians, parliamentary staff, parliamentary reporters and practitioners.
8. Review the success of the programme through lessons learned in applying the programme and its model of delivery.