



## Annex IV Checklist Cooperation Agreement

Every ARFSA partnership must submit a signed cooperation agreement.

The cooperation agreement is a free-form document. Make sure to include the following topics:

- Shared vision of the desired impact
- Roles and responsibilities
- Management structure
- Decision making
- Handling disputes
- Financial agreements, for example, what to do in the event of financial setbacks
- Administration, including time registration
- Liability
- Exit strategy and the involvement of partners after the project period
- Ownership, for example, of hardware.

Other topics to include in the cooperation agreement are:

- The use of project results
- Intellectual property
- Monitoring and Evaluation
- Corporate Social Responsibility
- Communication.

All partners must sign the cooperation agreement and include:

- Their name
- The date; and
- The location.