



الاتحاد الرياضي للتضامن الإسلامي
Islamic Solidarity Sports Federation
Fédération Sportive pour la Solidarité Islamique

ISSF Program
Sports Capital of the Islamic Countries (SCIC)

Annex No. (04)

Sample

Memorandum of Understanding (MoU)



2019 -2021

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Annex No. (4)

Sample of Memorandum of Understanding (MoU)

2019 -2021

Memorandum of Understanding (MoU)

For

Cooperation in organization of ISSF Program

[insert the city name] **Sports Capital of the Islamic Countries** [for the year of 20...]

By and between:

The First Party:

The Islamic Solidarity Sports Federation (ISSF)

Represented by:

Address:

(hereinafter referred to as the “**First Party**” or the “**ISSF**”).

The Second Party:

The City [insert the city name] - [insert the country name].

Represented by:

Address:

(hereinafter referred to as the “**Second Party**” or the “**SCIC**”).



Preamble:

Whereas, the parties hereto are desirous of establishment a relationship of cooperation and partnership within the frame of understandings held between the two Parties in accordance with the contents of the “General Framework of the Program” and its annexes to organize the ISSF Program of the “Sports Capital of the Islamic Countries” for the year of (.....) that the city of (.....) shall become the Sports Capital of the Islamic Countries, an understanding has been made to conclude this MoU between the parties hereto on thisday of/...../14..... AH, corresponding to/...../20..... in the city of (.....) in the country of (.....) in accordance with the following terms and conditions:

I. The above preamble hereof shall form an integral part of this MoU.

II. Objectives:

- To strengthen the ties of cooperation & integration and to encourage the exchange of experience and to establish partnership relationship in the fields of Youth & Sport among the Member States of ISSF.
- To enhance and consolidate fraternity and love between the youth & athletes of the Member States of ISSF and to reflect the principles of these noble values in sports and on the platforms of youth activities.
- To establish the principle of non-discrimination based on religion, race, color or gender.
- To support the role of executive Entities, the NOCs and the National Sports Federations and to enhance their efforts to develop the sports & the youth in their countries on the national level.
- To contribute to the introduction of the concepts of sport strategies & youth & to achieve their objectives.
- To promote the dissemination of the Olympic Charter and to highlight the objectives and roles of NOC.
- To extend the concepts of cultures & ethics in sports and to enhance the concept of leading initiative roles among the youth and to encourage the initiatives of the community services.



- To contribute to upgrading the level of the capacities and potentials of the staff & cadres by holding training courses and workshops and through the participation in the planning and implementation of the events and activities.
- To provide the opportunity for the sport and youth organizations and other entities to demonstrate their role in promoting their activities and gaining the experience in the field of conducting & organizing the events and activities.
- To avail the opportunity for the youth and athletes to get the experience through competition.

III. Fields of Partnership and Cooperation:

Both parties hereto shall abide themselves by work hard and to commit faithfully to the requirements needed for establishing partnership and cooperation in the field of organizing and implementing the “Program” and celebrating the (city of) being the Sports Capital of the Islamic Countries throughout the year of the title & during the preparation period that precedes the start of the year of the title, in accordance with the following:

- 3.1. To carry out a comprehensive “Plan of Action” as explained & detailed in the Documents of the ISSF program of the “Sports Capital of the Islamic Countries” including what is indicated in the “Bidding Form” submitted by the applicant city of That won the title (i.e. the city we are in the process of celebrating it).

The Documents clarify all commitments, contributions, details of the works required as well as the organizational and preparatory activities needed, and the need to support, expand and/or rehabilitate the facilities of youth and sport and to enhance their capabilities to accommodate the full program of the local and international events and activities of the Program of the Sports Capital of the Islamic Countries, holding:

- Sports championships and events.
- Games and folkloric local activities.
- Youth forums and competitions.
- Cultural conferences and seminars.
- Associated events and activities of the program of the year title such as holding (training course and entertaining &, tourism programs and exhibitions).



- 3.2. To establish the cooperation between the two parties in the process of preparing for plans, programs, and some other initiatives of events and activities) of the Program of "Sports Capital of the Islamic Countries", taking into consideration the following:
- To implement a/m activities during the year of the title.
 - Ensure accomplishing long-term of benefit for the partners and the society as a whole.
 - Ensure that the Working Plan & the proposed initiatives should be realistic and coherent.
 - The strategy adopted must guarantee the sustainability of the events and activities beyond the end of the year of title.
 - Ensure the involvement of the local inhabitants in the process of implementing the events and activities of the Program.
- 3.3. To cooperate together to attract involvement of employees of the Public & Private sectors, members of civil communities, and employees of various organizations and professional & specialized companies especially those working for the entities involved in the fields of youth & sport and employees of cultural, social, economic, tourism, and entertainment organizations, focusing on:
- Identifying the key partners and highlighting the role they shall play in the implementation of the events and activities of the Program whether the role is to provide consultation services, funding or providing a strong & tangible support.
 - The working plans that shall be adopted to involve the local & national authorities or Ministries.
 - The plans to involve the local athletes and youth as well as local sport and youth organizations.
 - The strategy that shall be adopted to attract the interest of local & international participants and fans.
- 3.4. To establish the partnership and cooperation in planning for and implementing the media campaign and communications for the advertisement, marketing and promotion of the year title, in compliance with the strategy to be adopted. This shall include, identifying:
- The team in charge of media and communications.
 - The main categories targeted.
 - The key messages intended to be delivered, the possibility of summarizing these messages in a logo.



- The strategy for attracting the fans.
- Planning for concluding partnerships with the media and means of communication.
- Ensuring effectiveness and comprehensive media coverage of the events and activities planned.
- Attracting the inhabitants to contribute to the dissemination and publication of the title of the year inside that State and abroad.

IV. Obligations & Responsibilities:

4.1. The First Party (the Islamic Solidarity Sports Federation) undertakes to carry out all works, the tasks & commitments agreed on as outlined in the Documents of the Program, the most important of which are:

- Establishing the "Supervision Framework" of the ISSF Program.
- Providing the necessary advices/consultations to the city winning the title for the planning & implementation of the Program throughout the year of the title and during the preparation phase that precedes the title year, and the necessary follow ups and evaluation works.
- Specifying one week of intensive activities to celebrate the occasion (of the city winning the title) and to participate in the procedures of preparation for the opening and closing ceremonies of the Program, in cooperation and coordination with the Second Party.
- Participating in the campaign of promoting, advertisements and publication of the program, and in the procedures of preparing the medals and souvenirs that will document the Program.
- Participating in preparing the International programs and procedures of attracting International Experts & Speakers.
- Preparing the MoU and the signing thereon, by both parties.

4.2. The Second Party (the Islamic Sports Capital City) shall comply with accomplishment of all works, tasks and undertakings agreed upon and set out in both the Documents of the Program and the " Bidding Form" submitted by the city to qualify for the title, the most important thereof shall be:

- Formation and appointment the supervising, organizational and executive structures of the Program and to appoint the main contact reference (the National Coordinator) of the Program of to communicate with the ISSF.



- Preparing and implementing full set of advertising and media materials necessary for promoting and publicizing the Program of the “ISSF Sports Capital of the Islamic Countries” and preparing the logo of the Program in cooperation & coordination with the ISSF committing itself to provide a copy of all a/m materials to the ISSF.
- Specifying, in coordination with the ISSF, the official launching and closing dates of the year title. However, in case the launching date of the Program cannot be fixed to be on the 1st of January of the year of the title, it should be fixed to occur no more than two months afterwards.
- Preparing & implementing a general program of activities & events for the complete year of the title, which shall include a proposed program of one-week activities to be held in celebration of the ISSF Program, prior to the start of that Program.
- Providing the ISSF with the (Provisional) Report of Progress and provisional report and the Final Report of the activities and events of the Program held during the year of the title.
- Inviting & hosting the delegations of ISSF and those persons designated by the ISSF, of the partners who are cooperating with the Advisory/Consultative Committee, who will attend the main & major activities of the ISSF Program of the Sports Capital of the Islamic Countries.
- Arranging for issuing the necessary entry visas and facilitating the access to the country and arranging the services of accommodation and transportation for all invited persons, attendees and participants coming to the city from abroad.
- Signing on the MoU.

4.3. Financial Obligations & Rights:

As the financial obligations, expenditures, funding, recourses and sponsorships revenues cannot be defined in advance due to various factors depending on the potentials of each City/State and the type of program they are implementing and their capabilities to attract financings, marketing opportunities, investments of rights and the efforts exerted by each party in the field of investments, marketing and method of management shares' allocation, a Financial Protocol to specify obligations, commitments and rights of each party should be detailed in the Annex attached to the MoU. However, this topic will be announced immediately after signing on the MoU.



V. Supervision, Implementation and Coordination:

Both parties shall undertake to establish the contents of the “Supervision & Regulatory Framework” of the Program as indicated in details in the Documents of the Program according to which the Second Party has won the title:

- 5.1. The First Party (ISSF) shall form the Advisory/Consultative Committee and establish Program Secretariat (i.e. the Program Coordinator from the ISSF side).
- 5.2. The Second Party (the Islamic Sports Capital) shall form the Supreme Organizing Committee, the Office of the Program and the related Sub-Committees and shall appoint the National Coordinator of the Program (the Main Contact Reference to coordinate with the ISSF).

VI. Validity & Cancellation of the MoU:

- 6.1. This MoU shall enter into force as from the date of signature & up to three months beyond the closing date of the Program (the duration will represent the period required from the city to prepare and submit its comprehensive report of the Program of the year of title).

The validity period of MoU should cover the preparatory phase that starts prior to (the one complete year of “12 months” of the events & activities of the Program that starts from the day of dated / / (H) corresponding to / /, in addition to time of the Second Party submission of its comprehensive report.

- 6.2. The First Party shall decide, when & in case it is necessary, during the preparatory phase that start prior to the start date of launching the Program, to cancel this MoU and to withdraw the Program from the Second Party, after giving notice for 30 days to the Second Party, if becomes assured that the Second Party is not complying with its commitments & undertakings, and is, for any reason unable to perform the Program as required.

VII. Property Rights:

- Both parties shall undertake to respect all types of Property Rights of each party and must not infringe them.



VIII. General Rules/Provisions:

8.1. This MoU is originally prepared in Arabic and then translated into the other official languages of the ISSF (i.e. English & French).

However, the Second Party may add one version, of this MoU, in his own mother tongue if so wishes and in case of discrepancy, the Arabic text shall prevail.

The Arabic version of this MoU has been duly signed, accredited and stamped by the Seal of ISSF and it will be accompanied with the English Version of MoU signed by both parties.

8.2. This MoU is prepared in two identical copies, with the same value and effectiveness and a copy of which has been given to each party.

In witness whereof, the Parties hereto have executed this MoU which is signed by representatives of both Parties, in the City of, Country of on this day of .../.../... ..(H) corresponding to .../.../20.... .

For and on behalf of the First Party (ISSF):

For and on behalf of the Second Party (SCIC):

Signature: _____

Name: _____

Title: _____

Official Seal

Official Seal

