



World Congress Hosting Agreement

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Date	
parties	
1.	Action Learning, Action Research Association Inc. ABN 41 587 420 126 of PO Box 162, Greenslopes, Queensland, Australia, 4120 (ALARA).
2.	[Host Name] [(Registered Company Number [*])] incorporated in [*] of [Host Address] (the Host).
Recitals	
A	ALARA wishes to engage the Host to organise, host and conduct the Congress.
B	The Host has agreed to organise, host and conduct the Congress in accordance with the terms of this Agreement.

It is agreed as follows.

1. Definitions and Interpretation

1.1 Definitions

The following definitions apply unless the context requires otherwise.

Action Research and Action Learning means inquiry-in-action characterised by inclusion, collaboration, reflection, appreciation of diversity, questioning and respect for differing ways of knowing.

Adjustment Note has the meaning given by the GST Law.

ALARA Management Committee means the committee responsible for the management of ALARA in accordance with its constitution, the membership of which, at the date of this Agreement, is as set out in Schedule 3.

ALARA Seed Funding means the funding provided by ALARA to support the Congress and paid to the Host in accordance with clause 6.2.

Congress means the 10th ALARA World Congress (to be held in conjunction with the 14th PAR Congress) in 2016.

Congress Bank Account means the bank account established pursuant to clause 6.1.

Congress Milestones means the milestones set out in Schedule 2.

World Congress Organising Committee means the committee established to organise the Congress in accordance with clause 5.

Congress Plans has the meaning given in clause 4.1.

Consideration has the meaning given by the GST Law.

Force Majeure means an event or cause beyond the reasonable control of the party claiming force majeure. It includes each of the following, to the extent it is beyond the reasonable control of that party:

- (a) act of God, lightning, storm, flood, fire, earthquake or explosion, cyclone, tidal wave, landslide, adverse weather conditions;

- (b) strike, lockout or other labour difficulty;
- (c) act of public enemy, war (declared or undeclared), terrorism, sabotage, blockade, revolution, riot, insurrection, civil commotion, epidemic;
- (d) the effect of any applicable laws, orders, rules or regulations of any government or other competent authority;
- (e) embargo, power or water shortage, lack of transportation; and
- (f) breakage or accident or other damage to machinery.

GST has the meaning given by the GST Law.

GST Amount means in relation to a Taxable Supply the amount of GST payable in respect of that Taxable Supply.

GST Law has the meaning given by the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

Host Seed Funding has the meaning given in clause 6.2.

Input Tax Credit has the meaning given by the GST Law and a reference to an Input Tax Credit entitlement of a party includes an Input Tax Credit for an acquisition made by that party but to which another member of the same GST Group is entitled under the GST Law.

PAR means participatory action research and refers to those action research approaches that emphasise empowerment and emancipation in their outcomes.

Progress Reports has the meaning given in clause 5.4.

Public Statement has the meaning given in clause 11.

Tax Invoice has the meaning given by the GST Law.

Services Tax means the tax with similar operations and function as GST in the country of the Host

Taxable Supply has the meaning given by the GST Law excluding the reference to section 84-5 of the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) and (except where expressly agreed otherwise) excluding a supply in respect of which the supplier chooses to apply the Margin Scheme in working out the amount of GST on that supply.

1.2 Interpretation

Headings are for convenience only and do not affect interpretation. The following rules apply unless the context requires otherwise.

- (a) The singular includes the plural, and the converse also applies.
- (b) A gender includes all genders.
- (c) If a word or phrase is defined, its other grammatical forms have a corresponding meaning.
- (d) A reference to a *person* includes a corporation, trust, partnership, unincorporated body or other entity, whether or not it comprises a separate legal entity.
- (e) A reference to a clause, schedule or annexure is a reference to a clause of, or schedule or annexure to, this Agreement.
- (f) A reference to an agreement or document (including a reference to this Agreement) is to the agreement or document as amended, supplemented, novated or replaced, except to the extent prohibited by this Agreement or that other agreement or document.

- (g) A reference to writing includes any method of representing or reproducing words, figures, drawings or symbols in a visible and tangible form.
- (h) A reference to a party to this Agreement or another agreement or document includes the party's successors, permitted substitutes and permitted assigns (and, where applicable, the party's legal personal representatives).
- (i) A reference to *dollars* and \$ is to Australian currency.
- (j) A reference to legislation is to an Australian Commonwealth legislation, unless stated otherwise
- (k) All references to time are to Australian Eastern Standard time.
- (l) Mentioning anything after *includes, including, for example,* or similar expressions, does not limit what else might be included.

2. Appointment

The Host must organise, host and conduct the Congress with due care and skill in accordance with this Agreement.

3. Term

This Agreement commences on the date it is executed by the last of the parties and terminates on completion of the last of the Congress Milestones to the reasonable satisfaction of ALARA, unless terminated earlier in accordance with its terms.

4. Congress Plans

4.1 Development of Congress Plans

Within 2 months of the commencement of this Agreement the Host must provide ALARA with a copy of its proposed Congress Business Plan and proposed Congress Project Plan (**Congress Plans**). The proposed Congress Project Plan must include the dates for the completion of Congress Milestones (to the extent that these have not been specified in this Agreement) and the matters set out in Schedule 5. The proposed Congress Business Plan must include the matters set out in Schedule 6.

4.2 Approval of Plans

- (a) ALARA must review the proposed Congress Plans within 5 business days of receiving them and must either approve the Congress Plans or consult promptly with the Host about what changes it requires.
- (b) If ALARA requires changes to the Congress Plans the Host must provide revised Congress Plans to ALARA as soon as practicable after consultations between the parties. ALARA must consider the revised plans in accordance with clause 4.2(a).
- (c) If the Host does not obtain ALARA's approval to the proposed Congress Plans by the date for the achievement of this Congress Milestone, ALARA may terminate this Agreement in accordance with clause 14.1.

4.3 Compliance with Congress Plans

The Host must perform diligently and use all reasonable endeavours to ensure that the Congress is organised and held in accordance with the Congress Plans.

5. World Congress Organising Committee

5.1 Establishment

The Host in consultation with the ALARA Management Committee:

- (a) must establish a World Congress Organising Committee by the relevant Congress Milestone date; and
- (b) support the establishment of other bodies to assist in the performance of its obligations under this Agreement, including a Paper / Presentation Review Sub-committee.

5.2 Membership

The World Congress Organising Committee membership must include at least:

- (c) one member of the ALARA Management Committee, to be determined in consultation with ALARA;
- (d) one member nominated by the Host; and
- (e) not less than two members nominated by the Host from individuals and organisations that are actively engaged in action learning, action research and associated methods in the Host's country and its region or from the PAR community in the Host's country and its region,

and may, at the Host's discretion, include representation from the host organisation of the next World Congress.

5.3 Role

The role of the World Congress Organising Committee is to assist the Host in meeting its responsibilities for the organisation, hosting and conduct of the Congress and, in particular, to assist the Host in overseeing implementation of, and monitoring performance against, the Congress Plans.

5.4 Co-operation with ALARA

The Host must ensure that the World Congress Organising Committee consults with and reports in writing to the ALARA Management Committee, about progress against the Congress Plans and other relevant matters (**Progress Reports**) including:

- (a) the Congress theme;
- (b) overall Congress design (for example. streams, keynote addresses, structure, process);
- (c) Congress sponsorships or other Congress contracts;
- (d) evaluation of the Congress;
- (e) arrangements for the passing on of learning to the next Congress host; and
- (f) data and information transfer protocols (particularly those that require software compatibility).

These Progress Reports are to be provided at two monthly intervals up to the Early Bird Registration Commencement Congress Milestone date as set out in Schedule 2, after which they are to be provided on a monthly basis.

The ALARA Management Committee will work collaboratively with the World Congress Organising Committee and will provide feedback and assistance to the World Congress Organising Committee in response to the Progress Reports.

6. Financial Arrangements

6.1 Congress Bank Account

- (a) The Host must open and maintain a bank account, to be called ["10th World Congress Account"] with a recognised local bank.
- (b) The Host must provide monthly statements to the World Congress Organising Committee for each month during the term of this Agreement detailing all Congress Bank Account transactions in the relevant month.
- (c) The Host must close the Congress Bank Account as soon as practicable after the completion of the Congress and the distribution of Congress proceeds in accordance with clause 6.4, and must provide the World Congress Organising Committee with audited accounts in respect of the Congress Bank Account.

6.2 Congress Seed Funding

- (a) ALARA will make available to the Host \$XX,000 as seed funding (**ALARA Seed Funding**) into the Congress Bank Account to assist in the organising, hosting and conducting the Congress, in accordance with this clause 6.2.
- (b) ALARA may make the ALARA Seed Funding available in instalments, at the times proposed by ALARA, in consultation with the World Congress Organising Committee.
- (c) ALARA may undertake activities that are required as part of the Congress Plans, with the agreement of the World Congress Organising Committee, to an agreed value that offsets some or all of the ALARA Seed Funding.
- (d) Unless otherwise agreed with ALARA, the Host must match the ALARA Seed Funding provided by ALARA, and must pay that funding (**Host Seed Funding**) into the Congress Bank Account at the same time and in the same amounts as the ALARA Seed Funding.
- (e) The Host may undertake activities that are required as part of the Congress Plans, with the agreement of the ALARA Management Committee, to an agreed value that offsets some or all of the Host Seed Funding
- (f) ALARA may withhold instalments of the ALARA Seed Funding if Progress Reports are not provided in accordance with clause 5.4.
- (g) The ALARA Seed Funding is to be repaid to ALARA from the Congress proceeds in accordance with clause 6.4.

6.3 Host and ALARA to be reimbursed

Subject to the Congress Bank Account being in sufficient funds, the World Congress Organising Committee must reimburse the Host and ALARA for reasonable Congress expenses that have been incurred in accordance with the agreed budget. Such reimbursement must occur within 21 days of receipt of an invoice detailing the expenses being claimed. If requested by either party,

the other party must provide such additional supporting material evidencing the expenses as the requesting party may reasonably require.

6.4 Congress Proceeds

Funds from the Congress Bank Account will be paid out in the following priority order:

- (a) first, reimbursement of reasonable Congress expenses under clause 6.3;
- (b) second, following completion of the Congress, an amount equivalent to the ALARA Seed Funding will be paid to ALARA;
- (c) third, an amount equivalent to the Host Seed Funding will be paid to the Host;
- (d) fourth, half of the remaining proceeds will be paid to ALARA; and
- (e) fifth, the remaining proceeds will be paid to the Host. If the Host comprises more than one person the remaining proceeds will be distributed equally among them, unless they otherwise agree in writing.

Payments from the Congress Bank Account will be made less any withholding tax obligations imposed by the local Tax Authorities.

6.5 Registration Fees

- (a) All Congress registration fees received by ALARA in the performance of its obligations under clause 7(b) must be promptly paid into the Congress Bank Account.
- (b) Registration fees must be paid from the Congress Bank Account in accordance with written instructions of the World Congress Organising Committee.

7. Assistance to be provided by ALARA

In addition to ALARA's other obligations under this Agreement, ALARA will assist the Host in the organisation and conduct of the Congress by:

- (a) providing internet based publicity and marketing of the Congress;
- (b) providing administration services (including internet based services) to receive and process Congress registrations (including the receipt of all registration fees);
- (c) internet based communication and participation opportunities to facilitate Congress engagement prior to and following the Congress;
- (d) Support, resources and facilitation for the Paper / Presentation Review Sub-committee; and
- (e) publication of Congress papers in the *Action Learning and Action Research Journal* and/or a separate Congress Proceedings.

8. Indemnity and Insurance

8.1 Indemnity

The Host indemnifies ALARA against any claim, loss, damage, liability, cost and expense that may be incurred or sustained by ALARA arising out of any act, matter or thing done, permitted or omitted to be done by the Host, its agents, employees or contractors in relation to the Congress.

8.2 Insurance of indemnified risks

- (a) The Host must take out and maintain for the term of this Agreement:
- (i) a public liability insurance policy with respect to any liabilities to ALARA and any third parties for the death or injury of any person or any loss, damage or destruction of any property; and
 - (ii) a policy of insurance with respect to its liabilities to ALARA under the indemnity contained in clause 8.1.

with a reputable and solvent insurer for an amount of \$10 million. The insurance referred to in this paragraph (a) must otherwise be effected on the terms and conditions as may from time to time be reasonably required by ALARA.

- (b) As soon as reasonably practicable after a request is made by ALARA to the Host, the Host must produce a current insurance policy or certificate of currency in respect of its insurance conforming with the requirements of this clause 8.2.
- (c) The requirements of this clause are without prejudice to and do not affect the operation of the indemnities and limitations of liability contained in this Agreement.

9. GST

9.1 GST to be added to amounts payable

If GST is payable on a Taxable Supply made under, by reference to or in connection with this Agreement, the party providing the Consideration for that Taxable Supply must also pay the GST Amount as additional Consideration. This clause does not apply to the extent that the Consideration for the Taxable Supply is expressly agreed to be GST inclusive.

9.2 Tax Invoice and Adjustment Note

No payment of any amount pursuant to clause 9.1, and no payment of the GST Amount where the Consideration for a Taxable Supply is expressly agreed to be GST inclusive, is required until the supplier has provided a Tax Invoice or Adjustment Note as the case may be to the recipient.

9.3 Liability net of GST

Any reference in the calculation of Consideration or of any indemnity, reimbursement or similar amount to a cost, expense or other liability incurred by a party, must exclude the amount of any Input Tax Credit entitlement of that party in relation to the relevant cost, expense or other liability.

9.4 Local Services Tax

If the Host operates in a country that has a Services Tax similar to the GST, the Host will ensure that all obligations under the relevant legislation and regulation for that Services Tax are met, and absolve ALARA of all responsibility to meeting this requirement.

9.5 GST and / or Services Tax obligations to survive termination

This clause will continue to apply after expiration or termination of this Agreement.

10. Confidentiality

10.1 Confidentiality

Subject to clause 10.2, a party must not disclose, or use for a purpose other than contemplated by this Agreement, the existence of and terms of this Agreement or any unpublished information or documents supplied by the other party in connection with this Agreement.

10.2 Permitted disclosure

- (a) A party may disclose any confidential information or documents:
- (i) to the other party to this Agreement;
 - (ii) which is at the time lawfully in the possession of the proposed recipient of the information through sources other than the other party to this Agreement;
 - (iii) in enforcing this Agreement or in a proceeding arising out of or in connection with this Agreement;
 - (iv) if required under a binding order of a Governmental Agency or under a procedure for discovery in any proceedings;
 - (v) if required under any law or any administrative guideline, directive, request or policy whether or not having the force of law;
 - (vi) as required or permitted by this Agreement;
 - (vii) to its legal advisers, its insurers and its consultants; or
 - (viii) with the prior written consent of the other party to this Agreement.

10.3 Confidential information collected from Registrants

The confidentiality of information collected from Registrants must be maintained in accordance with relevant Privacy legislation in Australia and the Host country throughout and beyond the life of this Agreement, with any information released only to the extent that individual Registrants agree.

10.4 Survival of obligation

This clause survives the termination of this Agreement.

11. Public Statements

- (a) Neither ALARA nor the Host (including the World Congress Organising Committee) may release any publications, promotional material, press or media statements (**Public Statement**) in respect of the Congress without the prior approval of the other party.
- (b) The party seeking approval must allow the other party 5 business days to give its approval.
- (c) If a party withholds its approval it may notify the other party of the changes it requires to the Public Statement.
- (d) If the party seeking approval makes all of the changes notified by the other party under sub-clause (c) above it may release the Public Statement without referring the revised Public Statement to the other party for re-approval, but must provide the other party with a copy of the Public Statement contemporaneously with its public release.

12. Notices

Any notice, demand, consent or other communication (a **Notice**) given or made under this Agreement:

- (a) must be in writing and signed by the sender or a person duly authorised by the sender;
- (b) must be addressed and delivered to the intended recipient at the address, fax number or email address below or the address, fax number or email address last notified by the intended recipient to the sender after the date of this Agreement:
 - (i) to ALARA:
 - PO Box 162
 - Greenslopes QLD 4120
 - Australia
 - Attention: The President
 - Fax No: + 61 7 3342 1669
 - Email: [*]
 - (ii) to the Host (including the World Congress Organising Committee):
 - [*]
 - Attention: [*]
 - Fax No: [*]
 - Email: [*]
- (c) for the avoidance of doubt, can be given by email, other than the following notices:
 - (i) a notice given under clause 13; and
 - (ii) a notice given under clause 14.1; and
- (d) will be taken to be duly given or made when delivered, received or left at the above fax number, email address or address. If delivery or receipt occurs on a day that is not a business day in the place to which the Notice is sent or is later than 4pm (local time) at that place, it will be taken to have been duly given or made at the commencement of business on the next business day in that place.

13. Force Majeure

13.1 Event of Force Majeure

If a party is prevented in whole or in part from carrying out its obligations under this Agreement (other than an obligation to pay money) as a result of Force Majeure, it must promptly give a notice to the other party that complies with clause 13.2.

Following this notice, and while the Force Majeure continues, the obligations which cannot be performed (other than an obligation to pay money) because of the Force Majeure will be suspended if the party giving notice has taken all proper precautions, due care and reasonable alternatives with the intention of avoiding the delay or failure and of carrying out its obligations under this Agreement.

13.2 Force Majeure notice

A notice given under clause 13.1 must:

- (a) specify the obligations a party cannot perform; and
- (b) fully describe the event of Force Majeure.

13.3 Remedy of Force Majeure

The party that is prevented from carrying out its obligations under this Agreement as a result of Force Majeure must remedy the Force Majeure to the extent reasonably practicable and resume performance of its obligations as soon as reasonably possible.

13.4 Mitigation

The party that is prevented from carrying out its obligations under this Agreement as a result of Force Majeure must take all action reasonably practicable to mitigate any loss suffered by a party as a result of its failure to carry out its obligations under this Agreement.

13.5 No requirement to settle labour dispute

A party is not required, under clause 13.1, 13.2 or 13.3 to settle any labour dispute against its will.

13.6 Termination for extended Force Majeure

If a party is prevented from carrying out its obligations under this Agreement as a result of Force Majeure for a period of 3 months the other party may terminate this Agreement by giving 30 days notice to the party claiming Force Majeure, without prejudice to any of the rights of either party accrued prior to the date of termination.

14. Termination

14.1 Termination for breach

Either party may terminate this Agreement immediately by notice to the other party if:

- (a) the other party commits a material breach of this Agreement (unless the breach is capable of remedy, in which case if the other party fails to remedy the breach within 7 days after being required in writing to do so);
- (b) the other party being a company:
 - (i) stops or suspends or threatens to stop or suspend payment of all or a class of its debts;
 - (ii) is insolvent within the meaning of section 95A of the Corporations Act;
 - (iii) must be presumed by a court to be insolvent by reason of an event set out in section 459C(2) of the Corporations Act;
 - (iv) fails to comply with a statutory demand (within the meaning of section 459F(1) of the Corporations Act);
 - (v) has an administrator appointed or any step preliminary to the appointment of an administrator is taken;
 - (vi) has a controller (within the meaning of section 9 of the Corporations Act) or similar officer appointed to all or any of its property;
 - (vii) has proceedings commenced, a resolution passed or proposed in a notice of meeting, an application to, or order of, a court made or other steps taken against or in respect of it for its winding up, deregistration or dissolution or for it to enter an arrangement, compromise or composition with or assignment for the benefit of its creditors, a class of them or any of them; or

- (c) the other party, being a corporation incorporated outside Australia, becomes insolvent or suffers any event or similar event to those set out in paragraph (b) which would restrict its business operations or cause those operations to be placed under the control of a person other than its directors under the laws of its place of incorporation.

Termination of this Agreement does not affect any accrued rights or remedies of either party.

14.2 Survival of Obligations

Clauses 8, 9, 11, 15 and 17 survive termination of this Agreement.

15. Dispute Resolution

15.1 Negotiation

If there is a dispute or difference (***Dispute***) between the parties arising out of or in connection with this Agreement, then within 5 business days of a party notifying the other party in writing of the Dispute, a senior representative from each party must meet and use all reasonable endeavours acting in good faith to resolve the Dispute by joint discussions.

15.2 Mediation

- (a) If the Dispute is not settled within 5 business days of notification under clause 15.1, the parties will, if mutually agreed, submit the Dispute to mediation administered by Lawyers Engaged in Alternative Dispute Resolution (***LEADR***) or other suitably qualified mediators.
- (b) The mediator will be an independent person agreed between the parties or, failing agreement, a mediator will be appointed by the President of LEADR.
- (c) The mediation will be conducted in accordance with the *Guidelines for those Involved in Mediation* published by the Law Society of New South Wales, Australia.
- (d) The location or forum for any mediation meetings and proceedings under this clause is to be agreed between the parties or, failing agreement, determined by the appointed mediator.

15.3 Court proceedings and other relief

A party may not start court proceedings in relation to a Dispute until it has exhausted the procedures in this clause, unless the party seeks injunctive or other interlocutory relief.

15.4 Continuation of rights and obligations

Despite the existence of a Dispute each party must continue to perform this Agreement.

16. Assignment

The Host cannot assign, charge, encumber or otherwise deal with any of its rights or obligations under this Agreement, or attempt or purport to do so, without the prior written consent of ALARA.

17. General

17.1 Costs and Stamp Duty

Each party must bear its own costs arising out of the negotiation, preparation and execution of this Agreement. All stamp duty (including fines, penalties and interest) payable on or in connection with this Agreement and any instrument executed under or any transaction evidenced by this Agreement must be borne equally by the parties.

17.2 Governing Law and Jurisdiction

This Agreement is governed by the laws of New South Wales, Australia (excluding any choice of law rules of New South Wales). Each party submits to the jurisdiction of courts exercising jurisdiction there, and waives any right to claim that those courts are an inconvenient forum.

17.3 No Agency or Partnership

This Agreement does not constitute any party the agent of another or imply that the parties intend constituting a partnership, joint venture or other form of association in which any party may be liable for the acts or omissions of another. No party has authority to pledge the credit of another.

17.4 Severability of Provisions

Any provision of this Agreement that is prohibited or unenforceable in any jurisdiction is ineffective as to that jurisdiction to the extent of the prohibition or unenforceability. That does not invalidate the remaining provisions of this Agreement nor affect the validity or enforceability of that provision in any other jurisdiction.

17.5 Entire Agreement

This Agreement contains the entire agreement between the parties with respect to its subject matter. It sets out the only conduct relied on by the parties and supersedes all earlier conduct and prior agreements and understandings between the parties in connection with its subject matter.

17.6 Counterparts

This Agreement may be executed in any number of counterparts. All counterparts together will be taken to constitute one instrument.

EXECUTED AS AN AGREEMENT:

Signed for [Full Name of Host] by its
authorised representative in the presence of:

Authorised Representative Signature

Witness Signature

Print Name

Print Name

Position

**Signed for the Action Learning, Action
Research Association Inc.** by its
authorised representative in the presence of:

Authorised Representative Signature

Witness Signature

Print Name

Print Name

Position

Schedule 1 – Congress Guidelines

1. Purpose

The purpose of these Congress Guidelines is to set out in more detail the parties' common understanding of the aims and ideals for the conduct of the Congress.

2. Objectives for the Congress

World Congresses constitute a vital part of ALARA's work and mission by bringing together practitioners and scholars, participants and inquirers from around the world, joined by a common desire to foster and advance the vision of ALARA:

'that action learning and action research processes are widely used and publicly shared by individuals and groups creating local and global change for the achievement of a more informed, equitable, just, joyful, productive, peaceful and sustainable society.

A key intention is to encourage development across geographic boundaries, professional disciplines and community/organizational contexts, recognizing the common elements of the various strands, streams, settings and variants of action learning, action research and participatory processes.'

The Congress will further foster and advance this vision in principle and practice, and support the broad objectives established for World Congresses.

3. Participative Processes at Congress

ALARA celebrates that all participants have valuable knowledge, skills and experience, and it is intended that these are shared in participatory learning practices during all Conferences and World Congresses so that personal and collective learning will occur. ALARA's desire is that this learning will result in the generation and embodiment of new knowledge that leads to better, more conscious actions in the world. The Congress itself must have a mix of learning by listening, learning by doing, sharing through discussion and through multi-dimensional learning methods. It will be experiential.

The ALARA Resource document "ALARA Conferences and Events: Creating Connection through Participatory Processes", included in Schedule 7, should directly influence the structure, format and conduct of the Congress.

4. Carbon Neutral Congress

ALARA is committed to delivering a carbon neutral Congress. In addition to the Host's obligations under clause 4.1, to provide for carbon neutral planning, monitoring and auditing in the Business Plan, ALARA and the Host will use all reasonable endeavours in planning and organising the Congress to achieve this aim, including if necessary and agreed the purchase of carbon offsets.

5. Publication of Congress Papers

ALARA wishes to have the right to publish Congress papers, including any working papers developed during the Congress, in hard copy and by electronic means. The Host must ensure that Congress registration forms contain wording by which ALARA is automatically granted an irrevocable, royalty free, world wide licence to publish any papers presented by, or developed during the Congress by each registrant, unless the registrant expressly indicates that he/she elects not to grant such a licence.

6. Evaluation and Organisational Learning

The World Congress Organising Committee will evaluate its work and provide a written report to the ALARA Management Committee:

- summarising the World Congress Organising Committee's experience;
- identifying those aspects of the Congress and its organisation that were highly successful and those aspects which could be improved upon;
- including information which may assist future World Congress Organising Committees;
- including audited financial accounts; and
- including carbon neutral measures for the Congress as detailed in the Business Plan.

7. Congress Timetable

The timetable for the Congress must make provision for the holding of the following meetings during the period of the Congress:

- the ALARA Annual General Meeting (generally towards the end of the Congress); and
- a meeting of international Congress participants at which the future of ALARA and the Congress can be discussed, membership strengthened and fostered, and relationships within this and other organisations developed.

Schedule 2 – Congress Milestones

Congress Milestone	Date to be completed
Submission of Congress Business Plan and Congress Project Plan to ALARA	Commencement date of this Agreement plus 2 months
ALARA approval of Congress Business Plan and Project Plan	Commencement date of this Agreement plus 3 months
Establishment of World Congress Organising Committee	T – 14 months
First pre-Congress review of performance against Business Plan	T – 12 month
Finalisation of Congress facilities and programme	T – 10 months
Call for abstracts/papers/participants	T – 12 months
Early bird registration commences	T – 9 months
Early bird registration closes	T – 2 months
Second pre-Congress review of performance against Business Plan	T – 2 months
Congress	T
Post-Congress evaluation	T + 3 months
Seed funding repaid to ALARA	T + 4 months
Congress accounts reconciled, audited and closed	T + 6 months

Schedule 3 – ALARA Management Committee

ALARA Management Committee, 2013-2014

Name	#	Position	Contact No	Email
ALARA Inc			PO Box 162 Greenslopes QLD 4120 Australia	www.alarassociation.org
		Finance Coordinator / Bookkeeper		finance@alarassociation.org
		Administration Secretary		secretary@alarassociation.org
EXECUTIVE				
		President		president@alarassociation.org
		International Vice President		
		National Vice- President		
		Constitutional Secretary		
		Treasurer		
		Web Services Co-ordinator		
		Publications Group Co- ordinator		
		Streams Co- ordinator		
		Membership Coordinator		

Schedule 4 – Key Contact Details

ALARA

Registered Office	PO Box 162, Greenslopes, Queensland, Australia, 4120
Postal Address	As above
Facsimile Number	
Switchboard Telephone	
World Congress Representative	
Position	
Direct Line	
Mobile	
Email	
Location	Brisbane, Queensland, Australia

The Host

Registered Office	
Postal Address	
Facsimile Number	
Switchboard Telephone	
Congress Manager	
Position	
Direct Line	
Mobile	
Email	
Location	

Schedule 5 – Project Plan

The Project Plan must address the following matters:

- Congress management structure;
- Participant organisations and individuals and contact information;
- Overall theme and approach of event;
- Details of accommodation, transport and other information essential for international and local participation (including any tourist information, as well as web references for security warnings);
- Details of congress consumables: catering, dinners etc, participant conference bags and contents;
- Details of virtual Congress strategy and needs;
- Details of publishing and other intended outcomes
- Schedule of milestones for achievements of each; and
- Potential risks and risk mitigation strategies.

Schedule 6 – Business Plan

The Business Plan must address the following matters:

- The budget for the Congress including a break down of fees, costs, taxes and expected profits (and where applicable, details of how the ALARA Seed Funding to be provided under clause 6.2 will be used and how the Host proposes to ensure sufficient revenue from the Congress to repay the ALARA Seed Funding);
- Details of strategies for financial resourcing, management of Congress income and outgoings (including currency variations where applicable);
- Details of who is responsible (name and contact details) for managing Congress financials from Host perspective;
- Expected timetable of milestones for Congress financial management including reporting; and
- Planning for a carbon neutral Congress, including monitoring and auditing measures (see clause 3 in Schedule 1).

Schedule 7 – ALARA Conferences and Events: Creating Connection Through Participatory Processes

Please refer to the separate document.