

Memorandum of Understanding

Name of ITI Network	
Name of Network Coordinator	
Date of signing	

1. About ITI Networks

The Institute of Translation and Interpreting (ITI) values the creation of ITI Networks and appreciates the benefits that they offer to ITI members. We aim to support the volunteers who work hard to ensure that ITI Networks are a vibrant part of the #ITIconmunity.

ITI Networks are volunteer-run affiliated organisations that connect and support translators and interpreters across the UK and beyond. Each ITI Network must be led by ITI members and include at least three ITI members in its membership.

ITI Networks fall into four categories:

- Geographical networks serving professionals in specific areas
- Language networks focusing on specific languages or language groups
- Subject networks specialising in areas like media, sport, or medicine
- Support networks for groups such as parents and carers, or neurodivergent professionals

Networks can operate virtually, meeting only online, or through a combination of online and in-person activities.

A directory of all ITI Networks can be found on the ITI website:

<https://www.iti.org.uk/discover/networking/about-iti-networks.html>.

1.1 Designation of ITI Networks

In accordance with the Articles of Association, the Board can grant the designation of 'ITI Network' if an application is made by at least three members of the ITI. The application should outline the nature of the Network and its governance and demonstrate alignment with this MOU. If the proposed new ITI Network overlaps with the geographical area of an existing ITI Network or the area of focus of a language, subject or support network the Board will seek the views of the Network Coordinator and committee (if applicable) of the relevant existing ITI Network(s) before reaching a decision on the application.

The Board can revoke permission for a network to be known as an ITI Network. If this occurs, then the Network would no longer be able to utilise the resources outlined in section 4.4 or the ITI logo.

Reasons for revoking permission may include, but are not limited to, the following:

- failure to comply with statutory requirements e.g. GDPR or good governance practice¹
- pursuing policies and activities that are contrary to ITI's objects, vision and values
- being inactive for more than one year*

*If the Network Coordinator does not complete a Network Report within 12 months of the due date and/or there has been no other contact for more than 12 months, the Network will be considered inactive.

2. Purpose and scope of the Memorandum of Understanding

This MOU describes the voluntary partnership between ITI and ITI Networks. It outlines shared objectives, mutual expectations, and practical arrangements for collaboration with the aim of fostering collaboration and support for the translation and interpreting profession.

The scope of this MOU includes:

- a) Defining the roles and responsibilities of ITI and ITI Networks
- b) Establishing the governance requirements for ITI Networks
- c) Outlining the reporting requirements for ITI Networks
- d) Specifying the resources and support provided by ITI to ITI Networks
- e) Describing the communication channels and collaboration opportunities between ITI and ITI Networks

This MOU does not cover:

- a) Financial obligations or funding arrangements between ITI and ITI Networks
- b) Legal partnerships or joint ventures between ITI and ITI Networks
- c) Detailed operational procedures or day-to-day management of ITI Networks
- d) Specific projects or initiatives undertaken by individual ITI Networks
- e) Matters related to individual members of ITI or ITI Networks, such as membership fees, benefits

¹ Guidelines for the good governance of charities are set out in [guidance documents](#) published by the Charity Commission. Although most ITI Networks are not registered charities the guidance may be useful. The [Directory of Social Change](#) is also a useful source of advice and governance resources.

3. What ITI Networks do

Most Networks' primary activity is advancing understanding, competence and professionalism through events such as webinars and workshops and the exchange of information and ideas. Networks also support their members through social activities.

Some Networks also deliver additional advocacy and engagement activities.

3.1 Value of ITI Networks

ITI Networks play a part in supporting ITI to deliver its mission and objectives. They fulfil a vital role and add value to the ITI membership offer. They are run by members and provide many direct member benefits through the broad and varied range of activities they undertake. The value of Networks includes, but is not limited to, some or all of the following:

- promoting professional conduct and ethical behaviour
- providing professional development activities (CPD)
- encouraging the development and implementation of professional standards
- creating networking opportunities for members
- encouraging the growth and supporting the resilience of small and micro businesses
- organising outreach activities such as providing speakers for schools and universities

3.2 Collaboration

ITI and the ITI Networks agree that there is mutual benefit in fostering greater collaboration with regard to specific initiatives or projects that align with our shared objectives. This might include seeking ways to better coordinate webinars and training events for members or creating shared resources for outreach work. ITI would also welcome support with promoting ITI membership to potential members.

4. Governance

4.1 Membership

All ITI Networks must allow individual members from any ITI membership category to join, unless they are a network for a specific membership category or there are other specific requirements for membership of the Network that must be met. For example, a FITI Network would only admit FITI members, and the Neurodiversity Network only admits people who are neurodivergent (whether medically or self-assessed).

The majority of ITI Network members should, ideally, be ITI members but ITI recognises that there may be reasons why this is not feasible in some cases.

Membership of an ITI Network also requires compliance with the Network's policies on conduct and fees etc.

4.2 Governance

Networks remain independent in their operational decisions and activities and are responsible for creating and following their own regulations. However, the following requirements must be met for a Network to be accepted as an ITI Network:

- All ITI Networks are strongly encouraged to have some form of written constitution setting out how they are governed and any provision for the election of committee members and the running of AGMs (face-face, online or hybrid) etc. A template constitution is available in the *ITI Networks Coordinators Guide*; the template can be modified to meet the Network's specific needs.
- All members (ITI members and non-ITI members) of an ITI Network should be able to vote in any elections held by their ITI Network.
- ITI Networks must be led by a Network Coordinator who is a member of ITI.
- All ITI Networks formed after 12 September 2023 must appoint at least one Deputy Coordinator who should also be a member of ITI. The Deputy Coordinator(s) can share the duties of running the Network with the Network Coordinator and should be able to take full responsibility if the Network Coordinator is unavailable for an extended period of time.

ITI recommends that an ITI member should only be the Network Coordinator or Deputy Coordinator of one ITI Network at a time.

Procedures for appointing Network officers is a matter for individual Networks to decide. However, ITI recommends that Coordinators and Deputy Coordinators should be appointed for a fixed term; good governance practice suggests a maximum term of office of 6 years.

4.3 Reporting

The Board of Directors commissions an annual report setting out what ITI has achieved in the previous 12 months. The annual report includes information about the achievements of ITI Networks.

ITI Network Coordinators are asked to complete an (online) annual return summarising their activities so that this information can be included in the annual report. The annual return must be completed by 1 May each year.

4.4 Resources

ITI Networks are supported with the following resources:

- microsite on the ITI website
- ability to advertise Network events via the ITI online calendar
- access to a *Zoom* account for hosting webinars (paid for by ITI)
- access to *Groups.io* – an online discussion forum for Network committee members

- support for running one member survey per year (using *Survey Monkey*)
- marketing of Network activities via social media and the monthly Member Update
- opportunities to promote the work of Networks via the ITI Bulletin
- access to the *ITI Networks Coordinators Guide*
- advice from the ITI office team regarding good governance practice
- support with outreach activities e.g. resources for delivering events at schools and universities

ITI Networks can request additional support from the staff team who will endeavour to assist as capacity and resources permit.

ITI is not able to provide:

- insurance cover for Networks; ITI Networks are responsible for arranging their own insurance as needed
- specialist professional advice on legal, financial or other compliance matters

ITI Networks may not use the ITI office address as their business address.

4.5 Use of the ITI Networks logo

ITI Networks may use the ITI Networks logo as long as the guidelines for the use of the ITI Networks logo are followed.

4.6 Intellectual Property

ITI and ITI Networks will retain ownership of their own intellectual property. Any jointly created materials will be jointly owned and credited.

4.7 Confidentiality

ITI and ITI Networks agree to maintain the confidentiality of sensitive information shared between them.

5 Communication

There are various channels for communication between ITI Networks, ITI staff and the Board of Directors.

5.1 ITI Network Coordinators Forum

The ITI Network Coordinators Forum is the main conduit for communication between ITI Networks and the Board of Directors. The Coordinators and Deputy Coordinators of all ITI Networks are encouraged to attend the forum and to play an active role in its activities. The forum will normally meet online 2 or 3 times per year, with dates set in advance.

5.2 Communication channels

There are a number of channels for informal communication between ITI Networks and ITI. These channels include but are not limited to:

- The Admin Officer maintains ongoing routine communication with Network Coordinators e.g. introductory meetings with new Network Coordinators, informal correspondence etc.
- The Board appoints a Network Liaison lead. Ideas and issues arising from ITI Networks are reported to the Board of Directors by the Network Liaison lead.
- The Chief Executive attends ITI Network meetings and activities on an informal basis.
- The Training and Development Team arrange an annual meeting for Events Officers to help co-ordinate CPD programmes and make more efficient use of educational resources etc.

Feedback and comments can be sent to admin@iti.org.uk at any time.

6. Limitations

This MOU is a non-binding document that reflects the goodwill between ITI and ITI Networks. It does not:

- create any financial obligations
- establish any legal partnership or joint venture
- constitute a contract between the parties

7. Review and updates

The MOU will be reviewed annually but suggestions for amendments can be proposed by any Network Coordinator at any time.

Any proposals to revise the document will be discussed at the Network Coordinators Forum.