



## AUSTRALIAN RESPIRATORY COUNCIL

# STATEMENT OF COLLABORATION

### 1. Introduction

The ARC understands that for effective change to occur, collaboration with and engagement through the joint efforts of community members, stakeholders, partners, government, not-for-profit and private sector entities, local and international agencies needs to occur. It is recognised that the collaborations that ARC is involved with are based on respect, transparency and understanding.

As outlined in the Strategic Plan, ARC is committed to the following principles:

- To collaborate with partners to develop, implement, monitor and evaluate sustainable, cost effective and achievable projects that promote respiratory health
- To develop meaningful collaborations with respected partners with whom ARC shares a compatible vision.

### 2. Principles that underpin and inform collaboration

ARC recognises that collaboration is a commitment to work together as partners toward common goals, where clear lines of communication remain open and all parties remain informed.

In the spirit of strengthening collaborations ARC reaffirms a commitment to open dialogue, sharing of information whenever appropriate, collaboration on projects and working together to serve the interests of all partnerships and communities.

As partners, ARC's working relationship is grounded in mutual respect, shared goals and a desire to learn from one another, while we seek to understand others and the complexities of issues facing partners, stakeholders and communities.

ARC encourages the sharing of ideas and providing feedback. Input from partners and stakeholders is welcomed and considered in decision making processes.

ARC supports timely, proactive, and effective communication across multiple platforms so that partners and stakeholders remain informed about the collaboration and outcomes of work, projects or activities being undertaken as outlined in ARC's Communication Policy.

The following principles are outlined in ARC's Code of Conduct:

- ARC will maintain a relationship with partners based on mutual respect and support
- ARC will ensure mutual clarity with partners in regard to roles and responsibilities
- ARC will make every reasonable effort to ensure that funds or resources disbursed to partners are applied lawfully, in accordance with the commitments made to donors and for a proper purpose and with proper controls and risk management applied.

### **3. Different forms of collaboration**

ARC will assess and evaluate the most effective form of collaboration for project work and activities to ensure the desired outcomes are achieved. The forms available may include an alliance, network participation, joint ventures and/or full partnership.

### **4. Accountabilities**

ARC has in place and implements a Deed of Agreement, Memorandum of Understanding or Donor Agreement which are adapted to outline the agreed partnership accountabilities and outcomes of project work and activities funded and/or undertaken by the organisation. The accountabilities include, but not limited to the following:

- Partnership, aims and objectives
- Roles and responsibilities
- Timeframes
- Funding and co-funding
- Use of funds and accountability for funds
- Reporting
- Evaluation
- Intellectual Property
- Compliance with law
- Conflict of Interest
- Mobility
- Protection of personal information
- Dispute Resolution
- Termination.

### **5. Other Policies**

This Policy Statement should be read in conjunction with the following:

ARC's Strategic Plan

ARC's Code of Conduct

ARC's Project/Program Policy and Procedures

### **6. Implementation**

The Executive Director is responsible for the implementation of this policy statement.

### **7. Evaluation and Review**

This Policy Statement will be reviewed every year from date of adoption.

Adopted by the Board of Directors on: 21<sup>st</sup> June 2018.

For review annually from June 2019.