

## Memorandum of Understanding (MOU)

signed 19<sup>th</sup> of March 2019 in Warsaw, Poland

BETWEEN Bangladesh Union Mission (BAUM) of the Seventh-day Adventist Church of Bangladesh, with a registered seat in Bangladesh, 149 Shah Ali Bagh, Mirpur 1, Dhaka 1216, Bangladesh; registration number 62.  
AND Polish Union Conference (PUC); with a registered seat in Poland, ul. Foksal 8, 00-366 Warszawa; registration number (REGON): 006233870  
FOR Supporting to the disadvantaged children attending slums schools (Banana project - 1/2019)  
DONOR Polish Union Conference Pathfinders and their Adventist and Non-Adventist donors.

### PART A – Guiding Principles

**We agree on the following guiding principles for our partnership:**

1. The Project is organized for the benefit of disadvantaged children attending slums schools in Bangladesh. No party to this agreement will use any funds for any profit.
2. BAUM and PUC will be the Principal Partners, whereas they can coordinate with Other Partners providing essential input to the project.
3. Ensure accountability for the use of the resources. Donors and beneficiaries are able to express their rights, choices and concerns and BAUM considers and takes the appropriate measures.
4. Keep transparency to stakeholders about who we are, how we raise funds, what resources are, and how we operate this program.
5. Operate this project based on partnership and make positive impact to the local community.

### PART B – Communication and Coordination

**The following table of communication should be followed for all arrangements relating to this MOU:**

Name and Surname	Organization	Function	E-mail	Remarks
Milan M Moskala	BAUM/PUC	Liaison Between BAUM & PUC	milanmoskala@hotmail.com	Communication between BAUM & PUC
Martin Sumon Boidya	BAUM	Project Coordinator in Bangladesh	sumon_boidya1797@yahoo.com	Periodic Reporting of the Project
Sweetie Ritchil	BAUM	Treasurer in Bangladesh	sritchil@adventist.org.bd	
Olga Kulinicz	PUC	Project coordinator in Poland	olga.kulinicz@gmail.com	
Maksymilian Szklorz	PUC	Treasurer in Poland	szklorzmaksymilian@gmail.com	
Paweł Szklorz	PUC	Communication assistant	pszklorz@gmail.com	

*Bitchis*  
07/03/2019  
*O.P.W.* *BAUM*

**PART C – Basic Partnership Responsibilities**

**We agree to carry out the following responsibilities for our partnership:**

**BAUM**

1. Coordinate the project activities and to liaise with relevant stakeholders concerning the project progress.
2. Supervisory roles by assigning staff to make regular supervision and monitoring of the project.
3. Ensure proper accounting to the national law of Bangladesh and financial regulations set forth by General Conference Working Policy to obtain all invoices with signatures of persons responsible for conducting the project.
4. Regularly monitor and report by emails to PUC about the project progress and usage of each tranche (description including number of children supported; scans of invoices, and pictures). Submit project and financial comprehensive report by letter to PUC by the end of project no later than 31<sup>st</sup> December 2019. In reporting convert figures in local currency to american dollar.
5. Assign Dr. Milan M Moskala to be liaison between BAUM and PUC.
6. Assign Martin Sumon Boidya to be the Project Coordinator for Periodic Reporting from BAUM of Seventh-day Adventists on behalf of Light House School.

**PUC**

1. Provide support and oversight to BAUM to facilitate and ensure that all project activities are in accordance with the MOU.
2. Transfer project fund in the following three tranches by memos through denomnational channel:

	Tranche 1	Tranche 2	Tranche 3	Tranche 3
Amount in USD	5.000 USD	5.000 USD	5.000 USD	The rest
Total amunt in USD	No less than 15.000 USD			

- Tranche 1 will be transferred by in 14 days since signing MOU by Principal Partners.
  - Tranche 2 will be transferred by in 14 days since the first partial BAUM report will be accepted by PUC.
  - Tranche 3 will be transferred by in 14 days since the second partial BAUM report will be accepted by PUC.
  - Tranche 4 will be transferred by in 14 days since the third partial BAUM report will be accepted by PUC.
3. Designate, if necessary, a person to visit the project to ensure that documentation has been properly held.

*Bitchip*  
07/03/2019  
*[Signature]*

**PART D – Additional Provisions**

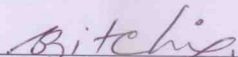
**The following additional provisions in relation to this memorandum are agreed by both parties:**

1. The nature of this MoU is understood by both parties.
2. All matters not provided for herein shall be governed by the provisions of GC Workong Policy.
3. Any change to the MOU shall be made in writing, otherwise being null and void. Attachments to this MOU shall form an integral part hereof.
4. Both Parties understand that lack of a report from BAUM or its insufficiency may lead PUC to refusal of sending the next tranche of subsidy described above.
5. Any dispute arising from or in connection with the MOU shall be settled through mutual understanding and respectful dialogue between the organizations. In case no settlement can be reached, the dispute shall be then submitted to the Trans-European Division of SDA in England.
6. This MOU shall remain in effect from the date of signing until determined by either party upon 60 days prior notice to the other party.
7. This MOU has been drawn up in English in two identical copies, one copy for each of the parties.

**PART E – Singatures**

**Signatures below indicate that both Parties have read, understand, and agree with the MOU above.**

BAUM

  
Signatures 7/03/2019


Sweetie Ritchil, Treasurer

Bangladesh Union Mission of Seventh-day Adventists

PUC

SKARBNIK KOŚCIOŁA

*pastor Maksymilian A. Szklorz*

  
Signatures

Olga Kulnicz and Maksymilian Szklorz

  
Komendant Krajowy  
Związku Harcerstwa Adventystycznego  
Olga Kulnicz