

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE DEPARTMENT OF NATIONAL DEFENCE OF CANADA
(As Represented by the Canadian Forces Leadership Institute)

AND

ROYAL ROADS UNIVERSITY

CONCERNING

COLLABORATION IN THE AREA OF LEADERSHIP STUDIES

1.0 INTRODUCTION

1.1 Royal Roads University (RRU), specifically its Master of Arts (MA) Program at the School of Leadership Studies, is an important educational provider for many Canadian Forces (CF) personnel. As a result of the nature of the MA program and the research topics CF members choose, the Canadian Forces Leadership Institute (CFLI) has taken a growing role in advising, vetting and assisting CF personnel with leadership research.

2.0 OBJECTIVE AND SCOPE

- 2.1 This Arrangement is between RRU, Victoria, British Columbia and the Department of National Defence (DND) of Canada, as represented by the CFLI, hereinafter referred to as the Participants.
- 2.2 Specifically, the agencies represented by the Participants within this Arrangement are:
- 2.2.1 The School of Leadership Studies (SOL) in the Faculty of Social and Applied Science (FSAS) at RRU; and
- 2.2.2 The CFLI, Canadian Defence Academy (CDA) at DND.
- 2.3 Both Participants named in this Arrangement have a common goal of identifying areas of collaboration in the area of leadership studies to the mutual benefit of both institutions. To help foster and facilitate such collaboration, RRU will invite the Director of the CFLI to become a member of the SOL Advisory Board.
- 2.4 In addition, both Participants to this Arrangement have a common goal of identifying and developing successful and effective major projects for DND students enrolled in the SOL MA in Leadership degree programs. DND, acting as both employer and the sponsor of the educational activity, desires to receive the maximum possible benefit from the work of its members studying at the University. The University seeks to ensure that major projects are of high quality, represent an appropriate learning experience for the student and are of benefit to DND.
- 2.5 Subject to Freedom of Information/Protection of Privacy (FOI/POP) legislation, RRU will encourage members of DND undertaking graduate studies in leadership at RRU to communicate with the CFLI early in their program in order to facilitate the development of a major project that will serve the interests of the student, the University and DND. This process will significantly enhance the DND's value regarding work done by sponsored learners.

3.0 FINANCIAL ARRANGMENTS

- 3.1 This MOU will not impose any financial responsibilities on its Participants, except that each Participant will be responsible for the funding costs it incurs in its own interests related to the support of this MOU.

4.0 PROCEDURES

- 4.1 RRU will:

- 4.1.1 add a paragraph to leadership program letters of offer made to DND members encouraging them to make contact with the CFLI points of contact reflected below.
- 4.1.2 make an FOI/POP waiver available enabling the University to communicate directly with the CFLI regarding the student. DND students who are known to the CFLI may be required, by their employer, to complete this waiver.
- 4.1.3 RRU will advise students registered in DND leadership programs that they should strongly consider communicating with the CFLI contact person as an integral part of their project planning process.

- 4.2 The CFLI will:

- 4.2.1 designate a contact person for this MOU and will communicate the name and means of contact to the University. If this information changes, it will be communicated to the University in a timely fashion.
- 4.2.2 maintain a list of potential major project topics that are of value to DND and the CFLI. This list will be reviewed annually with the University.
- 4.3 Both Participants to this Arrangement will concur, regarding particular projects for particular students, to ensure that their mutual interests are represented.
- 4.4 The CFLI will maintain a list of one or more potential project sponsors and possible supervisors or advisors within DND for each project that they represent. For projects originating within the CFLI the project sponsor, supervisor or advisor will normally be a member of that unit.

5.0 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

- 5.1 Each Participant to this Arrangement will continue to meet their obligations under the respective Freedom of Information and Protection of Privacy legislation to which they are subject.

- 5.2 Whenever practicable, the Participants will seek permission from the student by way of the waiver attached to this Arrangement facilitating the exchange of information between RRU and DND.

6.0 IMPLEMENTATION

- 6.1 Implementation of this arrangement will be through the Points of Contact identified in Section 7 below.

7.0 POINTS OF CONTACT

- 7.1 Points of Contact for this MOU are:

- 7.1.1 Royal Roads University:

Dr. James Bayer
Dean
Faculty of Social and Applied Sciences
Royal Roads University
Ph (250) 391- 2568
Jim.Bayer@RoyalRoads.ca

- 7.1.2 Canadian Forces Leadership Institute:

Lieutenant Colonel Jeff Stouffer
Section Head Research
Canadian Forces Leadership Institute
Ph (613) 541-6000 ext. 6977
Stouffer.jm@forces.gc.ca

8.0 SETTLEMENT OF DISPUTES

- 8.1 Any disputes regarding the interpretation or implementation of this MOU will be resolved only by consultation between the Participants and will not be referred to national tribunal or any other third party for settlement.

9.0 AMENDMENTS

- 9.1 This MOU may be amended only with the mutual, written consent of the Participants.

10.0 DURATION, WITHDRAWAL, AND TERMINATION

- 10.1 This MOU will be in place for an initial period of five (5) years, commencing the date of the later signature. At the end of this time, the MOU may be extended for an additional period, subject to the review and approval of the Participants.
- 10.2 Either Participant may withdraw from this MOU upon presentation of six months written notice to the other Participant.
- 10.3 This MOU may be terminated at any time, with the mutual written consent of the Participants.

11.0 EFFECTIVE DATE AND SIGNATURES

- 11.1 This MOU becomes effective upon the date of the later signature.

On behalf of the Department of National
Defence of Canada:

On behalf of Royal Roads University:

R.S. Edwards
Commander
Acting Director
Canadian Forces Leadership Institute

Robert A. Skene, FCA
Acting President
Royal Roads University

Date:

Date:

AUTHORIZATION FOR RELEASE OF INFORMATION

To: Royal Roads University
2005 Sooke Road
Victoria, B.C. V9B 5Y2

I, _____, _____,
Name Service Number

hereby authorize Royal Roads University to release only the following information related to my studies at RRU: Full name, military address and contact information, including e-mail address; MA Leadership major project (MP) and proposal; MP sponsor, supervisor or advisor, if known, to the Director of Canadian Forces Leadership Institute. I hereby authorize Royal Roads University to release the information as named above and waive any claims whatsoever, against Royal Roads University, its employees and agents (which do not include contractors), that may arise as a result of the release of the above information.

Dated at _____
City

this _____ day of _____, _____
Month Year

Signature of Student

Witness

Name

Address

Occupation