

MEMORANDUM OF UNDERSTANDING

INTRODUCTION: This Memorandum of Understanding (MOU) articulates the collective understanding and arrangement arrived at by a group of volunteers, who have individually and collectively agreed to adhere to a set of principles and guidelines that will from henceforth govern their activities as individuals and as a group relating to the project and a series of programs formulated and designed under this project to assist children with disabilities and their families overcome discrimination, financial difficulties, social stigma etc. and for these children to achieve their individual and collective dreams and aspirations, with the help of this group, government authorities and the local community, in the Bandarawela Education Zone, Uva Province, Sri Lanka.

1. Name of group:

VOLUNTEERS TO ASSIST CHILDREN WITH DISABILITIES

[Hereafter referred to as the "GROUP"]

2. Composition of group

Volunteers who have pledged their support and commitment to devote their time, skills, energy and efforts to assist and help children with disabilities and their families overcome numerous difficulties and hardships.

3. Operational Area

Bandarawela Education Zone, Uva Province, Sri Lanka.

4. Project operational Period

36 months from Wednesday, 7th March 2012

5. Funding for Project

Initial funding to be sourced by project sponsors with the project envisaged to be self funded and self-operating by the end of the project's operational period, with the support of the local community, well wishers, social and community organizations, and official sources.

6. Purpose, Scope, Vision and Mission

- 6.1 To promote physical, mental and social improvement for children with disabilities with the co-operation of their families, project facilities and various other resources.
- 6.2 Increase access to basic education and other allied facilities
- 6.3 Provide facilities to assist these children further their education aspirations and develop their skills and talents in other disciplines such as art, drama, music and dance.

- 6.4 Assist needy children and their families to improve their lifestyles, health and financial wellbeing.
- 6.5 Bring together all individuals committed to assisting these disadvantaged children.
- 6.6 Increase community awareness of the legal rights of the children and their families.
- 6.7 Attempt to reduce and eventually eliminate all social biases and stigma within the community and society towards children with disabilities and their families.

A. Short term goals

- Addressing existing problems of children with disabilities in consultation with their parents, teachers, medical authorities and officials from the Department of Education.
- Collection of data, preparation of health records of children with disabilities and their families and the ongoing assessment of key disadvantages and needs of these persons that require special attention, immediate focus and appropriate solutions with the assistance of the project group and other supporters of the program.

B. Medium term objectives

- Create a favorable learning environment for children.
- Enhance facilities at St Joseph's and other schools to enable the enrolment of a larger number of students who presently cannot be accommodated for want of facilities
- Address the special needs of the children and their families.
- Educate parents and the public on the needs and rights of the children.
- Provide other forms of support for the parents and immediate family
- Forming a "Parents' Group"
- Seeking opportunities to assist children with special abilities and talents to foster their skills
- Provide assistance to children who may need special care

C. Long term objectives

- Ensure that the project endures with very little outside assistance after its initial impetus
- Ensure that the project will be sustained with family and community assistance and commitment thereafter
- If successful, implement this model in other parts of the country

7. The "GROUP" shall be made up of the following

- 7.1 Project Sponsor/s
- 7.2 Project Advisory Board
- 7.3 Project Holder
- 7.4 Project and Team Leader
- 7.5 Project Working Committee members

7.6 Australian Project Administrator

7.7 Auditor - Project income and expenditure accounts

8. Responsibilities

8.1 Project Sponsor/s shall be responsible for raising funds and providing other facilities on a 'needs' basis.

8.2 Project Advisory Board

- Provide guidance and direction to the GROUP
- Assist GROUP members to promote and support activities related to children with disabilities and their families
- Review Programs prior to implementation
- Assist in gathering data and other information relating to the children and their families
- Solicit and promote community support

8.3 Project Holder

- Shall coordinate GROUP activities.
- Shall be responsible for the proper and ethical utilization of funds and other resources belonging to the GROUP.
- Keep proper accounts and records with assistance of Project and Team Leader.
- Shall present ad hoc and regular Audited Statements of Accounts at the end of each calendar year for the Project Working Committee and Donors.
- Provide regular Progress Reports.

8.4 Project & Team Leader

- Shall lead the Project Working Committee and summon committee members and maintain minutes of any formal meetings.
- Jointly responsible for financial matters along with the Project Holder.
- Shall have the power to take urgent or important decisions when necessary, but shall report such actions to the Project Holder and Project working committee for endorsement.
- Shall coordinate Working Committee programs and projects, liaise and maintain links with State Organizations, Government Officials and Non-Government Organizations (NGO's), social and community organizations involved in similar activities.

8.5 Project Working Committee

- Shall cooperate with the body of the GROUP.

- Shall participate in decision making, planning and implementing project activities.
- Attending regular meetings and consultations.
- Solicit and promote community and social support for the project

8.6 Australian Project Administrator

- Shall maintain close links with donors and members of the body of the GROUP.
- Maintain bank accounts, income and expenditure accounts and share all relevant information with the group and donors

8.7 Auditor - Project Income and Expenditure Accounts

- Shall examine and analyse all income and expenditure incurred under this project with supportive documentary evidence where required and sign off and submit regular approved audited statements to the Project leadership team for record keeping and submission to the project Sponsors and at the annual gathering of the "Group". All relevant income and expenditure documents shall be retained by the auditor.

9. Meetings and Reports

9.1 The GROUP will meet at least once every two months or meet as often as necessary to

meet their project and program goals.

9.2 One of these meetings shall be the Annual consultation to evaluate the program and

plan for future.

9.3 Project / Team Leader and Project Holder will be responsible for submitting written reports on a regular basis to the Australian project Administrator on all activities undertaken by the group

9.4 The Australian Project Administrator will be responsible for sharing all information relating to this project with all donors via email on a regular basis.

10. Financial Accounts

Project Holder will be responsible for collating and providing the Australian project Administrator with detailed statements of expenditure on a regular basis. These accounts should be examined, audited and signed off by the Auditor prior to such submission.

Details of Project Team:

Project Sponsors:

Felix & Yasmin Stephen, No: 26, Worthing Place, Cherrybrook, N.S.W.2126,
Australia

Project Advisory Board:

Honorable C. Nanda Mathew – Governor Uva Province
Religious Leaders from the key religious groups (Christian, Buddhist, Hindu & Muslim))
Principal St. Joseph College – Bandarawela.
Principal Dharmashoka Maha Vidyalaya – Bandarawela.
Principal Sir Razik Fareed Muslim Vidyalaya – Bandarawela.
Dr. Mrs. Kumuduni Cooray – Consultant Pediatrician, Base Hospital – Diyatalawa.
Mr. Felix Stephen – Manager Investment Strategy and Research, Advance Asset management, – Sydney, N.S.W. Australia.

Project Auditor

Mr. H.B. Dissanayake - Local Businessman and Social Activist and member of the project team

Project Holder:

Mr. Milton Anthony Perera, Senior Training Consultant, Centre for Economic and Social Rights, No: 340/4, Galaha Road, Mahakanda, Hindagala, SRI LANKA

Project & Team Leader

Mr. Ranjith Manawadu, “Sevana”, Perera Mawatha, Bandarawela, SRI LANKA

Project Working Committee Members

Mr. K.A.Devaranjana – Circuit Education Officer (Special Education)
Mr. G.D.S.M. Abaynayake – Staff St. Joseph College.
Mr. S.M.N.D. Kumara - Staff St. Joseph College.
Mr. R.M. Ranjith - Staff Dharmashoka Maha Vidyalaya.
Mrs. R.M. Nanda - Staff Dharmashoka Maha Vidyalaya.
Mrs. Wasantha Ranjani – Staff Sir Razik Fareed Muslim Vidyalaya.
Mr. R.W. Ajith – Social Service Officer – Divisional Secretariat
Mr. M.M.P.K. Manathunga – Social Service Officer – Provincial Council (UVA)
Ms. Jayanthi Kumari – Child Right Protection Officer - Divisional Secretariat
Mr. Wilfred Rathnayake – President, Old Josephians’ Sports Club
Ms. Sarfoon Niza Niyas – Local community and Social Activist
Mr. H.B. Dissanayake –Project Auditor, Local Businessman and Social Activist
Two Parents of children with disabilities

Australian Project Administrator:

Mrs. Yasmin Stephen

Web Administrator:

Mr. Chris Thomas