**COLLABORATION BRIEFING NOTE**

Support Information and Background

To be used in conjunction with MOU and/or Partnership Agreements

The use of this type of document can help ensure that there is a common understanding by all parties

**Introduction**

*Mention why the Collaboration is occurring, who the key partners are and who is providing funding for the process.*

**Partners**

*List the Partner organisations*

**Organizational Provence**

*List each organisation and provide a brief summary of the background and work of each organisation involved in the partnership.*

**Background**

*Provide general information on why the Collaboration is occurring,*

*If funding has been received provide information on the funding source and the reason the grant was successful.*

**Drivers for Collaboration**

*Highlight the specific reasons why a collaborative approach is being chosen by these services in this geographic area. Site some negatives of the current situation (ie difficult to recruit tertiary qualified staff; increased service demand).*

*Site some benefits of the Collaboration, for example:*

* *Improved communication between partner organisations*
* *Holistic client service delivery through unified/combined approaches to case management*
* *A stronger more united voice on local social issues*
* *New approaches to working with se4vice users*
* *Avoiding duplication of funding submissions*
* *Optimization of existing skills and resources*
* *Improved or united client service activities*

*Note how the drivers of this particular collaboration were identified – at a meeting of Managers, through a workshop of all staff, public consultation.*

**Developing the Collaboration**

*Provide information on how the process to collaborate occurred. Was a funding application submitted – what occurred prior to that? Who has led the process?. When did the first meetings of potential partners occur? What documentation will be used to provide structure and governance for the collaboration?*

*What are the key elements that will be covered in this documentation (Partnership Agreement and MOU)?*

*For example:*

* *Agreed protocols proscribing the ways in which organisations relate to each other in undertaking their separate services i.e. referral protocols,*
* *Agreement on the sharing of resources and skills that improve efficiency and avoid duplication,*
* *Commitment to developing joint projects that value add to existing services or fill identified needs gaps,*
* *Commitment to supporting a continuous improvement approach to governance, client service delivery, business administration and human resource management within the Consortium and its partner organisations,*
* *An inclusive approach to service delivery that operates outside the social constructs of disability or ethnic differences,*
* *Strong multi-tiered relationships between the participating organisations that benefit clients, staff, and management,*
* *Integrated cross organisational referral systems and ‘bumpless’ client pathways,*
* *Unified approaches to key local activities and events including emergencies’*
* *Improved organisational knowledge and capacity.*

**The (name the Collaboration) in Practice**

*Note that the documentation used (name MOU, Partnership Agreement) “provides documented boundaries around developing and maintaining a collaborative partnership focused on mutual value for the services and their clients.”*

*Highlighted some of the agreed processes that will support the Collaboration.*

*For example, monthly meetings – and how this will support the collaborative processes.*

*Note:*

* *synergies brought into play by the collaboration*
* *improved opportunities for professional development*
* *improved support and resourcing for staff*

**Meeting Funding Agreement Outcomes**

*Where funding has been received detail how this Collaboration will meet the requirements of the funding body.*

**Conclusion**

*Provide a positive short summary that indicates that the documentation framework that accompanies the Briefing Note (MOU and Partnership Agreement)*

**References**

*List any references used to support your Briefing Note, including Minutes from Collaboration Meetings or quotes from funding applications.*