

	AL NOOR TRAINING CENTRE FOR PEOPLE OF DETERMINATION  النور مركز النور لتدريب وتأهيل أصحاب الهمم			
	POLICY			
	External Agreements and Partnerships Policy			
Document No. POL/CORE/77	Rev:00	Date Of Issue: 22 September 2026	Page 1 of 4	

External Agreements and Partnerships Policy

- A. **Purpose:** To establish a consistent framework for the development, approval, implementation, monitoring, review, renewal and termination of Memoranda of Understanding (MOUs), Service Agreements and other formal partnership arrangements entered by the Centre.
- B. **Scope:** This policy applies to all formal agreements between the Centre and external parties, including but not limited to:
1. Memoranda of Understanding (MOUs)
 2. Service Agreements
 3. Partnership Agreements
 4. Collaboration Agreements
 5. Research Agreements
 6. Training and Education Agreements
 7. Referral and Networking Agreements
- C. **Policy Statement:** The Centre may establish formal agreements with external organizations where such arrangements support its strategic objectives, service delivery, research, education, professional development, community engagement, resource sharing or operational requirements. All agreements shall be appropriately reviewed, approved, documented, monitored and maintained to ensure accountability, compliance and mutual benefit.
- D. **Responsibilities:**
1. **Initiating Department**
 - a. Identify and assess partnership or service needs.
 - b. Prepare agreement documentation.
 - c. Coordinate implementation and monitoring.
 - d. Conduct periodic reviews.
 2. **Senior Management:**
 - a. Authorized Signatory
 - b. Approve and sign agreements on behalf of the Centre.
- E. **Quality and Administration Department**

	AL NOOR TRAINING CENTRE FOR PEOPLE OF DETERMINATION  النور مركز النور لتدريب وتأهيل أصحاب الهمم			
	POLICY			
	External Agreements and Partnerships Policy			
Document No. POL/CORE/77	Rev:00	Date Of Issue: 22 September 2026	Page 2 of 4	

1. Maintain the central agreements register.
2. Monitor review and renewal dates.
3. Retain agreement records.

F. Agreement Requirements: All agreements should include, where applicable:

- a. Purpose and objectives
- b. Scope of collaboration or services
- c. Roles and responsibilities of each party
- d. Deliverables and expected outcomes
- e. Duration and review period
- f. Reporting and communication requirements
- g. Confidentiality and information-sharing arrangements
- h. Financial commitments and payment terms (if applicable)
- i. Key performance indicators or service standards (if applicable)
- j. Risk management requirements
- k. Amendment provisions
- l. Termination provisions
- m. Authorized signatures

G. Due Diligence and Supporting Documentation: Prior to approval and execution of any MOU, Service Agreement or Partnership Agreement, the responsible department shall obtain and retain relevant supporting documentation, where applicable, to verify the legal status, authority, competence and suitability of the external party. Documents may include:

1. Valid trade licence or commercial registration.
2. Evidence of the authorized signatory's authority to sign on behalf of the organization (e.g., board resolution, power of attorney, authorization letter or official designation).
3. Emirates ID, passport copy or other identification of the authorized signatory, where required.
4. Tax registration certificate (if applicable).
5. Professional licences, accreditations or regulatory approvals relevant to the services provided.
6. Any other documentation deemed necessary based on the nature, scope and risk of the agreement.

AL NOOR TRAINING CENTRE FOR PEOPLE OF DETERMINATION  النور مركز النور لتدريب وتأهيل أصحاب الهمم	
POLICY	
External Agreements and Partnerships Policy	
Document No. POL/CORE/77	Rev:00 Date Of Issue: 22 September 2026 Page 3 of 4

H. Approval Process

1. Identification of partnership or service requirement.
2. Development of agreement documentation.
3. Internal review by relevant departments.
4. Legal or compliance review where required.
5. Senior management endorsement.
6. Approval and signing by authorized signatories.
7. Registration and filing of the executed agreement.

I. Monitoring and Review

1. Agreements shall be reviewed at least annually or as specified within the agreement.
2. Opportunities for renewal, amendment or termination shall be assessed during the review process.

J. Agreement Register and Records Management: The Centre shall maintain a central register that includes:

1. Agreement title
2. Partner organization
3. Agreement type
4. Effective date
5. Expiry date
6. Responsible department
7. Review date
8. Status

All signed agreements and related documentation shall be securely maintained in accordance with the Centre's records management requirements.

K. Renewal, Amendment and Termination: Agreements may be:

1. Renewed following review and approval.
2. Amended by mutual written agreement.
3. Terminated by mutual consent.
4. Terminated upon expiry.
5. Terminated due to non-compliance with agreed obligations.
6. Terminated in accordance with notice periods specified within the agreement.

			
	POLICY		
	External Agreements and Partnerships Policy		
Document No. POL/CORE/77	Rev:00	Date Of Issue: 22 September 2026	Page 4 of 4

Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	22 September 2026	Director