

**ACADEMIC COUNCIL  
ON THE  
UNITED NATIONS SYSTEM, INC.**

**and**

**KYOTO UNIVERSITY OF THE ARTS**

**MEMORANDUM OF UNDERSTANDING**

**THIS AGREEMENT** is dated 24 June 2022.

## **PARTIES**

1. **THE ACADEMIC COUNCIL ON THE UNITED NATIONS SYSTEM (ACUNS)** (a global professional non-profit, non-governmental, incorporated association with individual and institutional members who study the United Nations System, multilateral relations, global governance, and international cooperation) shall, from 24 June 2022, have its Tokyo Liaison Office (TLO) based at the Kyoto Peacebuilding Center of the Kyoto University of the Arts (KUA).
2. **KYOTO UNIVERSITY OF THE ARTS (KUA)** whose administrative offices are located at 2-116 Kitashirakawa-Uryuyama, Sakyo-Ku, Kyoto city, Kyoto, 606-8271, Japan, and 1-7-15 Kita-Aoyama, Minato-ku, Tokyo 107-0061, Japan.

## **TERMS**

### **1. BACKGROUND**

- 1.1. ACUNS and KUA agree that ACUNS' TLO will be hosted by KUA.
- 1.2. The parties wish to record the basis on which they will collaborate with each other. This Memorandum of Understanding (**MoU**) sets out:
  - (a) the key objectives of the arrangement;
  - (b) the principles of collaboration;
  - (c) the governance structures the parties will put in place; and
  - (d) the respective roles and responsibilities the parties will have during the arrangement.

### **2. OBJECTIVES**

The parties shall undertake this arrangement to achieve the following objectives:

- 2.1. To have ACUNS representation in the Asia-Pacific region.
- 2.2. To engage effectively with the community interested in UN-related studies, mainly UN practitioners and academics who study the UN based in the Asia-Pacific region.
- 2.3. To hold events.
- 2.4. To facilitate research and disseminate it.
- 2.5. To track and report intergovernmental policy deliberations.
- 2.6. To network in pursuit of research, funding and partnering opportunities.
- 2.7. To act as a conduit for professional opportunities and members' expertise.

### **3. GOVERNANCE**

- 3.1. The Parties acknowledge and agree that they will act in accordance with the ACUNS Guidelines on Liaison Offices.
- 3.2. All members of ACUNS will automatically benefit from the activities of the TLO.
- 3.3. ACUNS will share with the TLO the list of its individual and institutional members based in the Asia-Pacific region.

#### **4. ROLES AND RESPONSIBILITIES**

4.1. The TLO will maintain relations with existing ACUNS members and partners in the Asia-Pacific region, in particular East and Southeast Asia, and will help to recruit new members. The TLO will provide ACUNS with regional expertise and access to local networks with the aim of identifying and recruiting scholars and practitioners into the association and aid in identifying suitable regional cooperative partners.

4.2. The TLO will assist the Secretariat in coordinating programs in conjunction with local associations, foundations, and administrative entities. It will also help with the dissemination of information related to the missions and programs of ACUNS. As needed, it will assist ACUNS in organizing conferences and events.

4.3. Both parties will engage with each other regularly through meetings, correspondence, and other exchanges.

4.4. The ACUNS Secretariat will involve and consult with the TLO regarding its activities. It will liaise with the TLO when organizing events or making decisions on opportunities that arise through its operations.

4.5. The ACUNS Secretariat will consider providing financial support to TLO activities within its capacity.

4.6. The TLO will assist ACUNS with fundraising.

#### **5. LIAISON OFFICE OPERATIONS**

5.1 All major events, conferences, and initiatives shall be communicated to the ACUNS Secretariat prior to the event.

5.2. Engagement by any representative of the TLO at UN and other formal meetings must be authorized by the ACUNS Secretariat.

5.3. Copies of written statements to be made or papers to be circulated at UN sponsored events should be provided in advance to the ACUNS Secretariat.

5.4. Any budget proposal for external or internal funding and incurrence of expenses related to the activities of the TLO must be agreed in advance by the ACUNS Secretariat. All expenses must be reimbursed promptly.

5.5. All funds received in the name of ACUNS must be reported to the Secretariat in a timely fashion for determination of proper action.

5.6. The TLO shall not collect ACUNS membership fees from members.

5.7. In-kind contributions (such as meeting rooms, payment of travel and accommodation of participants to events, hospitality expenses, and receptions) can be negotiated by the TLO in consultation with the ACUNS Secretariat.

5.8. Local activities and events (such as book presentations, round-table discussions, and side events at conferences) should be communicated to the ACUNS Secretariat for inclusion in the ACUNS Monthly Bulletin and posting on the ACUNS website.

5.9. News of events, activities, and plans should be communicated on a quarterly basis to the ACUNS Secretariat. Complete written reports must be provided annually.

5.10. The names of TLO staff and interns, and brief descriptions of their roles, shall be communicated to the ACUNS Secretariat.



- 5.11. All staff and interns at the TLO must be members of ACUNS and shall contribute to the association on a voluntary basis.
- 5.12. Notwithstanding 5.11, the TLO may engage consultants for particular projects or obtain external services.

## 6. BRANDING

- 6.1. The Parties agree that all TLO activities shall be branded as ACUNS activities.
- 6.2. Use of the ACUNS name and logo must be approved in advance by the ACUNS Secretariat. The TLO website must be developed in consultation with the ACUNS Secretariat and must include a link to the main ACUNS website.

## 7. INTELLECTUAL PROPERTY

- 7.1. Any intellectual property rights for properties created under the name of ACUNS vests with ACUNS.
- 7.2. Copyrights for academic writings and reports remain with the author unless explicitly agreed otherwise.

## 8. TERM AND TERMINATION

- 8.1. This MoU shall commence on 24 June 2022 by both parties and shall expire after three years. It is renewable upon mutual agreement.
- 8.2. Either party may terminate this MoU by giving at least six months' notice.
- 8.3. Upon early termination of this agreement, each party will use its reasonable endeavors to promptly limit or terminate any outstanding commitments.

## 9. MODIFICATION

- 9.1. This MoU may only be modified by written agreement between both parties.

Signed for and on behalf of the **Academic Council on the United Nation System, Inc.**

Signature :



Name : Lise Howard

Position : President

Date : June 24, 2022

Signed for and on behalf of **Kyoto University of the Arts**

Signature :



Name : Yutaka Tokuyama

Position : Chairman

Date : June 24, 2022