**Collaborations with SEDA**

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| **Version Control** |
| **Version** | **Date issued/updated** | **Author/updater** | **Summary of changes** |
| 1.0 | Feb 1997 | David Baume | N/A |
| 2.0 | Feb 2016 | James Wisdom | Introduction of two separate processes and forms for trustees and non-trustees |

This document sets out the principles and procedures which should inform collaborations between SEDA and other organisations.

All collaborations require SEDA's full and informed approval, to ensure that such collaborations are to the benefit of SEDA.

SEDA seeks out and welcomes appropriate collaborations with other organisations whose goals, values and processes are compatible with those of SEDA. All collaborations must be compatible with, and supportive of, SEDA's values, strategy and current priorities.

These collaborations may take the form of specific projects or undertakings, offers of sponsorship or other financial relationships, or they may take the form of continuing co-operation. Collaboration includes grant applications where the applicant seeks SEDA's involvement.

Collaborations must be based on a clear agreed written statement of any financial implications for SEDA; must specify who in SEDA and in the collaborating organisation is responsible for the planning, management and administration of the collaboration; and state through which SEDA Committee the collaboration will be reported and monitored (usually Services and Enterprise). All documents must be lodged with the SEDA Office.

If a collaboration is initiated by a SEDA member, he or she should inform a Co-Chair through the SEDA Office before it has developed to a stage which may require approval.

It is for the Co-Chair then to decide what level of approval is required – between Co- and Vice-Chairs, by the Services and Enterprise Committee, or by the full Executive. A Co-Chair alone cannot give approval. No commitment by SEDA can be assumed until approval has been given.

If a collaboration is initiated by a SEDA Committee, or by an individual through a SEDA Committee, the development should be reported by that committee’s chair at a meeting of the Executive and approval sought.

If a collaboration is proposed by a non-member, or another association, or a commercial organisation, they should approach the SEDA Office in the first instance. The Office will then pass them on to an appropriate committee or to a Co-Chair.