

Memorandum of Understanding (MOU) **Between the Right2Know Campaign (R2K)** **and **ORG NAME (ACROMYM)****

1. Parties:

Right2Know	The R2K is an activist driven democratic campaign for the free flow of information, freedom of expression, and the right to organize. R2K is a national campaign organized through three provincial nodes based in Cape Town, Durban, and Johannesburg.
Org Name	A few short sentences about: <ol style="list-style-type: none">1. What you do2. Your type of organisation3. Your geographical base

2. Context:

- South Africa continues to face poverty, inequality and a resulting social and political crisis.
- Increasingly people are getting organised and standing up for their rights.
- Rather than engaging the people democratically and finding solutions to our problems, many of those with power (in government and the private sector) are increasingly authoritarian across the country:
 - We see increasing secrecy, persecution of whistle-blowers and the refusal to give us access to information we need to advance our struggles for justice;
 - We see efforts by an unresponsive and unaccountable government to undermine our right to protest and the increased surveillance of our activists.
 - We see the mass media does not pay much attention to community issues while government and media owners undermine the independence of journalists.
- For poor and marginalised communities to hold those with power to account we require a strong organised and united voice rooted in grass roots organisation.

3. Purpose of Cooperation:

In this context we will work together to in solidarity to strengthen the **ORG NAME** and advance the right to know: To defend the space to organize, challenge secrecy and gain access to information, to defend and advance the right to communicate, freedom of expression and the right to protest.

4. Roles:

Right2Know will:

1. Provide **ORG NAME** with **popular educational and campaign material** about different parts of the right to know;
2. Share information with activists of **ORG NAME**, through a range of **email lists**, about news and other developments that affect the right to know
3. Assist **ORG NAME** to develop and distribute **Action Alerts and Statements** relevant to the right to know to activist networks and the media;
4. Introduce **ORG NAME** to people within the R2K network that could **provide relevant support** – like lawyers, researchers, journalists, other activists, etc.

With limited capacity and resources, depending on the availability of funds and comrades, Right2Know will strive to:

5. Issue **statements of solidarity** and write **letters of support** (including joint statements and letters) on matters impacting the right to know;
6. On request, provide **informed inputs** into **ORG NAME** meetings, workshops, protests, etc on matters impacting the right to know;
7. Assist the **ORG NAME** to **submit Promotion of Access To Information (PAIA)** requests;

ORG NAME will:

1. Distribute Right2Know **popular educational and campaign material** within its' networks and community/s.
2. Display R2K **campaign material** at all public meetings and protests relevant to the right to know;
3. Share information impacting the right to know – including **Action Alerts and Statements** – through relevant **Right2Know email lists**;
4. Contact the Right2Know when/if you need support to develop and/or distribute **Action Alerts and Statements** relevant to the right to know;
5. Contact the Right2Know to discuss the possibility of **any other support**.
6. Ensure all their activists conduct themselves according to the Right2Know **Activist Code of Conduct** when engaging with or in the R2K (see Code in Appendix 1).
7. **ORG NAME** will participate in the following Right2Know email lists:

<input type="checkbox"/>	Local Province	<input type="checkbox"/>	Access to Telecommunications
<input type="checkbox"/>	Provincial Node	<input type="checkbox"/>	Media Freedom/Diversity
<input type="checkbox"/>	National	<input type="checkbox"/>	Right to Protest
		<input type="checkbox"/>	Secrecy

5. Review of MOU:

- Either party can withdraw from this MOU at any time by giving the other party a month's notice.
- Parties will review this MOU after 12 months to assess the effectiveness of the cooperation.

6. Contact Details:

For the Right2Know

For the **ORG NAME**

	<u>1st Contact</u>	<u>2nd Contact</u>	<u>1st Contact</u>	<u>2nd Contact</u>
Name:	Bongani Xezwi	PROV ORGANISER	Name:	Name:
Position:	Nodal Organiser	PROV ORGANISER	Position:	Position:
Cell Phone:	073 904 1626	PROV ORGANISER	Cell Phone:	Cell Phone:
Other Phone:	073 904 1626	PROV ORGANISER	Other Phone:	Other Phone:
Email:	bongani.xezwi@gmail.com	PROV ORGANISER	Email:	Email:
Website	www.r2k.org.za		Website	
Physical Address:	6th floor, Aspern House, 54 De Korte St, Braamfontein, Jhb.	PROV ORGANISER	Physical Address:	

7. Agreement

This MOU was agreed on **DATE** at **PLACE**:

Signed:		
Name:	Bongani Xezwi	NAME
For:	Right2Know Campaign	ORG NAME

APPENDIX 1: Right2Know Activist Code of Conduct

The Right2Know Campaign should be a space in which:

- We have a collective responsibility to run meetings that are focused and which address issues that are central to our programme.
- We all have an opportunity to speak and be heard.
- We have a responsibility to contribute practically to building Right2Know in whatever way we can.

This code of conduct is a personal commitment from every R2K Active Supporter to carry out our meetings and activities in a way that helps to make this vision a reality.

1. Discipline (Engaging as comrades):

1. Active Supporters should engage one another with respect, regardless of gender, race, class, or age.
2. If there is a personal relationship between two Active Supporters, they encouraged not to allow this relationship interfere with or disrupt the work of the organisation.
3. Active Supporters should respect one another's views and organisations.

2. Meetings (Respecting each other's time):

1. Active Supporters are expected to keep time when coming to meetings.
2. Active Supporters are expected to submit apologies if they cannot attend meetings or are going to arrive late, or leave early.
3. Active Supporters are expected to switch off their phone or switch their phone to 'Silent' during meetings.

3. Participation (Ensuring that everyone takes the opportunity to contribute):

1. Active Supporters are expected to fully participate in any R2K structure they volunteer to or agree to be delegated to (e.g. working group or sub-committees).
2. Active Supporters are expected to read and distribute any relevant media or information produced by the organisation.

4. Accountability (Ensuring internal democracy and remaining accountable to the collective)

1. Active Supporters should be accountable for their actions and views in general.
2. Active Supporters should account for any funds or resources of the organisation for which they are responsible.
3. Active Supporters should carry out the tasks that they have agreed to carry out.
4. Active Supporters should act on a mandate when representing the Right2Know on another platform.
5. Active Supporters should report back after any engagement in which they represented the Right2Know.
6. Active Supporters should respect and carry out collective decisions.

5. Observance of policies (Exercising the right to know):

1. Right2Know Active Supporters should know and observe the policies, principles and constitution of the organisation, and take responsibility for ensuring these policies are respected and upheld by others.
2. Each Active Supporter accepts that disregarding these policies may result in disciplinary action: