



**Center for Women  
Policy Studies**

## Memorandum of Agreement

### Board of Directors 2008

Jacquelyn Lendsey,  
chair  
Karen A. Schneider  
secretary/treasurer  
Leslie R. Wolfe,  
president  
Francesca Farmer  
Carmen Lomelin  
C. Lynn McNair

### Founders

Jane Roberts Chapman  
Margaret Gates

### Policy Council 2008

Barbara Arwine  
Adrenne Asch  
Polly Baca  
Hon. Viola Baskerville  
Chanotte Bunch  
Joanne Chase  
Vivian Lowery Cerryck  
Paul Di Donato  
Peter Edelman  
Laura Eford  
Susan Estrich  
Hon. Laura Hill  
Jean V. Hardisty  
Frances Kissling  
Hon. Jeanne Koni-Weiles  
Julianne Maiveaux  
Hon. Mary Jo McGuire  
Hon. Angela Monson  
Hon. Velmanette Montgomery  
Hon. Constance Morella  
Hon. Sandra Pappas  
Hon. Kitty Piercy  
Beryl Radin  
Loretta Ross  
Hon. Debbie Wasserman Schultz  
Hon. Allyson Schwartz  
Julia Scott  
Elizabeth Toledo  
Hon. Velma Veiona  
Hon. Lynn Woolsey  
Patsina Wright  
Helen Zia

### Research Advisory Board 2008

Irene Blea  
Esther Ngan-ling Chow  
Bonnie Thornton Dill  
Karen Dugger  
Oliva Espin  
Yen Le Espiritu  
Rosemarie Ganand-Thomson  
Evelyn Nakano Glenn  
Beverly Guy-Sheftall  
Evelyn Hu-Denart  
Aida Hurtado  
Sheila Jones  
Elaene Kim  
M. Banati Kuumba  
Juanita Tamayo Lott  
Ngina Lythcott  
Vickie Mays  
Gwendolyn Mink  
Chandra Taipade Mohanty  
Setsuko Matsunaga Nishi  
Diana May Pearce  
Dianne Pinderhuges  
Jael Silliman  
Dana Takagi  
Ruth Zambrana  
Maxine Baca Zinn

Between:

Center for Women Policy Studies

1776 Massachusetts Avenue, NW Suite 450  
Washington, DC 20036

202-872-1770 phone

202-296-8962 fax

Contact: Dr. Leslie R. Wolfe, President

[LWolfe@centerwomenpolicy.org](mailto:LWolfe@centerwomenpolicy.org) email

[www.centerwomenpolicy.org](http://www.centerwomenpolicy.org) website

and:

Women's Studies Center

University of Jordan

Contact: Dr. Rula Quawas

Director, Women's Studies Center, and

Associate Professor, Department of English

University of Jordan

9626-535-5000, extension 3507 phone

9627-959-11311, mobile

[RQuawas@wanadoo.io](mailto:RQuawas@wanadoo.io) email

The Center for Women Policy Studies (CWPS) and the International Women's Media Foundation (IWMF) are planning a two year program (January 2009-December 2010) to develop a sustainable Middle Eastern network of advocates for women's human rights and democracy by linking women journalists and women elected officials through cross-sector dialogue, leadership training and strategic partnerships.

The central event of the program will be a regional conference in 2009 under the auspices of the Women's Studies Center, University of Jordan. The Women's Studies Center (WSC) will serve as the local partner to CWPS and IWMF and will participate in planning and implementing the conference. Conference participants will include 25 women journalists and 25 women Members of Parliament from several countries in the Middle East and North Africa region. To select participants, both CWPS and IWMF will conduct a competitive application process that is based on the successful processes both have used for previous similar programs; CWPS will select the Members of Parliament and IWMF will select the journalists.

The Women's Studies Center will work in partnership with CWPS and IWMF to recruit applicants for the program (both Members of Parliament and journalists), engage and train the conference facilitators and trainers, develop the agenda and topics for cross-sector discussions that will address the status of women and priority women's issues,

prepare materials for conference participants, and develop regional and in-country follow up activities to implement participants' individual and country-focused action plans. The Women's Studies Center also will be responsible for conference logistics and arrangements on site.

### **Scope of Work:**

#### The Center for Women Policy Studies (CWPS):

- **Event planning and management:** Directly, and through its subcontractor, the International Women's Media Foundation (IWMF), will manage and conduct program activities, including:
  - planning the agenda
  - establishing evaluation criteria and methodologies
  - selecting facilitators and trainers
  - inviting speakers and other special guests
  - selecting conference participants
  - preparing and distributing relevant materials
  - communicating with participants regarding travel and visa requirements
- **Financial management:** The CWPS be responsible for the financial management of the program including:
  - preparing contracts with facilitators, trainers and meeting venues
  - oversight of all subcontracts
- **Follow up activities:** The CWPS will manage conference follow up activities including:
  - collecting and analyzing evaluation data
  - organizing and overseeing follow up conference calls and participant coaching
  - preparing a final evaluation report

#### The Women's Studies Center (WSC), University of Jordan:

- **Event planning:**
  - participating in conference agenda planning, selection of participants, selection of facilitators, trainers, and speakers, and training of facilitators and trainers.
- **Event logistics:**
  - translating print materials, letters of invitation, memoranda of agreement, communications with participants, as needed; management of conference
  - providing for conference venue
  - Arranging reservations and agreements for:
    - meals
    - hotels
    - meeting facilities)
    - audio-visual technology
    - translation services if needed
  - duplicating and distributing materials

- maintaining appropriate financial data and reports
- coordinating with CWPS staff on financial matters, and other tasks as agreed between CWPS and WSC.

**Funding:** The Center for Women Policy Studies (CWPS) will pay the direct costs of the conference and follow up activities (including hotels, meals, transportation and duplication) upon receipt of contracts with facilities and purchase orders from WSC. The Women's Studies Center, University of Jordan will donate staff time to perform the responsibilities outlined herein and will provide the conference venue at no charge.

**Commitment to Partnership Principles:** The Center for Women Policy Studies and the Women's Studies Center, University of Jordan agree to follow the terms outlined in this Memorandum of Agreement.

**Review and Revision Arrangements:** The signatories to this agreement will review the partnership after three months from the program's start date (January 1, 2009) to ensure that it is proceeding in a constructive and useful way and to make adjustments as required and mutually agreed upon.

**Caveats:** This agreement does not permit the unauthorized use of copyrighted materials (including logos) and dissemination of confidential information or allow staff of the partner organizations to represent the other without prior agreement. This agreement does not bind partner organizations or their officers to any financial or other liability without further formal documentation.

**We, the undersigned, agree to work together to implement this project according to the terms outlined in this document.**

**Signed:**



Leslie R. Wolfe  
President  
Center for Women Policy Studies  
Date:

K. Karaki President  
University of Jordan  
Date: 11. 10. 2008