



Partnerships Criteria and Guidelines

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Introduction

The success of ASID, and the realisation of its mission to improve the quality of life for people with intellectual disability, relies on its ability to develop and nurture strategic partnerships. Working with other organisations is essential to forge the interaction between intellectual disability research, policy and practice.

The ASID Board, its committees and divisions must have, as a focus of their work, the identification, engagement and ongoing nurturing of relationships with partners who will assist in the achievement of this mission.

Partnerships will vary from informal relationships (eg sharing of resources or information, mutual support, organisational promotion) through to formal partnerships characterised by written contracts (eg conference organisers, journal publishers).

One major consideration is the potential to expose ASID Ltd to risk, therefore a risk analysis must be undertaken at the commencement of any partnership and reviewed as needed.

Part 1 – Partnership Framework

Purpose:

The Board, its committees and divisions will actively consider partnerships which:

- advance the key, strategic objectives of ASID
- are undertaken to provide added value to the work ASID is doing
- are with organisations with common, shared or compatible values
- are reciprocal and mutually beneficial
- have a purpose that is achievable and sustainable, recognising that due to the purpose of the relationship, some may be time limited
- are of a nature that allow any risks to be identified and managed

Responsibilities:

The Board or relevant Division considering a partnership is responsible for

- the identification of suitable partners
- engagement with those partners
- nurturing of the partnership

- risk management
- evaluation of results
- reporting of partnerships to the board and membership

Potential Partners:

It is important that relationships are considered with a variety of organisations that represent key stakeholders and can therefore assist ASID to meet its objectives. The Board and Divisions are encouraged to consider the following organisational groups:

- Self-advocacy groups
- Disability peak bodies and advocacy groups
- Universities
- Government departments
- Disability services
- Other organisations or individuals who have a stake in the quality of life of people with intellectual disability
- Providers of services that ASID is unable to undertake itself

Part 2 – Process for partnership development

Step 1 – Identify and understand the purpose of the partnership

- Who should we consider partnering with?
- What is the function or nature of the planned partnership?
- How would such a relationship benefit ASID and its objectives?

Step 2 –Assess the proposed partner

- Who is the best point of contact
- Do they have shared values?
- Do they have the required expertise and capacity?
- Is it mutually beneficial?
- Are they willing to commit?

Step 3 – Define the partnership

- Will the partnership be ongoing or time limited?
- Is the partnership specific to a Division, or does it have broader applicability to the Organisation/Board of Directors?
- Is there any foreseeable risk involved? - Examples include financial, legal or reputational
- Assess the risk level - for full details refer to ASID Risk Management Policy, located on ASID website

Note: If at step 3 it is identified that the partnership incurs a high or extreme risk, is outside of approved budgets or has broader applicability to the organisation as a whole, then this partnership will need to be presented to and approved by the Board.

Step 4 – Maintain partnerships

- Set clear aims, objectives and purpose of the partnership
- Identify required skills/resources required and who will provide these
- Agree on (consider who/how/frequency of the following)
 - Communication process
 - Decision-making process
 - Reporting process
 - Evaluation process
- Review regularly whether partnership should continue, and if so, are any changes required?
- Recognise need to plan for sustainability, particularly if is partnership driven by individual relationships – what will happen if this contact person leaves?

Step 5 – Communicate partnership status to rest of organisation

- Inform Board of any new or changing partnerships through divisional reports
- Notify Board of any identified risk and its corresponding management
- Update Board in regard to level of success
- Highlight partnership activities in Annual Report