

**MEMORANDUM OF COLLABORATION**

**BETWEEN**

**Human Resource Development Center, Institute of Management Sciences (HRDC, IMS Peshawar)  
and Center for Executive Education, Institute of Business Administration (CEE, IBA Karachi)**

This Memorandum of Collaboration (MoC) is made on **November 3<sup>rd</sup>, 2020** between HRDC, IMSciences Peshawar and CEE, IBA Karachi under following terms:

**1- PARTIES:** The parties involved in this MoC will be referred as follows:

**1<sup>st</sup> Party:** Human Resource Development Center (HRDC), IMS Peshawar  
Represented by: Mr. Azam Farooq, Coordinator HRDC

**&**

**2<sup>nd</sup> Party:** Center for Executive Education (CEE), IBA Karachi  
Represented by: Dr. Rameez Khalid, Director CEE

**2- PURPOSE OF THE MoC:**

The main purpose of this MoC is to establish mutual collaboration between the mentioned parties for developing and conducting open-enrollment, customized (client-specific), and short academic courses along with collaborative events and venue provisions.

The scope of this MoC pertains to the city of Peshawar specifically and the KPK province generally. The above parties hereby enter into this MoC to mutually work towards the achievement of the goals set herein as per terms and conditions also mentioned in this MoC. The parties hereby agree to undertake their prospective tasks as per responsibilities mentioned below.

**Responsibilities and other Details for Collaborative Events:**

**a. CEE's Responsibilities would include:**

- (1) Identification of the mutually benefiting events, training courses /programs and the right trainers (out of CEE's pool of experts) for the selected training and the same will be communicated to HRDC.
- (2) Providing to HRDC the profile of the trainer(s) or expert(s) selected and details (e.g. duration and schedule) well before the commencement of the event.
- (3) Sharing the training material (soft copy) prior to the event with HRDC.
- (4) Compilation and sharing of events' feedback with HRDC.
- (5) Collaborate on the design, development and delivery/execution of events, training courses/programs by sharing resources jointly including trainers, experts and others.

**b. HRDC's Responsibilities would include:**

- (1) Identification of the mutually benefiting events, and training courses /programs falling within the area of CEE's expertise to exploit the full potential.
- (2) Providing inputs for event details (e.g. duration and schedule) shared by CEE and registration of participants for the event.
- (3) Arranging logistics, like venue, refreshment, lunch, printed training material /folder, training certificates, travelling, boarding and lodging of trainer(s) or expert(s) for the event.
- (4) Suggesting cancellation of any training program in case the number of participants falls short of the required minimum number as set in the training budget.

*M. Azam Farooq*  
**Coordinator**  
**HRDC-IMScience**

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