



DATED THIS 20 DAY OF OCTOBER 2021

MEMORANDUM OF UNDERSTANDING

Creating a more diverse and equitable planning profession

1. The following parties, namely,

BAME PLANNERS NETWORK (the Network) and
ROYAL TOWN PLANNING INSTITUTE (RTPI)

have agreed to co-operate with the purpose of creating a planning profession that is as diverse as the communities it represents, that acts inclusively, treats everyone fairly and provides a culture that delivers the best outcomes for the diverse society in which and for whom the planning profession works.

2. Opportunities include:

- a. Collaborating to raise awareness across the planning profession, and the wider sector on inequality issues in the profession.
- b. Engaging the planning profession with solutions to tackle inequality faced by planners from a Black, Asian or ethnic minority community.
- c. Developing CPD, events, and guidance for the planning profession, including exploring employer benchmarks, practice advice or other learning resources.
- d. Supporting planners from a Black, Asian or ethnic minority community with their career development and success, including exploring mentoring or other programmes.
- e. Grow and increase the diversity of RTPI's Membership.

3. The Parties agree:

- a. To jointly develop and deliver activities and/or resources that will engage with members of the Network and the RTPI as well as the wider profession and share knowledge and information about diversity and inclusion.

- b. To jointly deliver a minimum of one membership event per year targeted specifically at members of the Network who are not already RTPI members to promote the benefits of RTPI membership and/or Network members seeking to convert RTPI membership to a new tier e.g., Associate to Chartered.
- c. That all joint activity and resources will be characterised by the following:
 - Content/detail of the activity agreed by both Parties.
 - Both Parties agree on dates and location.
 - Both Parties agree on how the activity will be delivered.
 - For webinars, panel discussions or similar activity each Party must have a nominated person/representative taking part.
- d. That the type, number and objectives for all joint activities and resources will be agreed annually by the lead contacts for each Party. The annual programme will be monitored and reviewed on, at least, a quarterly basis by the lead contacts.
- e. To cross promote to their audiences through, newsletter and social channels key activities of each Party.
- f. Not to disclose any confidential information disclosed to each other, to any third parties and to use such information strictly for the purpose of planning and organizing agreed joint activities.
- g. Not to use the name of any Party for any other purpose whether in relation to advertisement or publicity without the prior written consent of that Party.
- h. That this Memorandum of Understanding is valid to January 2024 [or for three years from the date of signature] unless extended by mutual agreement. Each Party is participating in this Agreement voluntarily and may terminate their involvement at any time upon thirty (30) days' written notice to the other Party.
- i. That any cost of participation in this agreement shall be borne by each organisation separately and without the expectation of reimbursement.
- j. Where joint activities are delivered through RTPI virtual/online platforms there will be no cost to the Network. Where costs may be incurred for an event e.g., venue hire how these costs are shared between each organisation will be agreed in advance.
- k. That joint activities will be offered free to the members of both parties.
- l. Where joint activities are delivered through RTPI virtual/online platforms and/or booking/ticketing process is managed by RTPI data collected as part

of that process will be owned by RTPI. Where booking/ticketing process is managed by the Network data will be owned by the network.

- m. That by signing this document or by participating the Parties are not committing to legally binding obligations. That each organisation remains independent of each other and that their collaboration does not constitute the creation of a legal entity, nor authorise the entry into a commitment for or on behalf of each other.
- n. That disputes between parties of this Memorandum of Understanding shall be settled amicably by means of negotiation in the spirit of friendship and partnership.

4. Named Principal Contacts

Each Party will appoint one named person as lead contact to jointly develop and monitor an annual programme, for agreement between the respective organisations.

Signed by for and on behalf of
BAME PLANNERS NETWORK



Name : Helen Fadipe
Designation : Founding Member BAME Planners Network

20 October 2021

Signed by for and on behalf of
ROYAL TOWN PLANNING INSTITUTE



Name : Wei Yang
Designation : President RTPI

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