



Working Group

Agreement

The Alberta Public Interest Research Group

About Working Groups

Working Groups are collectives of U of A students and community members who work together on issues that fall within the APIRG mandate. They come to us with their ideas and passion for change. Working Group focus may be on research, events, actions, publications, or other diverse activities. Working Groups are generally considered to have long-term goals and timelines that continue beyond the current academic year, even if membership changes over the years.

This document must be read and signed by both the Main and Financial contacts for the Working Group, before any disbursements of APIRG funds are made and/or services offered.

Section A: Working Group Terms of Reference

APIRG Working Group, Board and Staff Responsibilities

1. While we do exist in part to provide funds, APIRG is more than a funding body. APIRG is a student-run, student-funded group with a mandate to promote research, education, and action in the public interest, providing students and community members with tools and skills to be active citizens. The APIRG Board expects that Working Group members share the vision of a cohesive community in which students and community

APIRG - Alberta Public Interest Research Group
HUB International Mall – 9111, 112th St.
University of Alberta, Edmonton, AB T6G 2C5
Ph: (780) 492-0614 email: apirg@ualberta.ca



Working Group

Agreement

The Alberta Public Interest Research Group

groups join together in the public interest.

2. It is the responsibility of the APIRG Board to assess Working Group requests for funds and support, as well as to ensure that Working Groups are provided with tools to operate to their full capacity. The Board also oversees the operations of the APIRG staff in relation to Working Groups.

3. Although it is not the prerogative of APIRG to control the organizational aspects of Working Groups, the APIRG Board strongly encourages the use of a consensus decision-making model and an anti-oppression policy by all Working Groups. We are here to offer organizational support for your group. APIRG Board, staff and office resources are available to assist all Working Groups.

4. APIRG staff, specifically the Working Group Coordinator, are responsible for the following:
 - a. Providing a familiar and consistent face at APIRG;
 - b. Assistance with access to APIRG office resources and in-kind services, as well as fulfilling other requests of the group;
 - c. Providing a link to the APIRG Board, including representing Working Groups at APIRG Board meetings or placing requested items on the meeting agenda, as well as providing the Board with important Working Group updates;
 - d. Updating the APIRG website with current Working Group information, events

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2

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Working Group

Agreement

The Alberta Public Interest Research Group

- and meetings, as well as posting them to APIRG social media;
- e. Assisting Working Groups with internal operations, if requested;
- f. Networking Working Groups with each other and with community groups;
- g. Coordination of: Working Group applications, funding committee, agreements, and policy updates;
- h. Coordinating the APIRG Working Group Orientation, and following up on training and workshop requests made by Working Groups;
- i. Providing assistance with finances.

Working Group Active Status and Access to Funds

1. Working Groups will be considered “active” for 12 months from the date of Board approval, or until their final report is submitted and Dissolution Form signed, provided they continue to be in compliance with the terms of this Agreement.
2. In compliance with the Working Group Agreement, the Working Group agrees to contact the APIRG Working Group Coordinator at least once every 4 months (once per term). This contact should consist of the following:
 - a. A financial activity update (may consist of providing an updated excel worksheet or other budget document);
 - b. An activities update, including advance notice of Working Group events, news and meeting dates to be posted by the APIRG Working Group Coordinator to the APIRG website, circulated on APIRG social media, or posted at the APIRG office;
 - c. A notice of planned absence or decrease in activities.

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3

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Working Group

Agreement

The Alberta Public Interest Research Group

3. Working Group funds will be available for 12 months from the date of approval, providing that Working Group members have signed the Working Group Agreement.
4. At the end of this 12-month period, *if no extension has been requested* (see item 5 below), the remaining funds will be reabsorbed by APIRG and the Working Group will no longer have direct claim to that money.
5. A Working Group may request an academic term extension of active status and access to funds. This request must be made before the end of the group's term of active status. The request must include:
 - a. A corresponding budget;
 - b. Plans for the remaining funds, including a timeline;
 - c. Summary of future activities and events.

The Board will consider a request for extension based on the group's past activities and level of adherence to the Agreement. Extensions will not be withheld without due cause by the current APIRG Board of Directors. During the extension period, the Working Group will be expected to continue to fulfill the conditions of this Agreement.

6. Working Groups are required to fill out a new Working Group application form during regular funding rounds for all new funding requests. This is to ensure that the mandate, goals, budget and membership of the group are still in keeping with APIRG's mandate.

Working Group Dissolution

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Working Group

Agreement

The Alberta Public Interest Research Group

1. Once the Working Group has completed its activities, the group must officially dissolve. The Working Group must submit a dissolution form to the APIRG Board. This form can be obtained online or at the office.
2. As per item 7 of the Working Group Agreement Summary, the APIRG Board and Working Group Coordinator reserve the right to dissolve a Working Group that is non-compliant, in the following manner:
 - a. If the Working Group does not report to the Working Group Coordinator within the required 4 month period, they will receive a notice by email and/or by phone
 - b. The Working Group has 4 months to make contact, after the notice
 - c. If no report or contact is made after the second 4 month period, the Working Group will be automatically dissolved, and its members notified as such



Working Group

Agreement

The Alberta Public Interest Research Group

Section B: Memorandum of Understanding on the Alberta Public Interest Research Group (APIRG)'s position on Civil Disobedience

Made Between APIRG and _____
(Working Group)

I, _____
(print name)

on behalf of _____
(Working Group)

hereby represent to APIRG that we understand and undertake to abide by the provisions of this agreement.

WE, AS AN APIRG FUNDED AND SUPPORTED GROUP UNDERTAKE TO ENSURE THAT:

1. APIRG's name or logo will not be used or associated with a civil disobedience event that the group is affiliated with.
2. We will not directly or indirectly imply that APIRG has lent any financial or other support to the civil disobedience event at issue.
3. Financial support, grants, sponsorship or funding received from APIRG to support individuals or organizations affiliated with APIRG will not be used in any way to fund acts, activities or actions of civil disobedience. APIRG funds will only be used for the

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Working Group

Agreement

The Alberta Public Interest Research Group

legal activities promoted, organized, and carried out by the individual or group.

Signature: _____

Signed this ___ day of _____, 20__

Witness Signature (on behalf of APIRG) _____

Signed this ___ day of _____, 20__



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Agreement

The Alberta Public Interest Research Group

Section C: APIRG Basis of Unity and Statement of Values

Basis of unity

We believe the way to create positive social change is to provide individuals with the information and tools they need to become active citizens and to participate effectively in their communities.

Statement of Values

APIRG considers an equitable environment to be a part of positive social change. We acknowledge that social change is achievable and see social awareness as a valuable facet of the public interest. We see anti-oppression as a process that acknowledges the existence of systemic oppression (including, but not limited to, racism, sexism, homophobia, transphobia, classism, and ableism). Through practices and policies, we seek to actively identify, challenge and address oppression wherever it exists, in all its various forms, and to actively encourage opportunities for social awareness and change. Further, we recognize and respect that systems of oppression interact in different ways and affect each person differently.

Passed 2007-Aug-22



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Agreement

The Alberta Public Interest Research Group

Section D: Financial Requirements for APIRG Working Groups

APIRG's funding comes primarily from students at the University of Alberta. We strive to be financially accountable for every dollar we spend, and that includes money spent by Working Groups. We need your Group to choose a primary Financial contact person who will be expected to be fiscally responsible in the following ways:

1. The Financial contact is expected to have current knowledge pertaining to the Working Group's financial matters, and to be in communication with the rest of the Group in regards to finances. Presenting financial statements at regular Board meetings is a good way to do this.
2. The Financial contact will provide the APIRG office with receipts for items purchased with APIRG funds within 3 months of the purchase (or other mutually agreed-upon arrangement) and before APIRG fiscal year end of April 30, for purchases corresponding to the list of expenditures approved in the Letter of Acceptance, in order to receive disbursements on behalf of the group.
3. The Financial contact will maintain an up-to-date list of expenditures and activities during the funding year using the excel sheet provided by the Working Group Coordinator or other approved budgeting document. This should be submitted once per term, as per Section A of the Agreement.
4. The Financial contact will read and agree to the Agreement, which explains the means

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9

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Agreement

The Alberta Public Interest Research Group

by which the Group maintain active status.

Note: The Working Group Financial contact understands that they will be required to submit a new Application during regular APIRG funding rounds in order to request new funds, using an approved budget template.



Working Group

Agreement

The Alberta Public Interest Research Group

Section E: Services APIRG provides To Working Groups

The primary focus of the Alberta Public Interest Research Group (APIRG) is to provide support and resources to APIRG members.

On a first-come-first-served basis APIRG may provide groups or individuals with the some or all of the following resources and services, by request:

(Please note that the following services are granted free or at low cost to APIRG members, so we do not grant funds towards these items)

1. Access to room bookings on the U of A campus;
2. Assistance promoting events, volunteer opportunities or recruiting members on APIRG social media, website, and office poster board;
3. Access to the APIRG resource library, and the opportunity to order relevant materials;
4. Access to Adobe Creative Suite (InDesign, Illustrator, Photoshop, Acrobat pro);
5. Access to computers, phone line in-office – must be arranged in advance;
6. Photocopying and printing (Working Groups are granted 500 sheets black & white letter copies with Working Group status) at the APIRG office – must be arranged in advance;
7. Button maker (Working Groups are granted 250 buttons with Working Group status, \$0.35/button after that) – must be arranged in advance and come with images printed;
8. Access to APIRG trainings – talk to a staff member for a current list of trainings APIRG can provide;
9. Equipment rentals – must all be arranged in advance:
 - a. Digital video and still cameras;

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Agreement

The Alberta Public Interest Research Group

- b. P.A. system (speakers, mixer, cables, microphones, mic stands, extension cords);
- c. Audio recording devices;
- d. Projector and projector screen.

Arrangements for any of the above can be made with any staff member by phone, email, or in-person



Working Group

Agreement

The Alberta Public Interest Research Group

Section F: APIRG Honoraria Form

This is an agreement between Alberta Public Interest Research Group (hereby known as APIRG) and _____ for the intention of a paid contract for the delivery of services, facilitation or a speaking engagement.

Honorarium Recipient (full or legal name, for cheque): _____

Mailing address of Recipient: _____

Email of Recipient: _____

Name of Event/Project: _____

Date(s)/Location of Event/Project: _____

Services Provided: _____

Contact for Event/Project/Group (include email): _____

Honorarium Amount: _____

All Fee agreements are final.

Cancellation policy: Either party can cancel the engagement with adequate notice of 30 days without penalty. If cancelled by this date, no fee will be paid in this date and engagement can be cancelled without reason. If cancellation occurs within 30 days of the event, discussions between APIRG and _____ will occur to find a replacement speaker/



Working Group

Agreement

The Alberta Public Interest Research Group

facilitator or a new event date set. APIRG reserves the right to not provide payment if event is cancelled without adequate notice as specified above.

Event may be recorded by APIRG or _____ for various purposes without the other party's consent.

APIRG representative

Honorarium Recipient

Group representative



Working Group

Agreement

The Alberta Public Interest Research Group

Section G: Capital Purchase Agreement

This Agreement Made Between:

THE ALBERTA PUBLIC INTEREST RESEARCH GROUP

(hereinafter referred to as "APIRG")

- and - _____

(hereinafter referred to as "the Representative")

on behalf of

(hereinafter referred to as "the Working Group")

1. APIRG agrees to purchase _____ (the CAPITAL ITEM) on behalf of the Working Group, for the Working Group's use, at a cost of \$_____.
2. For the duration of its use, the Working Group agrees to recognize that the CAPITAL ITEM shall remain the property of APIRG.
3. If, at any time, the CAPITAL ITEM is no longer needed by the Working Group, or the Working Group ceases to exist for whatever reason, the CAPITAL ITEM will be returned to APIRG.
4. The REPRESENTATIVE agrees to reimburse APIRG the full purchase price listed above if, for any reason, the item cannot be returned to APIRG in its original condition.
5. This agreement may be amended upon mutual consent of both parties.

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Working Group

Agreement

The Alberta Public Interest Research Group

Group Representative Signature: _____

Signed this ___ day of _____, 20__

APIRG Representative Signature: _____

Signed this ___ day of _____, 20__



Working Group

Agreement

The Alberta Public Interest Research Group

Section H: Ethical Purchasing Policy

APIRG's policy is to seek to purchase goods and services which:

1. Are produced and delivered under conditions that do not involve the abuse or exploitation of any persons; and
2. Have the least negative impact on the environment.

Such considerations will form part of the evaluation and selection criteria for all goods and services purchased by APIRG.

Purpose

The purpose of the policy is to:

1. Promote good labour and environmental standards in the supply chains of APIRG;
2. To protect APIRG's reputation.

Standards outlining responsible and ethical practices can be found in: the International Labor Organization's Convention on the Rights of the Child (Article 32.1), I.L.O.

Conventions Section 29, Article 2; Section 105, Article 1; Section 87, Article 2; and Section 98, Article 1; the United Nations Declaration on Gender Equity (paragraph 139), the U.N. General Assembly Universal Declaration of Human Rights (Articles 4, 5, 23.1, 23.3, 23.4, and 24)

Guidelines for Purchasing

Section 1. Whenever possible, APIRG will purchase items that are locally produced or second-hand, and/or recycled. Also whenever possible, when purchasing foodstuffs, APIRG will

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17

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Working Group

Agreement

The Alberta Public Interest Research Group

purchase organic, non-genetically modified produce and products.

Section 2. Wherever possible, APIRG will purchase goods that are made in Canada by union labour.

Section 3. Whenever possible, APIRG will purchase items of apparel, and for office supply, administration, and products for use in APIRG events and programming, from responsible and ethical manufacturers who operate in accordance with established codes of corporate conduct regarding wages, workplace health and safety, forced labor, child labor, and freedom of association, as embodied in United Nations (U.N.) and International Labor Organization (I.L.O.) conventions.

Section 4. Wherever possible, the APIRG representative shall submit a series of questions to retailers on such items designed to determine the manufacturing facilities in which the products under consideration are made, to ascertain working conditions at these manufacturing facilities, and to demonstrate that working conditions are of concern in APIRG's purchasing decisions.



Working Group

Agreement

The Alberta Public Interest Research Group

9. How do you plan to apply what you've learned this year to future projects and activities?

10. What are your plans for the coming semester?

11. Do you have any additional comments?

Part C - Supporting Documents

Please attach the following to this evaluation form:

1. Completed financial statement form.
2. Copies of all promotional materials related to Group activities (if not already provided).
3. Photos, press clippings and other publicity related to the Group.
4. A financial report based on the original budget and APIRG Letter of Acceptance
 - a. A written explanation of any deviations or expansions from the original budget;
 - b. A written description of successes, including fundraising efforts and challenges;

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21

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Working Group

Agreement

The Alberta Public Interest Research Group

- c. A summary of other sources of funding;
- d. A summary of funds to be carried over beyond the end of the fiscal year (April 30), and a brief description of what the group plans to spend these funds on;
- e. Future plans for funding, including APIRG and outside resources.



Working Group

Agreement

The Alberta Public Interest Research Group

Agreement Summary

Please initial each section as you read through the terms. By signing this agreement with APIRG, the Working Group and its members agree to the following:

1. General Working Group Information

- a. Working Group Terms of Reference (Section A) _____
- b. Memorandum of Understanding on the Alberta Public Interest Research Group (APIRG)'s position on Civil Disobedience (Section B) _____
- c. APIRG Basis of Unity and Statement of Values (Section C) _____

2. Funds Disbursements

- a. The Working Group agrees to spend APIRG funds based on the amount and conditions of the grant outlined in their APIRG Letter of Acceptance from the APIRG Board _____
- b. Disbursements are provided following the submission of an expense reimbursement claims form, accompanied by an original receipt _____
- c. The Working Group understands that they will be required to submit a new Application during regular APIRG funding rounds in order to request new funds. Emergency requests may be brought to the attention of the Working Group Coordinator _____

3. Financial Reporting & Responsibility

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23

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Working Group

Agreement

The Alberta Public Interest Research Group

- a. The Working Group will choose a primary Financial contact person, who must read and agree to the following:
 - i. Financial Requirements (Section D) ____
 - ii. Services APIRG Provides to Working Groups (Section E) ____
 - iii. APIRG Honoraria Form (Section F) ____
 - iv. Capital Purchasing Policy (Section G) ____
 - v. APIRG Ethical Purchasing Policy (Section H) ____
 1. Note: this policy is understood to be a guideline and may be waived in some situations.

4. Regular Communication with APIRG

- a. The Working Group Main contact person will provide the APIRG Working Group Coordinator with updated contact information, especially when information changes for the Main contact or Financial contact persons, or for the group as a whole. ____
- b. The Working Group Main and Financial contact persons will communicate with the APIRG Working Group Coordinator, as per the Terms of Reference (Section A). ____
- c. Working Groups often hold periodic meetings. Whenever possible, the Working Group will provide APIRG with a copy of the meeting minutes, especially in relation to financial decisions. ____



Working Group

Agreement

The Alberta Public Interest Research Group

5. Annual Reporting

- a. The Working Group Main contact and Financial contact will each submit an end of term report to APIRG upon request. Please use our Evaluation Form (Section I). ____

6. Acknowledgement of APIRG Support

- a. Working Groups represent the diversity of our membership, and often introduce people to the organization. Through their activities Working Groups provide invaluable outreach on campus and abroad, acting as ambassadors for APIRG. APIRG values the skills and resources that our Working Groups bring to the organization. We strive to promote our Working Groups and in exchange look for support from them. In this way, we ask that Working Groups acknowledge APIRG support in a variety of ways:
 - i. The APIRG logo will be displayed on all literature, on-line forums or promotional materials produced by the Working Group. APIRG can request oversight on promotional materials featuring our logo. ____
 - ii. APIRG will be given verbal acknowledgement at all events and activities. ____
 - iii. APIRG Board representatives will be given the opportunity to be present at events/activities (ie. invitations or tickets). ____
 - iv. Promote APIRG, during tabling events, U of A Orientation Week and Week of Welcome, and/or other appropriate events. *Working Groups will be*

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25

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Working Group

Agreement

The Alberta Public Interest Research Group

provided with adequate information, resources and training in order to do so.

- _____
- v. The Working Group will provide APIRG with copies of posters, buttons, promotional materials, media coverage or any other resources related to Working Group events, activities and projects for the APIRG library. _____
 - vi. The Working Group or one of its representatives may be requested to do a presentation, workshop or training session for the APIRG Board, staff and other APIRG members. _____
 - vii. Representatives of the Working Group will be required to be present at the APIRG Annual General Meeting, and may be requested to be present at other events, as required. _____
 - viii. We encourage our Working Group members to attend events and workshops hosted by APIRG, as we encourage our Board and members to attend events hosted by Working Groups

7. Non-Compliance with Agreement

- a. We understand that the APIRG Board reserves the right to review the status of any Working Group that fails to adhere to these requirements, and that this may result in the removal of said Working Group from active status and the loss of access to previously granted APIRG funds. _____

8. Signatures

We (the undersigned) agree to the APIRG Working Group Agreement on behalf of

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26

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Working Group

Agreement

The Alberta Public Interest Research Group

(name of Working Group) _____

Main Contact:

Name: _____ (print) _____ (sign)

Phone: _____ Email: _____

University of Alberta Student: (yes or no) _____

Signed this ___ day of _____, 20__

Financial Contact:

Name: _____ (print) _____ (sign)

Phone: _____ Email: _____

University of Alberta Student: (yes or no) _____

Signed this ___ day of _____, 20__

Alternative Contact:

Name: _____ (print) _____ (sign)

Phone: _____ Email: _____

University of Alberta Student: (yes or no) _____

Signed this ___ day of _____, 20__

Signed on behalf of the APIRG Board of Directors:



Working Group

Agreement

The Alberta Public Interest Research Group

Name: _____ (print) _____ (sign)

Signed this ___ day of _____, 20__