MEMORANDUM OF UNDERSTANDING

BETWEEN

CENTRE FOR INNOVATIONS IN PUBLIC SYSTEMS (CIPS)

AND

KERALA INSTITUTUE OF LOCAL ADMINISTRATION (KILA)

Whereas Centre for Innovations in Public Systems (CIPS) is established in May 2010, as an autonomous body within the campus of the Administrative Staff College of India (ASCI), Hyderabad, this Centre is set up in pursuance of the recommendations of the XIII Finance Commission;

In line with its mandate and objectives, CIPS is working with State Governments, Union Territories and Government of India organizations as well as non-state agencies for promoting an innovative culture for transforming creative ideas into sustainable practices. CIPS is also associating with public institutions in States and Government of India for the following activities:

i. Identification and promotion of innovations in public systems in the area of management of people (capacity building), process improvement (reducing cost & improving quality), process re-engineering (introducing technology) and better service delivery to improve the wellbeing of the people;

ii. Provision of learning opportunities for building capacity through training Programmes, conferences, seminars, workshops, surveys, publications and development of a database of innovations in public systems for improving public services;

iii. Tracking nationally and globally and disseminate different innovations and best practices in areas of health, education, skill development, urban governance, e-governance, disaster management, forest and biodiversity , land & water management and others that have positively impacted public service delivery, increased efficiency and ensured cost reduction;

iv. Create an inventory of innovations in public systems, government departments, for the purpose of knowledge management and help replicate innovations engaging all stakeholders; and

v. To act as a platform for process engineering in public systems through use of technology and best practices.

Whereas Kerala Institute of Local Administration (KILA) is an autonomous institute which is functioning under the Local Self Government Department, Govt. of Kerala, as a nodal training arm of the Government;

As a Government of Kerala supported nodal agency for training, research and consultancy, KILA have the objectives:

i. To strengthen decentralization and local governance system in the state and elsewhere
ii. To undertake various capacity building and training activities for the Elected Representatives and officials of rural and urban local bodies of Kerala;
iii. To undertake action-oriented research activities;
iv. To document best practices on local governance for wide dissemination and learning; and
v. To organize seminars, workshops and discussions

These objectives are sought to be achieved through capacity building of the Elected Representatives and Government officials of Local Self Government Institutions (LSGIs). The Institute caters to the training needs of all functionaries of (LSGIs)- rural and urban.

The **CIPS** and **KILA** (hereinafter referred to as "the Parties" collectively or "the Party" individually) agree to collaborate in their initiatives to take up various activities through the following:

1. **Exchange of Resource Persons & Undertaking of Projects**

   CIPS and KILA will promote the exchange of resource persons for guest lecturers, take up joint projects and interaction on issues relating to best practices/Innovations on mutually agreed terms.

2. **Hosting and Visiting Delegations**

   CIPS and KILA will facilitate exchange and hosting of distinguished academicians, civil servants thought leader and thinkers to deliver public lectures and conduct seminars/workshops or any other suitable activity that relates to the issues of governance and public administration. These events may be held in the premises of CIPS or KILA or any other place mutually convenient with a view to promote stronger links and interaction between academicians, researchers and policy makers.

3. **Joint Collaboration Efforts**

a. CIPS and or KILA will identify and document a few innovative case studies every year jointly.

b. CIPS and KILA will establish a "Joint Coordination Committee (JCC)" to provide Strategic guidance and execute the cooperative activities mentioned in this MoU

c. CIPS and KILA will endeavor to ensure that the JCC is composed of the representatives of both the parties. Each party will nominate appropriate personnel to discuss and promote detailed cooperation activities for the implementation of this MoU.

   KILA would integrate the subject innovations into their training modules in as many training programs CIPS will assist KILA in designing the training module. For this purpose KILA will share its training calendar with CIPS in Advance.

d. CIPS and KILA would discuss and review the progress either through one-on-one interaction or Skype or Video conference from time to time.

e. CIPS and KILA will identify themes projects or practices for replication from time to time and collaborate closely to conduct joint Programmes.

f. CIPS and KILA will hold regional workshops/Conferences for replicating innovative practices.

g. CIPS and KILA as and when apply to secure projects jointly from governmental agencies, etc., will be entering into project specific agreements clearly mentioning the sharing of finances, etc.

4. **Sharing Infrastructure Facilities**

   As and when required, both organizations will share their infrastructure including accommodation and other conference hall facilities, on mutually agreed terms.

5. **Exchange of relevant publications**

   CIPS and KILA will agree to share publications brought out by both institutions.

   The terms and conditions, under which a specific programme/activity shall be undertaken under the terms of this MoU, and any necessary financial arrangements to facilitate these will be mutually discussed and agreed upon in writing by both the parties prior to the initiation of the particular programme or activity.

6. CIPS and KILA will take up any other activity based on mutual agreement that is in the interest of public good.

Roles and Responsibilities:

Following will be the Roles and Responsibilities of the parties:

a) Identify opportunities for implementing the ideas brought forward in the JGC meetings across various public organizations and institutions;
b) Liaise with the appropriate government officials to help them see the merits in the implementation of the joint initiatives

c) Facilitate the setting up of committees/workgroups as required for any initiative to be undertaken in the public system;
d) Help eliminate any roadblocks or bottlenecks that may arise during execution;
e) Show-case the success of the initiatives across various agencies including through CIPS website;
f) Organize events towards education and visibility targeted towards the relevant audience;
g) Provide feedback to the JCC to improve the effectiveness of the conceptualization and implementation of initiatives or the scaling up of the same based on the inputs from various public channels.

KILA

a) Actively set up JCC and participate in all activities;
b) Train and educate the functionaries of local government institutions in the methodologies in identifying and replicating innovations and innovative ideas;
c) Document through case-studies, success-stories, blogs and articles of interest for disseminating and educating of the functionaries and stakeholders of LSGis;
d) Identify opportunities for taking up joint research projects;
e) Promote innovations in improving the service delivery in local governance system;
f) Bring to the notice any hurdles or issues during implementation of the initiatives and solicit the resolution of the same;
g) Share the annual training calendar of KILA

7. The MoU will be in force from date of its signing and will be valid for 3 years. It may be renewed with the agreement of both parties. It may be terminated by either party giving three months' prior notice to the other party in writing. The termination of the MoU shall not affect any activity already in progress.

On behalf of the CIPS

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Director
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Date: 07.04.21

On behalf of the KILA

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