

**Memorandum of Agreement:
Membership to the Manitoba HSP_{net} User Community**

The National HSP_{net} Alliance (the Alliance) is a collaboration involving the BC Academic Health Council (BCAHC) and other academic health jurisdictions: British Columbia, Alberta, Ontario, Nova Scotia, Saskatchewan, and Manitoba (the Alliance) that access HSPnet through this agreement to share the ongoing costs of operating and enhancing the system.

Manitoba Health & Healthy Living has entered into an Agreement with the BCAHC to access HSP_{net} on behalf of the Manitoba User Community (MBUC), comprised of post-secondary educational institutions (as Placing Agencies) and health authorities and other health service providers (as Receiving Agencies) in Manitoba.

Manitoba Health & Healthy Living welcomes the (name) as a member to the MBUC. Our signatures on this Memorandum of Agreement confirm our mutual acceptance of the terms outlined below.

Access and Ownership

1. Under the Memorandum of Agreement, MBUC members will be permitted to access and use the HSPnet-MB instance of the HSP_{net} application, for the purpose of creating and managing student placement requests involving their health sciences educational programs and associated receiving sites, and for the purpose of reporting and analyzing data on those placement events.
2. As outlined in the Memorandum of Agreement, MBUC members shall each retain ownership of their respective data entered into HSP_{net}, while the BCAHC will retain sole ownership of the HSP_{net} application and all associated intellectual property.

Governance and Management

3. Manitoba Health & Healthy Living will identify representatives of the MBUC to join the national HSP_{net} Steering Committee.
4. Key users (e.g. placing/receiving coordinators, destination coordinators, course leaders) will be invited to an annual User Group meeting to be held in Manitoba. The User Group will discuss local placement issues, generate enhancement ideas, and participate in an annual process for prioritization of requests against the Enhancements component of the Budget. Recommended priorities of each provincial user Group will be forwarded to the Steering Committee for consideration during final Budget ranking.
5. Manitoba Health & Healthy Living will identify an individual to assume the role of HSP_{net}-MB Privacy Officer as defined in the HSPnet Policies on Privacy and Security, and will facilitate an HSPnet MB Data Stewardship Committee. This Committee will provide an annual report to the Steering Committee of its activities regarding data access trends, policy and system functionality, etc. The Committee will also provide a process to facilitate input from HSPnet MB users into the development, application, and ongoing review of HSPnet Policies on Privacy, Security & Data Access.
6. Manitoba Health & Healthy Living will facilitate an HSP_{net} MB Management Committee which is accountable to Manitoba Health & Healthy Living and the HSPnet-MB user community for the effective management and expansion of HSPnet within Manitoba.

7. Manitoba Health & Healthy Living shall ensure that BCAHC maintain contractual and/or employment arrangements as necessary to support and enhance HSP_{net} on behalf of all Alliance members. The contractors and/or employees retained or hired by BCAHC will report directly to the BCAHC CEO and will be accountable to the HSP_{net} Steering Committee on matters of HSP_{net} security, performance, costs, and user satisfaction.

System Configuration and Support

8. The BCAHC will establish a new “instance” or copy of HSP_{net} (HSP_{net}-MB) for use by the MBUC.
9. Help Desk support will be provided by the BCAHC and made available to MBUC users from Monday to Friday, 0830 to 1630 hours (CST), and email support requests will be responded to within four hours of receipt or by 0830 hrs (CST) for requests received on the preceding afternoon.

Modifications or Termination

10. This Memorandum of Agreement will be in force until terminated by either signatory upon delivery of 90 days notice to the other signatory.

Notice

11. Any notice given under this Agreement shall be in writing and delivered or sent by courier, telex, facsimile transmission, or registered mail to the respective addresses set out below or such address as one party may notify the other.

If to (name)

If to Manitoba Health & Healthy Living:

Manitoba Health & Healthy Living
Executive Director, Workforce Policy & Planning
1043-300 Carlton Street
Winnipeg, MB R3B 3M9

Signatures and Date:

<hr/>	<hr/> <p>Jerry Ross Executive Director Workforce Policy Branch</p>
<p><i>On behalf of:</i></p>	<p><i>On behalf of:</i></p> <p>Manitoba Health & Healthy Living</p>