



## **PARTNERSHIP AGREEMENT**

(Revision Date Dec 2008)

Global Footprint Network invites organizations with shared goals to partner with us in strengthening the Footprint and enhancing its value as a catalyst for sustainability. Our partners represent a diverse set of sustainability leaders including academic institutions, governments, businesses, advocacy organizations and consultants. While we are a diverse group, we share the common goal of ending ecological overshoot, using the Ecological Footprint as a lever for change. Through your collaboration with Global Footprint Network and with its other partner organizations, we can collectively make progress toward shared goals in ways that aren't possible by acting alone.

Together we are bringing the Footprint to higher levels of influence, coordinating research, increasing the confidence in the Footprint among policymakers, standardizing methodologies (which produces internationally comparable results), and sparking a global dialogue about ecological limits and overshoot. All of these programs can only be accomplished through the collaboration of our over 90 partner organizations around the world.

What follows is a list of the responsibilities of Global Footprint Network to its partner organizations, and the responsibilities that organizations must accept in order to become partners of Global Footprint Network. When partners agree to follow these guidelines, it allows us all to work most effectively together to make ecological limits central to decision-making everywhere.

Please read the agreement below carefully. **Receipt of payment of your invoice indicates that you have read and agree to these terms of partnership.**

### RESPONSIBILITIES OF GLOBAL FOOTPRINT NETWORK

- Reporting at least annually about accomplishments, future priorities, and partnerships.

- Providing to partner organizations, on request, appropriate amount of technical support, guidance, and advice for analyses and campaigns (10 hours for Participating Partners and 15 hours for Sponsoring Partners).
- Providing a single user license for one country's National Footprint Accounts, and historical country data points for Sponsoring Partners, upon request.
- Pursuing policies and programs that fulfill the stated mission of Global Footprint Network.
- These programs include:

#### National Accounts Program

- we annually update and improve the National Footprint Accounts which serve as the reference point for all Footprint applications, coordinate research, develop the underlying science, and build quality assurance procedures;

#### Standards

- we encourage, in collaboration with partner organizations, accurate and consistent Footprint applications, and unbiased reporting of findings through the development of standards;

#### Outreach

- we expand awareness of the Ecological Footprint and widen its adoption as a metric of sustainability; and

#### Partnerships

- in collaboration with partner organizations, we engage in projects that serve to advance our mission of harmonizing applications and bringing the Ecological Footprint into new domains and realms of influence. Through these projects we also provide training to practitioners and develop new tools that benefit the entire sustainability community.

### RESPONSIBILITIES OF PARTNER ORGANIZATIONS

Supporting the mission of Global Footprint Network, including our efforts to harmonize methodologies and coordinate research around a common set of National Footprint Accounts. This includes agreeing that Global Footprint Network stewards the National Footprint Accounts (NFA) on behalf of its partner organizations and agreeing to work via the National Accounts Committee to make changes or improvements to the NFA.

- Using the term “Ecological Footprint” in a way that is consistent with Global Footprint Network’s definition, (available on our website at <http://www.footprintnetwork.org/en/index.php/GFN/page/glossary/> ).

- Conducting Footprint analyses and communicating results in accordance with the most recent Ecological Footprint Standards, to the extent possible.
- Communicating and resolving methodological issues through the Standards and National Accounts Committees, and addressing organizational issues directly with Global Footprint Network staff.
- Providing an annual financial contribution\* at the agreed upon level.
- Permitting Global Footprint Network to indicate that your organization is a partner organization and to display your organization's name and logo.
- Linking your website to the Global Footprint Network website.
- Non-endorsement: While you are encouraged to indicate your organization's partnership with Global Footprint Network, please note that any reference to partnership including the use of our logo should not be used to imply that Global Footprint Network endorses your work or organization. Further, when the Footprint is incorporated into tools and approaches created and/or promoted by your organization, these should be presented in a manner that does not imply endorsement by Global Footprint Network.
- Describing your work in a way that maintains the distinction between your organization and Global Footprint Network. In order to avoid confusion, this includes avoiding use of the term "Global Footprint" in describing your tools, initiatives, projects or organization.
- Recognize Global Footprint Network in your media, publicity efforts, and publications as appropriate to our level of involvement or contribution. Appropriate references include mentioning Global Footprint Network and linking to our website and/or technical documents when: using National Footprint Accounts, discussing methodology and standards, or promoting any Global Footprint Network-linked projects or programs. It also means that, as specified in the Standards, whenever data from the National Footprint Accounts is utilized, the source and edition are clearly documented. It is also hoped that your organization and Global Footprint Network will engage in cross promotion and that partner organizations will support Global Footprint Network by referencing its existence and purpose whenever plausible and appropriate.

For Partners who conduct National Footprint Accounts (NFA) research:

Global Footprint Network and its Partners worldwide encourage research to continuously improve the Footprint methodology and the accuracy of the NFA. In order to ensure that improvements continue, while avoiding the appearance of fragmentation and related confusion, Partners publish datasets similar to the National Footprint Accounts under the following terms:

- Data similar to the NFA will be clearly identified as unofficial and un-ratified and clearly distinguished from the standard NFA results sets.
- Research reports will clearly mention the existence of the NFA and discuss the reasons for differences between the research report results and the NFA.
- Research reports and results from alternate methodologies will be submitted to the National Accounts Committee for review and possible inclusion in upcoming revisions of the National Footprint Accounts.
- The use of National Footprint Accounts data is subject to the license with which it is distributed.

#### \*CONTRIBUTION PAYMENT GUIDELINES

Partnership contribution fees vary depending on the category and size of your organization and/or the size of your Footprint project budgets for any given fiscal year. Once a contribution fee has been agreed upon for a new partner, the partner will be invoiced and is expected to pay within 30 days of receiving an invoice.

Global Footprint Network will send partners a renewal invoice two weeks prior to expiration of partnership. Partner organizations must then pay the invoice if the previous year's fee is still appropriate, or indicate any necessary changes to the invoice, including multiple year renewal and changes in Footprint project budget or annual turnover. If a partner indicates that they do not wish to continue partnership, the invoice will be waived. If the invoice is not paid within 30 days of the partnership expiration, a reminder email will be sent. If the invoice is not paid within 60 days of the partnership expiration, a second reminder will be sent by the Partnership Manager.

Global Footprint Network reserves the right to terminate partnership for violation of any of the above-mentioned terms. Partners who fail to uphold any of the agreed upon responsibilities, including non-payment of partnership dues, will be given two warnings. If no corrective action is taken, partnership will be terminated 30 days after the second warning. If this partnership agreement is acceptable to you, we invite you to join us.

We will consider your payment of your contribution invoice indicative of full acceptance of the terms of partnership, and at that point we will welcome you as a Global Footprint Network partner.

If you have any questions or concerns about any part of this agreement, please contact Maxine McMinn at 1-510-839-8879 x 316 or [Maxine@footprintnetwork.org](mailto:Maxine@footprintnetwork.org).

We look forward to collaborating with you as a partner of Global Footprint Network.

Sincerely,

A handwritten signature in blue ink that reads "M. McMinn". The signature is written in a cursive, flowing style.

Maxine McMinn, Partner Network Coordinator, Global Footprint Network

