

## Australian Continence Exchange (ACE) Memorandum of Understanding

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## About the Australian Continence Exchange (ACE)

### Purpose

The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative understanding between the Australian Continence Exchange (ACE) and the Alliance Members in support of mutual objectives. This MOU will outline expectations, roles and requirements underpinning the functions of both parties in the management and support of ACE.

### Background

Supported by the Australian Government Department of Health and Ageing under the National Continence Program, ACE is an online continence clearinghouse of continence resources in one central location. ACE provides online access for continence resources to both specialist and non-specialist professionals, and provides an opportunity for health professionals to connect with one another, strengthen professional networks and access professional development tools.

ACE is the result of the collaborative effort between the Continence Foundation of Australia (CFA) and key stakeholders in Australia who have produced continence resources, including the Department of Health and Ageing and CFA State Resource Centres.

Administered by the CFA, organisations based in Australia are invited to become an Alliance Member of ACE.

### Objectives of ACE

The objectives of ACE are to:

1. Consolidate all continence resources in one place.
2. Provide an online avenue for information-sharing by health professionals.
3. Facilitate relationship-building and establishment of professional networks.
4. Provide opportunities for professional up-skilling and development.

### Governance of ACE

ACE is governed by an Advisory Group, with representatives from specialist and non-specialist continence health professions. ACE is administered by the CFA and is supported by the Australian Government Department of Health and Ageing under the National Continence Program.

## Becoming an ACE Alliance Member

ACE is supported by key stakeholders to assist with the collection and dissemination of information. Acting as a stand-alone website, it is linked to all organisations who agree to partner with ACE as an Alliance Member.

### Benefits

The benefits of becoming an Alliance Member include:

1. Current and future resources produced by the organisation will be accessible via ACE, which will enable their resources to reach a wider audience of health professionals.
2. The organisation will be seen as a partner of ACE, supporting its objectives.
3. The organisation logo and description will be featured on ACE, with links to their organisation's website.
4. The organisation will receive web statistics indicating the frequency of access to their resources and website.

### Eligibility

The eligibility requirements to become an Alliance Member are as follows:

1. Is a non-commercial organisation, association, group or agency.
2. Disseminates information to health professionals as part of its core business.
3. Is Australian-based.
4. If available, produces continence-specific resources that are available for dissemination to health professionals free of charge or at a nominal cost.
5. Provides full copyright permission for users to print or download. Requests for reproducing resources will be directed to the organisation.
6. Agrees to either the uploading of resources to ACE with continual updates; or to providing web links to landing pages of resources.
7. Able to identify appropriate contacts to liaise with the ACE Team.
8. Willing to advocate and promote ACE via their website, through stakeholders and /or other avenues.

Organisations who wish to discuss eligibility requirements in more detail, may do so by contacting the ACE Team on 03 9347 2522 or [admin@continencexchange.org.au](mailto:admin@continencexchange.org.au).

### Tenure

An organisation is able to cancel their membership with ACE at any time. This will mean the removal of the organisation's logo and links to their website (when appropriate). However, it is encouraged that the organisation's resources continue to remain accessible to users within ACE. Organisations may be requested to participate in an optional exit interview.

### Endorsement

No resources will be endorsed by ACE. Alliance Members will only be permitted to promote their alliance to ACE with approved branded materials available upon membership.

## ACE Alliance Agreement

An organisation's agreement to become an Alliance Member of ACE will be noted with the provision of the following information:

- Name and brief description of organisation to appear on ACE site
- Organisation's logo
- Organisation's website link
- Copyright permission granted to ACE for downloads and printing by its users
- Details of contacts within the organisation
- Hardcopy of resource sent to ACE Team

Once these details have been provided to the ACE Team, the organisation will be registered on ACE with an account (i.e. username and password). The username and password will be provided to the nominated contacts. The account will allow the organisation to access all the services available on the ACE site; e.g. submission of resources, submission of events and news items, and access to suite of ACE promotional materials. The organisation will find their logo and links already embedded on the ACE site.

All submissions will require approval by the ACE team prior to its upload on ACE or its link to the landing page.

An email will be sent bi-annually to all organisations whose resources are downloadable via ACE as a reminder to notify the ACE team of any revisions of their resources.

## Applying for ACE Alliance Membership

To become an ACE Alliance Member please provide your organisation's details to [admin@continencexchange.org.au](mailto:admin@continencexchange.org.au). If you wish to discuss any matter outlined in the MOU, please contact the ACE Team on 03 9347 2522.

### Copyright permission granted to ACE

In the submission of resources, it is understood this Organisation holds the intellectual property of these resources and agrees to grant the Australian Continence Exchange permission to provide its users the ability to download or print its resources, with the understanding that any requests for reproduction of their resources will be directed back to the owner organisation.

In the submission of resources, the Organisation acknowledges and agrees that any intellectual property rights will be owned and retained by the Organisation effective from the date of creation.