

Memorandum of Understanding (MOU) - HETT: NHS Digital Academy Leadership Summit

Dated: 18 November 2022

Between:

- Health Education England (**HEE**) National – Digital Readiness Education Programme; and
- GovNet

Part 1 Background

This MOU documents the arrangements between HEE and GovNet for the sponsorship of the HETT: NHS Digital Academy Leadership Summit, a conference for the Alumni and current delegates on the NHS Digital Academy's core Programmes.

All further references in this MOU to the HETT: NHS Digital Academy Leadership Summit, the event, the conference, the Summit etc. should be understood as the collaboration between HEE and GovNet.

The overarching aims of this project are to develop and promote a conference programme of engaging content for recipients of the following programmes:

- Topol Fellowships in Digital Healthcare
- The Digital Futures Programme
- Health Innovation Placement (HIP) Programme
- Digital Health Leadership Programme
- Florence Nightingale Foundation (FNF) Digital Scholars

This inaugural NHS Digital Academy Leadership Summit is designed to bring together the best of the UK's Healthcare Ecosystem to discuss some of the most pressing issues facing the sector.

The event will cover big picture challenges to shared care records, data analytics and digital exclusions from health inequalities and more.

Although this MOU does not form a formal legal binding contract, HEE and GovNet are, by the signing of this MOU, agreeing in good faith to carry out the activities as set out below.

Part 2 Scope, duration and costs

Set out below are:

- the agreed deliverables that GovNet will undertake and the period during which they will be undertaken; and
- the amount of sponsorship HEE will pay to GovNet for this.

Unless specified otherwise below the total cost is the only amount payable by HEE to GovNet under this MOU.

The named organisations may mutually agree to change or amend the activities set out below (which may potentially result in a change to the total price). In such event this shall be documented in writing (including by email) and will be kept on file with the signed version of this MOU.

Health Education England's Digital Readiness Education Team will provide support for the HETT: NHS Digital Academy Leadership Summit, including:

- Helping GovNet to design an agenda of engaging content and mutually agreed speakers with good representation from across the Digital Academy's five core programmes.
- Convening an event steering group. Organising meetings of the event steering group members and enabling the dissemination of information about the event to the group as needed.
- Using Digital Readiness Education communication channels to promote the event.

Specific Deliverables for GovNet:

Cost and Timescales:

Based on a DDR* of £80 HEE and HETT are expected to split the cost of 380 visitor delegates totalling at £30,400

Flat rate sponsorship requested from HEE is £15,000

*(DDR covers main room venue costs, registration and networking break refreshments and a hot lunch)

HEE has agreed to pay a £15,000 sponsorship to GovNet to contribute towards the cost of the event, including:

- Provision of a suitable venue with capacity to accommodate 380 delegates.
- Sourcing and contacting speakers/presenters/roundtable content.
- Staffing to support the organisation of the event and management on the day.
- Provision of a range of promotional materials (social media assets, communications packs etc.) tailored to support the event.
- Provision of refreshments at the event, as agreed and appropriate.
- Managing event bookings and provision of a dedicated event website.

Health Education England

- Registration will be driven by HEE and third parties with supporting marketing from HETT marketing/database.
- Sourcing of adequate additional sponsorship to ensure that the remaining event costs are covered.

The conference will take place on 23 November 2022.

Conference timings:

- 8:30am – registration open
- 8:30am – exhibition open
- 9am – conference start
- 4pm – exhibition close
- 5:20pm – conference end/networking
- 6pm – networking/finish

Additional considerations:

- Registration by request/invite-only – any non-programme attendees (other than event management personnel) will be approved by HEE.
- HEE and its programme delivery partners will not share contact details for students/alumni with GovNet due to GDPR considerations.
- However, GovNet are free to use registration data in accordance with their terms and conditions.
- A/V content created at the event by HEE employees and contractors will be the property of HEE, although may be shared with GovNet upon agreement/request.
- GovNet will provide HEE with event data and registration demographics to assist with pre-event promotion and post-event evaluation.

Payment will be made in full on receipt of invoice from GovNet including the Purchase Order number which will be raised on completion of this signed MOU. The invoice should be addressed to:

FAO: [REDACTED]

Health Education England

T73 Payables F485

Phoenix House

Topcliffe Lane

Tingley, Wakefield

WF3 1WE

Please email your invoice as a PDF copy to: [REDACTED]@hee.nhs.uk and sbs.apinvoicing@nhs.net.

This MOU will commence on 1 August 2022 and end on 30 November 2022.

Part 3 Operational arrangements

Representatives for day-to-day operation of this MOU are:

- for HEE: [REDACTED]: XXXXXXXX@hee.nhs.uk – [REDACTED], Digital Readiness Education Programme & [REDACTED]: XXXXXXXXXXXXXXXX@hee.nhs.uk – [REDACTED]
- for GovNet: [REDACTED]: XXXXXXXXXXXXXXXX@govnet.co.uk - [REDACTED]

In the event that a dispute/concern between HEE and GovNet in relation to this MOU cannot be resolved by the representatives named above, the matter shall be escalated where appropriate to successive levels of management in each organisation until the dispute/concern is resolved.

GovNet will adhere to/work within the HEE Digital Readiness Education programme governance in relation to the activities of this MOU.

Signed for and on behalf of HEE:

[REDACTED], HEE

[REDACTED]

Signed for and on behalf of GovNet:

[REDACTED], HETT, GovNet

[REDACTED]