

# MEMORANDUM OF UNDERSTANDING

## Global Matrix 4.0

This Memorandum of Understanding ("MOU"), is made and entered into as of ("Effective Date").

**BETWEEN:** **ACTIVE HEALTHY KIDS GLOBAL ALLIANCE**, an incorporated, not-for-profit body, duly incorporated under the *Canada Not-for-Profit Corporations Act*, having its registered Canadian office at 401 Smyth Road, in the City of Ottawa, Ontario K1H 8L1 ("AHKGA")

**AND:**

### 1.0 BACKGROUND

The **Active Healthy Kids Global Alliance** (AHKGA) is a network of researchers, health professionals and stakeholders collaborating to advance physical activity in children and youth from around the world. The Global Matrix initiative involves the production of physical activity Reports Cards, and their subsequent comparison, using a harmonized process to gather, assess, and assign letter grades to common physical activity indicators based on the **Canadian Report Card** model. To date, there have been three iterations of the Global Matrix initiative, and the fourth iteration, the **Global Matrix 4.0**, is currently in development.

### 2.0 PURPOSE AND SCOPE

The Global Matrix initiative involves close collaboration between the AHKGA and local leaders who oversee their respective country's Report Card. In order to realize its mission of empowering the global initiative to get kids moving through thought leadership, knowledge transfer and mobilization, capacity building and advocacy, the AHKGA requires committed, sustainable partnerships and cross-sectoral collaborations that will enable best-practice exchanges, networking and cross-fertilization throughout the development of **Global Matrix 4.0**. To that end, the parties wish to record their understandings and agreements in relation to their responsibilities for realizing the objectives of the Global Matrix 4.0 project.

These responsibilities are described in Article 3.0 of this MOU – “Responsibilities”. They are a *work-in-progress*. They are expected to evolve over time. Both the AHKGA and Country Leaders who choose to participate in the Global Matrix 4.0 initiative are expected to implement and comply with their responsibilities set out in Article 3.0.

### **3.0 RESPONSIBILITIES OF THE PARTIES TO THIS MOU**

#### **3.1 *Responsibilities of the AHKGA***

1. The AHKGA is responsible for providing country leaders with grading benchmarks for each indicator and a grading rubric to harmonize the grade assignment process of the common physical activity indicators in the Global Matrix 4.0.
2. The AHKGA is responsible for providing guidance to Report Card country leaders and answering questions throughout the development process of the Global Matrix 4.0. Continental leaders will also be available to provide assistance to Report Card country leaders during the Global Matrix 4.0.
3. The AHKGA is responsible for sending regular e-blast messages to Report Card country leaders to communicate information regarding Global Matrix 4.0 updates, relevant resources and information, Report Card development timelines, and important deadlines.
4. The AHKGA is responsible for following up with country leaders when deadlines are not met to ensure that relevant tasks are completed in a timely manner.
5. The AHKGA is responsible for providing country leaders with documents outlining the methods of the Global Matrix 4.0, resources that may be useful for creating Report Card covers, and other documents that will help to facilitate the development and dissemination of country's Report Cards.
6. The AHKGA is responsible for providing all countries/regions participating in the Global Matrix 4.0 with a webpage on the AHKGA website ([www.activehealthykids.org](http://www.activehealthykids.org)). On this webpage, countries will be able to report the results of their Report Card, provide links to their Report Card documents and related publications, showcase their working group, and highlight their top research priorities. See the following link for an example of a country webpage: [www.activehealthykids.org/canada](http://www.activehealthykids.org/canada).
7. The AHKGA is responsible for auditing the common physical activity grades and rationales submitted by country leaders. This auditing is done to ensure that the rationales justify the grades that were submitted. The auditing process may result in grade changes.
8. In the event that resources are available to pursue publications related to the Global Matrix, the AHKGA is responsible for organizing contracts and processes with journals/publishers to publish the Global Matrix 4.0 findings.
9. In the event that an in-person Global Matrix launch event is feasible, the AHKGA is responsible for working with the local host partner(s) to organize the Global Matrix 4.0 launch event.

### **3.2 Responsibilities of the Report Card Country Leaders**

1. Report Card country leaders are responsible for forming their respective Report Card working groups. Working groups should be comprised of individuals from multiple relevant sectors and should be national in representation. It would not be acceptable for working groups to be comprised of individuals coming solely from a single institution.
2. Report Card country leaders are responsible for ensuring that their working groups conduct thorough, unbiased literature reviews to ensure that the best available evidence is being collected.
3. Report Card country leaders are responsible for ensuring that their working groups conduct thorough and unbiased syntheses of the data gathered through the literature reviews to identify the best available evidence for each indicator and its respective benchmark(s).
4. Report Card country leaders are responsible for using the benchmarks and the grading rubric provided by the AHKGA to evaluate and assign grades for the common physical activity indicators (i.e., Overall Physical Activity, Organized Sport, Active Play, Active Transportation, Sedentary Behaviors, Physical Fitness, Family and Peers, School, Community and Environment, and Government).
5. Report Card country leaders are responsible for ensuring that their working groups assign accurate grades based on the best available evidence for each indicator and that they provide detailed rationales justifying the assigned grades.
6. Report Card country leaders are responsible for developing adequate and reasonable benchmarks for any additional indicators that their working groups decide to include in their Report Cards outside of the common indicators.
7. Report Card country leaders are responsible for participating in the writing of Report Card articles consistent with the guidance and leadership provided by the AHKGA. Leaders must ensure that proper scientific writing practices are adhered to (e.g., proper citations, no plagiarism, correctly referencing tables and figures, correct grammar). Leaders must also follow ethical authorship practices. Please see the following link for an example of requirements necessary to be considered for co-authorship: [www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html](http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html).
8. Report Card country leaders are responsible for coordinating the production of an original Report Card cover that can be used to promote their country's Report Card. Report Card country leaders must ensure that their Report Card cover and all Report Card contents do not include any unauthorized copyrighted images or other materials. Please see below for further details on the consequences of copyright violations.
9. Report Card country leaders are responsible for reviewing manuscript drafts of Global Matrix publications that they are an author on. In the unlikely case that a Report Card country leader does not have any edits or comments on the manuscript, then the country

leader should indicate to the lead author that they have reviewed the manuscript and have no changes to add. Failure to review manuscripts by a Report Card country leader may result in the leader being removed as a co-author on the publication.

10. Report Card country leaders are responsible for ensuring that their working groups stay on schedule and adhere to timelines and deadlines for the completion of tasks related to the development of their Report Cards (e.g., completion of country leader surveys, submission of grades and rationales, submission of Report Card cover, submission of short form Report Card draft).
11. Report Card country leaders are responsible for reading e-blasts, which contain crucial information related to the Global Matrix 4.0, distributed by the AHKGA.
12. Report Card country leaders are responsible for completing at least 3 surveys at various time points throughout the development of the Global Matrix (baseline, late-development, post-launch).
13. Report Card country leaders are responsible for preparing a poster that describes the results of their country's Report Card. This poster will be presented at the Global Matrix 4.0 launch event, should it occur.

### ***3.2.1 After the release of the Global Matrix 4.0:***

Whereas Report Card country leaders are expected to implement and comply with the “Responsibilities” described in Section 3.2 above throughout development of Global Matrix 4.0, the following responsibilities are at the discretion of the respective Report Card country leaders to follow. Nevertheless, to enhance the likelihood of achieving the desired outcomes, the AHKGA strongly recommends that country leaders adhere to the following responsibilities. Moreover, a Report Card's impact will likely be substantially limited if these responsibilities are not met.

1. Report Card country leaders are responsible for organizing the production of short and/or long form Report Card documents that contain the detailed results of their Report Cards in a manner that is publicly oriented. See the following link for an example of a long form Report Card document:  
[www.participation.cdn.prismic.io/participation/f6854240-ef7c-448c-ae5c-5634c41a0170\\_2020\\_Report\\_Card\\_Children\\_and\\_Youth\\_Full\\_Report.pdf](http://www.participation.cdn.prismic.io/participation/f6854240-ef7c-448c-ae5c-5634c41a0170_2020_Report_Card_Children_and_Youth_Full_Report.pdf)
2. Report Card country leaders are responsible for organizing a release event to promote the results of their country's Report Card.
3. Report Card country leaders are responsible for contacting local media and their respective institutional international/communication offices to help promote the results of their country's Report Card. Leaders may want to also pre-prepare press releases summarizing the results of their country's Report Card and that communicates the message that the leaders would like to promote. Leaders should also promote their Report Card results through their social media networks.

4. Report Card country leaders are responsible for presenting the results of their country's Report Card at local/national/international meetings and conferences.
5. Report Card country leaders are responsible for publishing their country's full Report Card results as a manuscript in a peer-reviewed journal.
6. Report Card country leaders are responsible for scheduling meetings with policymakers and non-governmental organizations to discuss the results of their country's Report Card, implications of these results, and recommendations for future research and policies that aim to address data gaps and improve future Report Card grades.
7. Report Card country leaders are responsible for advocating for the addressing of research gaps and the implementation of policy changes that aim to address areas of need identified in their Report Card.
8. Report Card country leaders are required to inform the AHKGA regarding the impact of their Report Card and the Global Matrix release in their country (e.g., media coverage, policy changes, funding obtained).

## **4.0 COMPLIANCE WITH LAWS**

### **4.1 *Country-Specific Laws***

Throughout their participation in Global Matrix 4.0, Report Card country leaders are expected to comply with all national, regional and local laws, regulations, government orders, directives and policies of their domestic country that in any way impact or relate to their "Responsibilities" under this MOU ("Ordinances"). Without limiting the generality of the foregoing, this includes all laws related to privacy, avoidance of conflicts of interest, health and safety, human rights and intellectual property. AHKGA will not be responsible for breach or non-compliance by any Report Card country leader or participating organization of any of its or their governing Ordinances.

### **4.2 *Copyright***

Copyright means the sole right to produce or reproduce the whole or substantial part of any original literary, artistic, dramatic or musical work, including written narratives, stories, images, photos, compilations of data, manuscripts, presentations and other original, creative content ("Content"). It also includes the sole right to produce or reproduce final Report Cards, their covers and appendices, which incorporate content from multiple sources. That right belongs to the original author of the Content. The AHKGA takes its copyright responsibilities seriously. The AHKGA relies on, and expects, Report Card country leaders to do the same.

It will be a binding legal obligation of Report Card country leaders signing this MOU, and of their organizations, to ensure that in fulfilling their Responsibilities herein, they will respect the copyright of authors, photographers, graphic design artists and other content creators, and will comply with all applicable copyright laws. This means that country leaders will ensure they are legally authorized to use the Content they will be producing, reproducing or modifying for their Report Cards, including securing written assignments or other written authorizations to use and modify the Content where required. Copies thereof must be made available to AHKGA upon request. If any Report Card country leaders have any questions about Canadian copyright law, they should contact the AHKGA office for additional information.

## **5.0 TERM & TERMINATION**

### **5.1 *Term***

This MOU shall become effective as of the Effective Date upon delivery of the signed MOU to the other Party (and where executed in counterparts, compliance with Section 6.5), and will remain in full force and effect until terminated by either Party, or by mutual consent, as provided in Section 5.2, or until December 31, 2022, whichever occurs first.

### **5.2 *Termination***

This MOU may be terminated as follows:

- (1) by mutual written consent of the Parties;
- (2) by either Party immediately, by giving the other Party written notice for:
  - (a) repeated failure to fulfill or comply with any of that Party's Responsibilities herein, provided the receiving Party has been given prior written notice of its failure and no less than twenty (20) days in which to cure or remedy the failure (no more than two failure notices will be required);
  - (b) any other conduct or behaviour on the part of the Report Card country leader or organization that could reasonably be expected to tarnish the reputation of AHKGA or of the Global Matrix 4.0, or that could expose the other Party to legal liability.
- (3) In any other case, by giving the other Party no less than sixty (60) days written notice.

Termination will be without liability to either Party, except where breach of copyright or other legal obligations by one Party results in legal liability to the other Party.

## 6.0 GENERAL

- 6.1 With the exception of the Registration Fee payable by Report Card country leaders to the AHKGA, the Parties to this MOU agree that they shall each be responsible for all their own costs of operation and production.
- 6.2 Although the AHKGA agrees to exercise all reasonable care in fulfilling its Responsibilities under this MOU, the AHKGA assumes no liability for the accuracy or effectiveness of its benchmarks, processes, procedures, audits or changes made to grades where its standard operating protocols have been followed.
- 6.3 This MOU may be amended or modified only in writing signed by the authorized representatives of both Parties.
- 6.4 This MOU shall be interpreted and governed by the laws of Ontario, Canada and all federal laws enforceable therein. The Parties hereto agree to attorn to the jurisdiction the courts and tribunals in Ontario having competent jurisdiction over the relevant subject matter.
- 6.5 This MOU may be executed and delivered in counterparts with the same effect as if each party had signed the same document. Both counterparts, once signed, shall together be deemed to constitute one and the same original agreement, and may be scanned and emailed or sent to the other Party by facsimile. If sent by email or facsimile, receipt thereof must be confirmed by return email or facsimile.

### Active Healthy Kids Global Alliance

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Dr. Mark Tremblay  
President  
Active Healthy Kids Global Alliance

\_\_\_\_\_  
[Report Card Leader's name]

Per: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
[Report Card Co-leader's name]