

Memorandum of understanding between the British Dietetic Association and the British Association for Parenteral and Enteral Nutrition

Introduction

1. This Memorandum of Understanding is between the British Dietetic Association (BDA) and the British Association for Parenteral and Enteral Nutrition (BAPEN). The Memorandum sets out an agreed framework for co-operation between the parties. It is not legally binding nor is it intended to cover every detailed aspect of their relationship. Rather, it is a statement of principles, which will guide relations between the parties and provide a set of workable ground rules.
2. The Memorandum cannot override the statutory duties and powers of the individual parties.

Organisation Aims and Values

The British Dietetic Association

3. The BDA is the Professional Association for dietitians. Its aims are to:
 - advance the science and practice of dietetics and associated subjects;
 - promote training and education in the science and practice of dietetics and associated subjects;
 - regulate the relations between dietitians and their employer through the BDA Trade Union
4. The Parenteral and Enteral Nutrition Group (PENG) is a specialist group of the BDA. The primary aim of PENG is to facilitate dietitians working in oral, enteral and parenteral nutrition to employ best evidence-based practice.

The British Association for Parenteral and Enteral Nutrition

5. BAPEN is a Charitable Association that raises awareness of malnutrition and works to advance the nutritional care of patients and those at risk from malnutrition in the wider community. BAPEN brings together the strengths of its Core Groups to raise awareness and understanding of malnutrition in all settings and provides education, advice and resources to advance the nutritional care of patients and those at risk from malnutrition in the wider community.
6. PENG is a founder member of BAPEN. It acts as a Core Group within BAPEN, has a seat on BAPEN Council and represents the BDA within BAPEN. The other BAPEN Core Groups are:
 - BAPEN Medical
 - British Pharmaceutical Nutrition Group (BPNG)
 - National Nurses Nutrition Group (NNG)
 - British Society of Paediatric Gastroenterology, Hepatology and Nutrition (BSPGHAN)
 - Patients on Intravenous and Nasogastric Nutrition Therapy (PINNT)

Working Relationship

7. This Memorandum of Understanding will:
 - Build upon the good working relationship that already exists between the BDA (via PENG) and BAPEN by setting out the principles to which both parties will adhere
 - Enhance co-operation and co-ordination between the BDA and BAPEN, both through PENG and the BDA as a whole.
 - Serve to inform the respective members and stakeholders of the BDA and BAPEN of our relationship and how we will collaborate
8. As a result of the memorandum the BDA and BAPEN will:
 - Work together to raise awareness of BAPEN amongst the BDA membership and specialist groups and raise awareness of the BDA with non-dietitians within BAPEN.
 - Work together to ensure greater participation from dietitians and other specialist groups in the work and direction of BAPEN.
 - Work together to raise the issue of, and impact of, malnutrition and strive for earlier identification and management of malnutrition across all ages, in all nations.
 - Clearly promote the partnership on their websites and through other appropriate channels.
 - Collaborate on projects and campaigns deemed to be of mutual benefit.
 - Work together to produce resources of professional relevance and endorse them according to the BDA and BAPEN endorsement processes.
 - Provide mutual support for initiatives through communication channels including organisational websites, journals and social media.
 - Endeavour to share all information, professional advice and resources that are relevant.

Working Arrangements

9. The day to day relationship between BAPEN and the BDA will be managed by the BAPEN Executive and the Chair of the BDA PENG Specialist Group (who sits as a member of the Governing Council). The BDA head office team shall be kept updated on a regular (meeting by meeting) basis by PENG's representative on the BAPEN Executive via the Public Affairs Officer, and further support provided as necessary.
10. There will be twice annual meetings or calls between the Chair of PENG, the BDA External Affairs Team and the BAPEN Executive to discuss issues of mutual interest and any collaboration or ongoing projects. The BDA Chair or Chief Exec may join these meetings as appropriate. One of these meetings or calls will also be used to review this memorandum (see paragraph 17).
11. There will be quarterly contact between the BDA External Affairs Team and the BAPEN Communications Officer. This will allow the two organisations to agree joint communications priorities and any cooperation that may be appropriate.
12. PENG will represent the BDA at the annual BAPEN conference, with support from the BDA head office team as appropriate.
13. Through the course of the co-operation, The BDA and BAPEN may, from time to time, be sharing commercially confidential information with each other to the extent that this is necessary for the preparation of specified joint projects. All transactions of information must adhere to each organisation's data protection and information governance policies and be considered by each party's executive. All information must be kept confidential and not be shared with any other third party. The parties agree to inform each other on relevant / related work to the co-operation.
14. Any proposed use of the BAPEN or BDA logo or references to the relationship in press releases or publications etc. by the other must be considered by the other's executive. Either party will receive a

written response to their enquiry and will be required, if permission is granted, to adhere to the other's corporate identity guidelines.

15. Neither party will be granted any rights over the content of the other's resources or materials.

General Matters

16. Both parties are committed, whenever possible, to solving any disagreements under this Memorandum through normal administrative and communication channels.

17. This Memorandum is effective from January 2021 until January 2024, where it will be required to be renewed. Amendments to this Memorandum may be made at any time in the interim by agreement between both parties. In addition, this agreement will be reviewed on yearly basis and updated, as necessary, in light of experience of its operation in practice.

18. An up-to-date version of this Memorandum will be published on the BDA, PENG and BAPEN websites.

Signed by:

Andy Burman
Chief Executive, BDA

Dr Trevor Smith
BAPEN President

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