

# **A Memorandum of Understanding between Cycling Ireland and Mid Ulster District Council in relation to the 'CYCLING HUB' Project 2021-2026**

The '**CYCLING HUB**' project is a new initiative between Cycling Ireland and Mid Ulster District Council which will see the development of an innovative and unique cycling development and training project based at **XXXXXXXXXXXX**. This hub is designed to improve the health and wellbeing of people and the development of Cycling at the **XXXXXXXX** using a range of Cycling Ireland programmes and Cycling Ireland initiatives.

This Memorandum of Understanding outlines the agreement between Cycling Ireland and Mid Ulster District Council with respect to all aspects of the project for the period from 1 November 2021 – 31 March 2026, (Revision March 2022). Under the terms of this agreement, the responsibilities and commitments of parties are outlined below:

## **Cycling Ireland will:**

**Project Lead:** Appoint the following member of staff to lead the project, in partnership with FODC - ***Gary Lavery, Cycling Ireland Membership Development Officer, Ulster.***

## **Equipment:**

- 🚲 Purchase a range cycling resources and equipment, funded by the Department for Communities and Cycling Ireland, as described in Appendix 1.
- 🚲 Permit sharing of equipment, as described in Appendix 1, with Mid Ulster District Council.

**Cycling Hub Unit Delivery:** Organise the delivery of the Cycling Hub units to the project area, as agreed with Mid Ulster District Council staff.

## **Insurance & Maintenance:**

- 🚲 Insure and maintain the equipment stored within the Cycling Hub which will remain the property of Cycling Ireland.
- 🚲 Insure and maintain the Cycling Hub unit which will remain within the responsibility and ownership of Cycling Ireland
- 🚲 Insure and maintain all electrical and health and safety precautions such as fire extinguishers and fully functioning smoke detector system.
- 🚲 Carry out regular checks and any necessary testing – which are recorded.
- 🚲 Provide indemnity to the other parties in relation to Cycling Ireland activities that take place in the Cycling Hub and as a part of Cycling Hub project.
- 🚲 Put COVID-19 packs in place for each hub (see joint responsibilities).
- 🚲 Be responsible for security measures as the main keyholder.

**Access:** will issue keys to the Mid Ulster District Council and Cycling Ulster.

**Project Delivery:**

- 🚲 Develop and deliver a regular programme of activities for people in line with project demand.
- 🚲 Agree all proposed project activities with the Newry and Mourne District Council to ensure no clashing with centre bookings / events.
- 🚲 Book facilities required with Mid Ulster District Council in advance of any project delivery.
- 🚲 Manage all bookings for the Cycling Hub via Eventmaster Cycling Ireland booking system.

**Training:** Arrange for the relevant equipment training for project staff, relevant Mid Ulster District Council staff as well as volunteers.

**Marketing and Promotion:** Have lead responsibility for the marketing and promotion of the Cycling Hub project through all digital media channels as well as in the local and national news media, ensuring that all project partners and funders receive appropriate acknowledgement.

**Monitoring & Evaluation:** Implement an appropriate project monitoring and evaluation process.

**Mid Ulster District Council will:**

**District Council Liaison Officer:** Appoint the following member of staff to help facilitate and support the development of the project, in partnership with Cycling Ireland - **XXXXXXXXXXXXX**

Mid Ulster Council will provide full consent and cooperation in relation to their consent of the placing of the mobile hub at the site.

**Project Hub Units:**

- 🚲 Cover utility costs associated with delivery usage.
- 🚲 Prepare the area, as necessary, for set up of Cycling Hub units including any groundworks and connection of required services to the hubs.

**Access:** Provide relevant keys for autonomous use of the Cycling Hub by Cycling Ireland key partners.

**Signage:** Ensure appropriate signage is provided and maintained.

**Marketing and Promotion:**

- 🚲 Support Cycling Ireland with the marketing and promotion of the project through all digital media channels as well as in the local and national news media, ensuring that all project partners and funders receive appropriate acknowledgement.
- 🚲 This will include actively distributing information and literature to visitors and general park users.

**Annual Review Meeting:** ensure relevant Mid Ulster District Council members of staff attend and contribute to the annual review meeting with Cycling Ireland and “Cycling Hub” Project officer.

**Signed:** \_\_\_\_\_

On behalf of Cycling Ireland

Name: Matt McKerrow

Position: CEO

Date:

**Signed:** \_\_\_\_\_

On behalf of Mid Ulster District Council

Name: XXXXXXXXXXXXXXXX

Position: XXXXXXXXXXXXXXXX

Date:

## APPENDIX 1

### **CYCLING HUB PROJECT EQUIPMENT:**

The following range of equipment will be provided by Cycling Ireland:

- 🚲 1 x Projector, and 1 x Table.
- 🚲 1 x Flipchart and 1 x Stand
- 🚲 12 Chairs and 12 Tables
- 🚲 \*2 x Mountain Bikes (Adults)
- 🚲 \*2 x Mountain Bikes (Youth)
- 🚲 2 x Adult Cycling Helmets and 2 x Youth Cycling Helmets.
- 🚲 1 x Electric Tyre Compressor
- 🚲 Bike maintenance equipment and Tools.
- 🚲 Cycling Ireland Programme Specific Equipment including but not inclusive:
  - Selection of Cones, Ramps, Poles, Bean Bags, 2 x Long rope 20metres each approx.
  - Small planks for practicing wheel lifts 1 x 4 2 x 4 type by 40-60cm length
  - Stop watches X 6
- 🚲 First Aid Kit x 1

\*They will be used for the purpose of programme delivery and bike maintenance.