

Service Level Agreement
between the
Department of Arts, Heritage and the Gaeltacht
and
Faculty of Philology, University of Leipzig
2015-2017

1. Introduction

The Department of Arts Heritage and the Gaeltacht provides grants to international Universities to promote the teaching of Irish in foreign universities. The objectives of the fund are to promote and foster goodwill for the Irish language outside Ireland and to provide a platform from which the Irish language can be accessed and showcased as an international language.

This Performance/Service Delivery Agreement is a performance contract in which an agreed level of service is formalised between the Department of Arts, Heritage and the Gaeltacht (the Department) and Faculty of Philology, University of Leipzig. This is to ensure that resources are used in an effective and cost effective manner to deliver quality services to the clients of both bodies. The SLA will set out the Faculty of Philology's, targets for 2015-2017 and define the output indicators on which performance should be measured.

The Agreement will support the high level goal of the Department to support the teaching of Irish in international institutions.

2. Objectives of the Agreement

The key objectives of this agreement are:

- to clarify the University's role and objectives;
- to clarify the expectations of the Department in relation to the Faculty of Philology, ;
- to define the inputs and outputs of the Faculty of Philology's activities;
- to measure performance of these functions through monitoring of agreed outputs.

3. Commitments

- Both parties commit to proactive and timely communications, cooperation and information sharing on service delivery.
- Both parties support the effective achievement of agreed targets as well as the promotion of partnership, responsiveness and mutual cooperation in their ongoing interactions.

- Both parties support prompt and timely responses to correspondence, information requests and related matters.
- Both parties commit to keep each other fully apprised and updated on all key issues.
- The University agrees to maintain statistical records relating to teaching programmes funded. These records shall be provided to the Department on request and shall include, but shall not be limited to, the funding provided for each element of the programme, the number of students enrolled and successful in exams on each course and the number of students attending Irish language courses in Ireland .
- The University agrees to maintain, for a period of five years, financial records relating to teaching programmes funded. These records shall either be provided to the Department on request or, alternatively, the University will facilitate the Department's representatives in inspecting these records on site at the University.

4. Financial Inputs

	2015/16	2016/17
Department of Arts, Heritage and the Gaeltacht	€24,500	€24,500 *

*approved in principle

Payment of each draw-down is dependent on compliance by the University with Irish public financial procedures.

5. Other Inputs

Both parties agree to provide sufficient administrative staff in order to ensure the efficient provision of the services detailed in this SLA.

6. Service Levels and Performance Measurement

Key outputs

Implementation of further Irish-language classes into existing and developing BA and Master schemes at the Faculty of Philology including a two-year Master's Programme for European Lesser-Taught Languages which will include Irish Culture, language and linguistic options making it a unique Master with special focus on Irish Culture and Language modules studied within the programme.

7. Potential Risk Factors

- i) A low level risk surrounding the availability of sufficient budgetary resources in the Department of Arts, Heritage and the Gaeltacht.
- ii) A low level risk that the University will fail to fulfil the conditions attached to their financial allocations.

8. Financial Allocation

The Department will formally write to the University setting out:

- Its annual funding allocation.
- The manner in which payment will be made, i.e. instalments.

The University will provide:

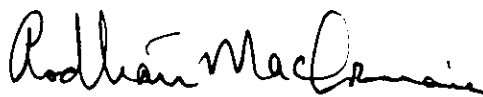
- A letter with an official letterhead seeking payment of each funding instalment.
- A valid Tax Clearance Cert from the Irish Revenue Commissioners.
- Supplier Bank Account details.
- Academic and financial reports in respect of each year/academic year for which funding is being requested.

Payment of each draw-down is dependent on compliance with the procedures above and with any further requirements outlined in this document.

9. Flexibility and Amendment of Targets

Where amendments become necessary, the Faculty of Philology at the University and the Department will mutually engage to agree amended output targets.

The Department will require a progress report on all key deliverables on an annual basis. The time-lines for these progress reports will be decided between the Department and the Faculty of Philology. This SLA will be published both on the Department's and on the University's websites.



On behalf of the Department of Arts, Heritage and the Gaeltacht

Date: 18/12/15

On behalf of the Faculty of Philology, University of Leipzig

Date: 05.10.15


DEKANAT
der Philologischen Fakultät

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