

Memorandum of understanding

Between

(ENTER NAME OF PERSON OR ORGANISATION HERE)

And

Health Research Board, Alcohol and Drugs Research Unit

This is an agreement between **(ENTER NAME OF PERSON OR ORGANISATION HERE)** and *Health Research Board, Alcohol and Drugs Research Unit* hereinafter called 'HRB ADRU'.

Purpose and scope

The purpose of this memorandum of understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to the use of data from the National Drug Related Deaths Index (NDRDI).

Background

Health Research Board

The HRB is a statutory body with a mission to improve health through research and information. The HRB is responsible for maintaining a number of national surveillance systems on disability, mental health and drug and alcohol use.

The NDRDI is an epidemiological database which records cases of death by drugs and alcohol poisoning, and deaths among drug users and among alcohol dependant persons in Ireland. The NDRDI is maintained by the National Health Information Systems Unit of the HRB and is jointly funded by the Department of Health and Children and the Department of Justice, Equality and Law Reform. The NDRDI was established in 2005 to comply with Action 67 of the National Drugs strategy (*Building on Experience: National Drugs Strategy 2001–2008*).

This data will be use for **(STATE HERE THE PURPOSE OF USING NDRDI DATA)**

The tables/data are provided exclusively to **(ENTER NAME AND ORGANISATION HERE)**. This data will be use for **(STATE HERE THE PURPOSE OF USING NDRDI DATA)**

Responsibilities

(ENTER NAME OF PERSON OR ORGANISATION HERE) responsibilities under this MOU

(ENTER NAME OF PERSON OR ORGANISATION HERE) shall undertake to:

- Ensure the research to be undertaken receives ethical approval from appropriate ethics committee(s).

- Ensure that the data provided by the HRB is used solely for the purpose of this piece of research.
- Ensure that the data provided by the HRB will be not to used for any other purpose other than stated research and is not given or used by any other third parties.
- Ensure that any analysis is anonymised. Numbers of less than five cannot be presented in any publication, so no individual can be identified from the study.
- Ensure data are not presented in either written or oral form that could directly or indirectly identify an individual cases, or health care institution.
- Destroy the database after the research work has been successfully defended.
- Ensure that no analysis from the data is published or released with first being reviewed and approved by HRB staff member(s).
- The HRB should be clearly acknowledged as the source of the data in any publication or presentation in which NDRDI data are used.
- Acknowledge the HRB and any HRB staff member(s) who assisted with any analysis and reviewed the work, in any future publication arising out of this piece of research.
- Invite as an author any HRB staff member(s) who assisted with any analysis and reviewed the work in any future publication arising out of this piece of research
- Linking record level NDRDI data with any other data source(s) is prohibited.
- The responsibility for all interpretations of the data lies fully with the data user.
- The HRB should be provided with a copy of any published paper in which NDRDI data are used.

Health Research Board

HRB ADRU responsibilities under this MOU

The HRB ADRU shall undertake to:

- Provide an anonymised and clean dataset from the NDRDI to include all deaths
(ENTER HERE WHAT AREA OF INTEREST THE DATA IS TO COVER)
- Provide data on the following variables: **(ENTER HERE WHAT VARIABLES OF INTEREST THE DATA IS TO COVER)**
- Ensure any analysis from the data is reviewed and approved by HRB staff member(s).
- Assist with the analysis of the data if and when required.

Modifications

It is mutually understood and agreed by both parties that the MOU will commence upon signature and continue to cover any publications which may arise from the analysis of the data. This agreement may be modified or extended by mutual written agreement.

Discontinuation

The HRB and **(ENTER NAME OF PERSON OR ORGANISATION HERE)** will strive to resolve, by mutual decision, any differences that might arise from the interpretation of application of this MOU. Either party may discontinue this MOU upon written notice to the other. Discontinuation of the MOU does not affect the completion of data already agreed to be given in writing prior to discontinuation and the principles outlined to safeguard the use of the data still stand.

Signatories

Name: XXXXXX Title: XXX Organisation: XXXXXXXXXXXXXXXX	Name: XXXXXXXX Title: Head of Unit Organisation: Alcohol and Drug Research Unit Health Research Board Third floor Knockmaun House 42-47 Lower Mount Street Dublin 2
Date	Date