



MEMORANDUM of UNDERSTANDING: SHARED RESPONSIBILITY
between:

The World Subud Association (WSA), 4101 Legation Street, N.W., Washington, D.C. 20015 USA, a non profit, tax-exempt body incorporated in the District of Columbia, USA.

and:

Subud _____

It is understood that the World Subud Association, as registered owner of the marks Subud and the Seven Circles Symbol, owner of the copyright of Bapak and Ibu Rahayu's works in written, audio and visual format and representative of all Subud members world wide and by virtue of its constitution and bylaws, has the obligation to protect and exercise due diligence concerning:

- a) The protection of the name SUBUD and the Seven Circles Symbol, with registrations
- b) The protection of the copyright of Bapak and Ibu's Talks in all languages.
- c) The protection of the overall image of Subud generally, and specifically on websites and in the Subud Media.

To do so, the World Subud Association has established a number of specific licensing agreements with different entities such as SPI and Subud Voice.

With this understanding of shared responsibility, Subud _____, as an incorporated member of the World Subud Association, accepts the obligation to assist WSA within their territory in the above mentioned obligations.

This understanding will continue as long as Subud _____ is a member of the World Subud Association.

A) PROTECTION OF THE NAME SUBUD AND THE SEVEN CIRCLES SYMBOL

WSA is owner of the name Subud and of the Seven Circles Symbol with the Office of European Union Trademarks and Design (OHIM). The name 'Subud' was registered under number 001881051 on January 9th 2002 and the Subud Symbol was registered under number 002054633 on April 12th 2002.

These marks have also been registered in a number of other countries around the world.

All future registrations in various countries should be done in the name of the World Subud Association as opposed to the name of the national organization. Where it is already registered, the registration of the name and symbol must be transferred to the World Subud Association.

1) The WSA grants to Subud _____ the right to use this name and symbol on all letter headed paper, informational documents about Subud, magazines, newsletters, covers of CD's and DVD's or other audio/video documents, commemorative merchandise and websites.

2) Also the WSA gives permission to Subud _____ to grant the right of such usage to Subud local centres and regional groupings that are considered by the national governing body to be a part of Subud _____ and that are within their territory, so long as these uses are in accordance with the clauses specified below.

3) In the same manner, the name and symbol can be used on plaques outside all places considered by the national committee or board of directors as 'Subud Centres,' where the spiritual exercise of Subud is practised. It can also be used outside other places, when authorized by a recorded decision of the national committee or council by Subud _____.

4) The above clauses also apply in the same manner for all Subud entities, such as Susila Dharma _____, that are created by the national congress of Subud _____.

5) Notwithstanding the above, the WSA, due to its responsibility, reserves the right to refuse the use of the Subud name and symbol for any reason to any person or body or to retract it if the terms of the agreement are, in its view, violated.

6) Due to the understanding that ultimately WSA is responsible for due diligence concerning the use of the Subud name and Symbol, the National Subud body may not grant the use of the Subud name and symbol to any individual person and may not grant the use to any project or enterprise of individual Subud members for commercial and non-commercial use. Such requests must be referred to the WSA.

7) Subud _____ is granted the right to use the name and symbol for merchandising articles for gatherings, fundraising events, or to support specific Subud activities in accordance with the policy outlined in the appendix attached to this document. This right may not be passed on to individuals without the written permission of the WSA executive. All designs must be submitted to WSA for approval.

8) In exchange, Subud _____ agrees to put the ® symbol next to the name and symbol, on letterhead paper, front covers of books and magazines, CD and DVD jackets and home pages, and all merchandise at least once. Any requests for exceptions to this fact, must be made in writing to WSA and receive written approval.

9) Subud _____ will inform all individual Subud members or groups or entities within their territory that they must request authorization to use the name Subud or the seven circles symbol on any merchandise. These requests will be passed onto to WSA.

10) Subud _____ also agrees to incorporate the following statement in all publications:

"Subud and the Seven Circles symbol are registered marks of the World Subud Association."

11) Subud _____ will ensure this is also done by all entities that are authorized to use the name and symbol within their territory.

12) The WSA provides guidelines for the use of the Subud symbol. They can be found on www.subud.org in the Media Programs section on the 'Copyright and Trademarks' page.

13) Subud _____ will take responsibility for ensuring that the books it publishes, containing the name Subud or the Seven Circles Symbol in their title will not be damaging to the World Subud Association image, and that the following statement be placed at the beginning of each publication:

"The views and beliefs presented in this book or on this CD or DVD are exclusively those of the author and cannot be construed as being those of the World Subud Association."

14) In the case where Subud _____ becomes aware of an individual member's intention to write and publish a book themselves about Subud and their personal visions or experiences, Subud _____ would endeavour to make sure that the member be informed that he or she must request permission from WSA to use the Subud name in the title or the Seven Circles Symbol in the book.

15) If Subud _____ sees that an individual member of their organization or a related Subud entity is not fulfilling one of the above mentioned requirements, Subud _____ must take the responsibility of asking them to rectify it. In the case where the member or entity does not comply, then Subud _____ must inform the World Subud Association in writing, which would have the responsibility of taking any necessary action, thus freeing Subud _____ from further obligation.

B) COPYRIGHT OF BAPAK AND IBU RAHAYU'S TALKS

It is noted that the copyright was granted from Bapak's family on 23rd of January 1988 for all of Mhd. Subuh Sumohadiwidjojo's (Bapak's) talks and books in written, video and audio format, to the Subud Brotherhood, represented by the World Subud Association. This excludes Bapak's autobiography. It is also noted that the World Subud Association received the grant of copyright for all of Siti Rahayu Wiryohudoyo's (Ibu Rahayu's) talks in written, audio and video formats, from her personally on January 12th 2006.

It is WSA's responsibility to exercise due diligence in regards to the recording, printing, publishing and translating of these works and their distribution in all formats.

It is also noted here that the World Subud Association has a signed licensing agreement with Subud Publications International registered in the UK, which includes the publishing and printing of the Volumes of Bapak's Talks in English.

It is also noted that WSA has granted Subud Radio the right to broadcast Bapak's talks on the program called "*Sunday Mornings with Bapak*" and that there is a password protection to be able to listen to these talks, which were given for members practising the spiritual exercise of Subud known as the latihan.

It is also noted that the website www.subudlibrary.net is now officially owned by WSA and that it is password protected.

1) Subud _____ will help WSA to make sure that only official versions of Bapak or Ibu Rahayu's talks are in any form printed or distributed in written, audio and video formats, and that publishing authorisation is requested from WSA where necessary

2) Subud _____ will help WSA ensure that any publication and distribution within their territory and other territories where their language is spoken (including _____ websites

and emails) of the above mentioned talks and writings are accompanied by the following statement:

"Copyright © (year of publication) World Subud Association Inc. All rights reserved."

As well as the statement:

"The Talks contained in this book (or on this recording) were given for people already practising the spiritual exercise known as the Subud Latihan. For those not practising this exercise, reading the following talks is not recommended as they could be misunderstood. For more information please contact the World Subud Association at wsa@subud.org (or the official country contact e-mail)"

3) Subud _____ will ensure that 'official' translations only are published and diffused in their language. They will ensure that the translations are verified and accurate, and will assist WSA and the WSA executive by identifying official qualified translators. In the case where other un-revised versions are being translated, it must clearly be stated at the beginning of the talk, or on the cover if it is a book, that these are non-official translations.

4) Subud _____ will also ensure that where quotes from Bapak or Ibu Rahayu's talks are written in books of personal experiences or compilations of quotes concerning specific topics, the correct references to the talk will be mentioned. The correct method to identify talks may be found on www.subud.org in the Media Programs section under 'Copyright and Trademarks' or one may also write to wsa@subud.org. Subud _____ will endeavour to ensure that quotes are not presented in a way that could misconstrue their meaning or understanding.

Subud _____ will also require that the following preface be included at the beginning of this type of book:

"The opinions expressed in this book are those of the author, and can in no case be assumed as being those of the World Subud Association. Nor can WSA be held responsible for these opinions."

Further in the case of the book containing extracts from Bapak or Ibu's Talks:

"The extracts from Bapak and Ibu Rahayu's talks are the choice of the author of the compilation. We draw the reader's attention to the fact that these extracts, when taken out of their original context, can be understood differently from that intended by Bapak or Ibu Rahayu themselves."

5) IMPORTANT: In the case where Subud _____ or one of its individual members were to publish a compilation of quotes from Bapak and/or Ibu Rahayu on any given subject, the copyright of the book will be owned proportionately by the World Subud Association and the author. It should be noted that WSA does not encourage the publishing of this type of compilation.

C) WEBSITES AND PROTECTION OF IMAGE

A number of Subud websites belonging to each country and to individual members have been set up over the years. There is a need to harmonize the numerous websites to help, among

other things, to protect the name and image of Subud and to make it less confusing for the reader.

1) It is requested that countries register the domain name of their country www.subud. (country initials) in the name of the World Subud Association.

2) Subud _____ will ensure that all websites set up by themselves, and their officially related entities, fulfil the requirements specified in section 'A' above.

3) Individual Subud members may not set-up websites that purport to be official Subud websites. To help define this point, official Subud websites or websites with licensing agreements with WSA, will use the word 'Subud ' as an adjective (i.e. 'SubudVoice', SubudLibrary). Such usage of the word 'Subud' must be requested in advance from WSA and will be granted under certain conditions, because such use can give the impression of stating the official position of WSA.

In this connection, it needs to be noted that domain names containing the word 'Subud' are assets of the World Subud Association, which owns the name 'Subud,' and that the WSA executive and the WSA Web Coordinator have an obligation to oversee the use of these domain names.

4) Subud _____ will contact the editor of any website set up in their territory which does not comply with the above requests, and will inform WSA. Access to important related information can be found on www.subud.org.

5) Subud _____ will help WSA to exercise due diligence by making sure that websites do not contain anything damaging to the name and image of Subud, and will inform WSA of any thing that they feel could be so damaging. WSA will have the responsibility of contacting the editor of any such website and taking action if necessary.

6) A guideline for the creation of national websites exists and may be requested from wsa@subud.org and found on www.subud.org.

APPENDIX:

Policy determining the use of the name Subud and the Seven Circles Symbol on articles of merchandise (this does not include publications)

It is the WSA Executive body's responsibility to ensure that the following policy is enforced:

All uses of the Subud name and the Seven Circles Symbol on articles of merchandise must be requested in writing to the WSA Executive Team.

All artwork for said articles of merchandise must be sent to the WSA executive Team for approval.

Articles of merchandise shall only be made as gifts or fundraisers for specific events. The definition of the use of the merchandise must be explained in the request along with the quantities to be produced.

A short licensing agreement will be signed between WSA and the person/entity producing the merchandise.

A symbolic amount (to be determined) will be paid by the producer of the merchandise to WSA for use of the Subud name and or Symbol.

The WSA Executive reserves the right to refuse authorisation if it is deemed that it will in any way damage the name or image of Subud.

Date: _____

Maxwell Fraval
Chair, WSA Executive

Chair of Subud _____