

Terms to be incorporated in a Contract of Work (CoW) between the World Subud Association (the WSA) and the Muhammad Subuh Foundation (the MSF):

1. The 2010 Subud World Congress resolved that the WSA should assume the responsibility of funding, maintaining and preserving the archives of the WSA (Resolution # 10.1) as referred to in the Schedule A;
2. The WSA has agreed to sub-contract part of the preserving activities of the WSA archives to the MSF through a CoW;
3. The WSA, as the owner of the WSA Archives in perpetuity (including the copyright privileges of, and full and free access at all times to all parts of the WSA's Archives), has agreed to provide information on the location and the component parts of the WSA's Archive that will be concerned by the CoW (schedule B);
4. The MSF has agreed, as the primary goal of this CoW, to fund and undertake the work relating to the preservation of the audio recordings of Bapak's and Ibu Rahayu's talks as identified in a schedule to be prepared in conjunction with Memnon (Schedule C) to be attached to the CoW;
5. The CoW will define the rights and obligations of the MSF and the WSA for the implementation of the CoW as well as the tasks and the responsibilities of the MSF related to the contracted preserving goals.
6. Three months after the CoW signature, the MSF will provide to the WSA an inception report that will include a detailed description the methodologies, the organization and the planning of the concerned archives preservation activities, including a Gant chart ;
7. The MSF will report to the WSA on the progress of the preservation process by providing two progress reports per year. One of them will be delivered to WSA Executive a month before the annual WSC meeting;
8. The term of the CoW will be for three years or on completion of the preservation process whichever shall be the earlier. On completion of

the CoW, the parties will review the outcome achieved and determine whether to conclude terms for a further CoW;

9. The CoW shall be governed and construed in accordance with the laws of the District of Columbia;
10. The parties will monitor the implementation of the CoW in a mutually supportive and harmonious manner to achieve the mutually desired goal which is the preservation of the part of the WSA's Archive set out in Schedule B for future generations;