

Appendix 9. To be considered in the collaboration agreement

1. Parties to the collaboration agreement
 - Describe the parties to the collaboration agreement. They can be police department xx and city/cities/ municipality/municipalities of xx
2. Objective of the agreement
 - Describe the purpose of the agreement and local/regional multi-professional Anchor work available at police station xx
3. Purpose and operation of multi-professional collaboration
 - Background
 - Describe the background of the agreement and the Anchor work model
 - Target groups, principles and goals of Anchor work
 - Describe the local Anchor work's
 - Principles
 - Goals and tasks
 - Client groups
4. Personnel
 - Describe the personnel resources of Anchor work
 - How many police officers the police station assigns to Anchor work and what their contributions are. In addition, a leader is appointed for police officers engaged in Anchor work.
 - How many professionals (e.g. a social worker, social welfare instructor, nurse, public health nurse) the social and health services assign to Anchor work and what their contributions are.
 - How many youth workers the city assigns to Anchor work and what their contributions are.
 - Appointing leaders for the social services, health services and youth services professionals
5. Work facilities and other resources
 - Describe the work facilities, equipment and any other support services set aside for Anchor work
6. Information systems
 - Describe the measures taken to ensure that the Anchor team members have access to the necessary information technology connections, e-mail systems and information systems

7. Costs and financing
 - Describe how the costs arising from Anchor work (e.g. salary costs, rents, operating appropriations etc.) are divided and invoiced
 - Discuss the financial planning and monitoring of Anchor work

8. Management and steering
 - Indicate the person who acts as the group leader/team leader in the Anchor team and is responsible for its day-to-day work
 - Indicate the persons in the background organisations who act as the leaders of the Anchor team professionals and make up the leadership team
 - Appoint one of the leaders as the head of the leadership team
 - Determine how often the leadership team will convene
 - Indicate the parties that form the local/regional steering group, describe their tasks and state how often the steering group will convene

9. Monitoring and assessing the work
 - Appoint a person responsible for preparing Anchor work statistics and decide which system to use for compiling statistics
 - Indicate the person who is responsible for preparing the annual review and for reporting to the steering group and nationwide

10. Other matters to be agreed
 - If required, describe the matters to be appended, such as
 - Orientation, training of the Anchor team professionals, work guidance
 - Communication responsibilities

11. Contact persons
 - Appoint the contact persons for the contracting parties
 - municipality/the police: agreement matters/invoicing

12. Validity of the agreement and place of dispute settlement
 - Indicate
 - The period of validity of the agreement
 - How to amend or terminate the agreement
 - The regular revision of the agreement
 - How disputes are settled

13. Signatures and dates