Anna Lindh Foundation
Network of Luxembourg and the Greater Region

Network Internal Rules

I Mission of the National Network

1. The network aims to foster cooperation and intercultural dialogue between citizens and organizations across all Anna Lindh Foundation (ALF) member countries, empowering individuals and communities to promote mutual understanding, social cohesion, and cultural exchange. It further advances the Euro-Mediterranean Partnership at national, regional, and international levels.
2. The network develops joint activities at the national and Greater Region levels among its members as well as at the international level among ALF members in all ALF member countries.
3. The network promotes cooperation among all ALF networks by developing joint intercultural projects.
4. The network contributes to the development of the Foundation's priorities and programmes, sharing its vision, priorities, and actions with other networks and the Secretariat.
5. The network develops its own annual programme, supports the projects of members, and participates in transnational initiatives.
6. The network promotes the Foundation's calls for proposals and supports its members in applying.
7. The network organises opportunities training programmes jointly with and for its members.

II Network Governance and Structure

1. The network is governed by its regular Assembly of Active Members, which takes place at least three times per year.
2. The network consists of Active, Associated, and Individual Members.
    a. All Active Members possess voting rights during the Assembly. Decisions are made by consensus; if consensus cannot be reached, a two-thirds majority vote is required. The majority is determined by comparing the number of votes in favour with the number of votes against. Abstentions are excluded from the calculation of the two-thirds majority. For a vote to be valid, at least ten Active Member organisations must participate, either in person or remotely.
    b. Active Members generally have priority for transnational project opportunities.

3. The Heads of Network are appointed by the Network Assembly, also by a two-thirds majority, for a period of three years, in synchronicity with the 3-year programme phases of the Anna Lindh Foundation.
    a. Confirmation or Election: The confirmation of the existing Head(s) of Network or the election of new Head(s) takes place before the planning of a new three-year programme phase.
    b. Eligibility: Candidates for the Head of Network position must have held Active Member status for at least two years.
    c. Joint Candidacy: Two members may apply as co-heads of network, running as a joint candidacy in the election process.
    d. Voting Process: If no candidacy secures a two-thirds majority, the network is invited to reassess and adjust the composition of candidacies to facilitate the formation of a proposal that is more likely to achieve the required majority in the next voting round.
4. Apart from the Heads of Network and the Assembly of Members, there is no other formal steering committee.
5. The network aims to organise an annual meeting with Luxembourg's representative on the Board of Governors (BoG) of the Foundation. Alternatively, the representative on the BoG can be invited to a regular network meeting.
6. New members are admitted by a decision of the Active Members, according to the "Membership Acceptance Rules" (see section II.9.).

Membership Details

7. **Active Members**
    a. **Commitments:**
        - Contributing to the organisation of at least one network event per year.
        - Participating in at least two network meetings annually.
        - Responding regularly to requests from the lead coordinator.

    b. **Rights:**
        - Have voting rights in plenary sessions or via email and are fully entitled to participate in network activities and respond to ALF calls. Voting rights come into effect after qualifying as an active member for at least one year.
        - Generally have priority for transnational project opportunities, in case the selection of participating organisations is made by the network.

8. Associated and Individual Members

a. Commitments:

- Inviting the network to at least one event or initiative per year that aligns with the objectives of the Anna Lindh Foundation.
- Informing the network annually about activities related to intercultural dialogue.

b. Rights:

- Do not have voting rights in plenary sessions or via email but are fully entitled to participate in network activities and respond to calls issued by the ALF.

9. Membership Acceptance Rules

a. Eligibility:

Any individual or legal entity that respects and upholds the official values of the Anna Lindh Foundation, including respect for human dignity, freedom, democracy, equality, the rule of law, and human rights.

b. Application Requirements:

- Submission of a complete application via the ALF website.
- Yearly reports for the past three years. (Exceptions may be granted for newer organisations.)

c. Acceptance Process:

- Applications are shared with all current members for review. Members have 10 days to voice concerns.
- If concerns are raised, a meeting is held with the concerned member(s), the Heads of Network, and any member who wishes to attend. If the issue remains unresolved, it is put to a vote open to all active members. In this case, a two-thirds majority (votes in favour versus votes against) is required for the acceptance of a new member.

d. Rejection Criteria:

- Failure to comply with ALF's principles and values.
- Non-responsiveness or inability to contact (cases must be well-documented).

10. Exclusion of Established Members

a. Grounds for Exclusion:

- Failure to meet the criteria for active, associate, or individual membership for more than two consecutive years.
- Non-compliance with ALF's principles and values.
- Non-responsiveness or inability to contact (well-documented cases).
- Organisation no longer exists.
- Upon the member's request.

III Coordination by the Heads of Network

Duties of the Heads of Network:

1. Act as coordinators for the network, in regular coordination with the Foundation's Secretariat.
2. Represent the Network on the national and transnational levels, in particular during the ALF Heads of Networks meetings.
3. Promote the Foundation as an institution supporting Euro-Mediterranean cooperation through informational materials and website contributions among else.
4. Manage membership applications and recommend potential members to the Assembly.
5. Develop annual and triennial programmes in cooperation with network members.
6. Organise and coordinate training activities for project development.
7. Inform members of calls for proposals and event co-organisation opportunities while supporting them in finding project partners and project development.
8. Heads of Network organise the regular Network meetings at least 3 times per year.
    a) At least 10 days before each meeting, the Head(s) of Network propose(s) a draft agenda, allowing members to provide feedback and suggest additional items.
    b) After each meeting, the Heads of Network shall distribute a written summary to all members, detailing the main discussion points, decisions made, and planned actions.
9. The Head(s) of Network may appoint specific members as Supporting Heads of Network to manage particular network tasks.