

Network Internal Rules

of the Czech Network of the Anna Lindh Foundation

For any inquiries regarding the Network's Internal Rules, please contact the Czech Head of Network, Jakub Chabr, at chabr@iir.cz

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1. PARTIES INVOLVED AND ABBREVIATIONS

- The Ministry of Foreign Affairs of the Czech Republic (**MoFA**) and the Institute of International Relations Prague (**IIR**)
- The Czech Network of the Anna Lindh Foundation for the Dialogue Between Cultures, hereinafter referred to as the **National Network** or the **Network**
- The Czech Head of the Network (HoN) Institution, hereinafter referred to as the **Head of Network (HoN)**
- The Anna Lindh Foundation for the Dialogue Between Cultures, hereinafter referred to as the **Anna Lindh Foundation (ALF)** or the **Foundation**
- The Secretariat of the Anna Lindh Foundation for the Dialogue Between Cultures, hereinafter referred to as the ALF Secretariat or the **Secretariat**

2. NATIONAL NETWORK MISSION

1. The National Network promotes the Euro-Mediterranean Partnership at the national and international level. Promoting Intercultural Dialogue is the core mission of the Network.
2. The National Network contributes to the development of the Anna Lindh Foundation (ALF)'s priorities and programmes, sharing its vision among other National Networks and with the ALF Secretariat.
3. The National Network fosters dialogue among cultures, common activities, and cooperation through intellectual, cultural, and civil society exchanges at the national level among its members and throughout society.
4. The National Network uses the ALF logo and other provided visual materials for its activities.
5. Members of the National Network are encouraged to participate in ALF calls for proposals, other grant schemes, and the diverse activities and events of the Foundation.
6. The National Network is open to all entities that align with these principles and objectives.

3. GOVERNANCE STRUCTURE

The governance structure of the National Network consists of the **Head of Network Institution**, which operates under the **Institute of International Relations Prague**. The **Head of Network (HoN)** is appointed by the **Ministry of Foreign Affairs of the Czech Republic (MoFA)**. Additionally, the governance structure includes the **Advisory Committee**, which supports the strategic development and activities of the Network. Advisory Committee members have a two-year mandate. The National Network shall hold at least one annual meeting, with ongoing communication maintained through emails, calls, and online meetings.

HoN and the IIR closely cooperate with MoFA and provide an account of finances, content and activities periodically.

The Czech Head of the Network institution, Institute of International Relations Prague, is appointed by the Ministry of Foreign Affairs of the Czech Republic to act as the Head of the Czech network for an unlimited period of time (until decided otherwise by the MoFA). The appointment is based on a settlement with the Ministry of Foreign Affairs of the Czech Republic, namely with the Department of the Middle East and North Africa States, which serves as the coordinator of the process of the Euro-Mediterranean Partnership. Periodically, the personal position of the Head of Network is reconfirmed through a consultation process involving a representative of the Ministry of Foreign Affairs of the Czech Republic, a representative of the Institute of International Relations Prague, and the Head of Network.

3.1. THE HEAD OF NETWORK

1. Acts as the coordinator of the National Network.
2. Serves as the official national representative of the Foundation in the Czech Republic.
3. Promotes the image of the Foundation as an Euro-Mediterranean institution established to strengthen the regional dimension of the Euro-Mediterranean Partnership in social, cultural, and human affairs (the Third Chapter of the Barcelona Declaration).
4. Participates in the annual meeting of the ALF Heads of Networks. Between these meetings, the Head of Network (HoN) shall organize a meeting of the National Network members or facilitate other appropriate forms of consultation and discussion at the national level.
5. Is responsible for preparing the content of the National Network meetings.
6. Coordinates regularly with the ALF Secretariat.
7. Develops and proposes a strategy for the National Network, setting annual goals for its development.

8. Manages National Network membership, oversees the decision-making process for inviting and accepting new members, and has the final say in membership admissions. If necessary, membership decisions are consulted by HoN with the Advisory Committee (see 4. NATIONAL NETWORK MEMBERSHIP, point 10).
9. Identifies potential active civil society actors or other relevant entities in the country who could join the National Network.
10. Promotes and facilitates contact and cooperation among other National Networks and their members.
11. Contributes to the development of the ALF's annual and triennial programmes, considering the interests of the National Network.
12. Supports and supervises training and capacity-building programmes for National Network members.
14. In cooperation with the ALF Secretariat, promotes information dissemination to update members on grant administration procedures, guiding the members, if necessary, through the application process.
16. Engages member organizations in the activities of the Foundation.
17. Acts in accordance with the Foundation's document *Rights, Roles, and Responsibilities (3Rs) of HoNs*, which is attached as ANNEX 1

3.2. ADVISORY COMMITTEE

The National Network will introduce an Advisory Committee in 2025 or 2026, composed of three members selected by the HoN based on predefined criteria. The Advisory Committee provides strategic advice and guidance on the development of the National Network and its activities.

The Advisory Committee is managed by the Head of Network, and its mandate lasts for two years. Members may be reappointed for another term, with a maximum of two consecutive terms (see 3.2.1).

The Head of Network shall convene a meeting (online or in person) with the Advisory Committee at least once a year. These meetings focus on strategic planning rather than day-to-day operations. Additional meetings may be scheduled as needed if a relevant issue arises.

Between Advisory Committee meetings, its members are expected to stay informed about developments related to the National Network and the Foundation.

3.2.1 ADVISORY COMMITTEE APPOINTMENT AND MANDATE

1. Eligibility Criteria and Term Duration

Any member of the National Network in good standing may apply to serve on the Advisory Committee. No more than one representative from a single institution can be part of the Advisory Committee. Candidates must demonstrate active engagement in intercultural

dialogue or related sub-fields aligned with the Foundation's mission and its [Common Shared Values](#).

Advisory Committee Candidates must meet the following criteria:

- Active engagement in ALF Network activities.
- Demonstrable expertise in intercultural dialogue.
- Submission of a one-page motivation letter demonstrating their commitment to the development of the National Network and outlining their potential contributions.
- Representation of an organization with a verifiable track record in intercultural dialogue, existing for at least three years.

Selected members shall serve a two-year term, with the possibility of one reappointment, provided they have not exceeded the maximum of two consecutive terms.

2. Call for Expressions of Interest

The Head of Network (HoN) shall launch the Advisory Committee membership open call via email, ensuring all members are informed. The open call shall remain open for a minimum of one month to allow sufficient time for applications.

Interested candidates must submit:

- A one-page motivation letter (see above)
- A short biography, highlighting relevant experience and expertise in intercultural dialogue.
- Documentation demonstrating their organization's engagement in intercultural dialogue.

3. Selection Process

Once the application period closes, the Head of Network shall review all submitted applications against the eligibility criteria. The HoN may consult with relevant stakeholders to ensure a fair and balanced selection. The three selected candidates shall be appointed by the Head of Network as Advisory Committee members.

Members of the Advisory Committee serve on a voluntary basis and are not entitled to any financial compensation for their role. The results of the selection process shall be announced via email and/or the National Network's communication channels.

4. Special Provisions

If an Advisory Committee member resigns or is unable to fulfill their duties, the HoN may initiate a new selection process following the same criteria.

5. First Open Call Implementation

The first open call for the Advisory Committee selection shall take place during the second half of 2025 or the first half of 2026.

Selected members shall assume their two-year mandate starting January 1, 2026, or immediately upon appointment, if selected during the first half of 2026.

4. NATIONAL NETWORK MEMBERSHIP

Membership in the Czech National Network is defined as follows

1. The National Network is independent and autonomous.
2. The National Network is a permanent structure within the Anna Lindh Foundation (ALF) Network, operating within the framework of the Euro-Mediterranean Partnership.
3. The National Network is open to all institutions, organizations, and other entities who adhere to the principles and [mission](#) of the Foundation, as defined in the [ALF Statutes](#), and who operate in harmony with the [Common Shared Values](#). First and foremost, the National Network represents civil society.
4. The National Network reflects the diversity of Czech civil society and is open to members involved in supporting the values upheld by the Foundation, such as pluralism, cultural diversity, mutual respect between societies, religions, and beliefs, rule of law, and fundamental freedoms.
5. Members of the National Network must belong to at least one of the following categories:
 - Individual members,
 - NGOs,
 - Public institutions (including local and regional authorities),
 - Public and private not-for-profit foundations,
 - Other for-profit organizations promoting not-for-profit activities and corporate social responsibility policies.
6. The National Network is considered legitimate if it includes at least five members.
7. The Head of Network (HoN) is entitled to provisionally limit the maximum size of the National Network to consolidate and improve its performance.
8. Membership applications are submitted via the ALF website and addressed to the Czech HoN. The website for new members is: <https://alf.website/en/join-our-network/>.
9. The HoN retains the right to reject membership applications and to exclude existing members if their activities do not align with the Foundation's mission, as per [Article II.1 of the ALF Statutes](#).
10. All National Network members commit to reconfirming their membership each time requested by the HoN (maximum once per year). Members who fail to respond to email, or telephone requests for reconfirmation within two consecutive months will be expelled from the National Network. Before finalizing the expulsion, the HoN may consult with the Advisory Committee, if necessary, to assess any exceptional circumstances.
11. All National Network members commit to informing the HoN of any cooperation with the Foundation or other organizations in projects related to the Euro-Mediterranean region.
12. All National Network members act in accordance with the Foundation's document *Rights, Roles, and Responsibilities (3Rs) of ALF Members*, which is attached as [ANNEX 2](#).

ANNEX 1: Rights, Roles, and Responsibilities (3Rs) of HoNs

The Rights, Roles and Responsibilities (3Rs) of ALF Heads of Network

1. Rights

- Represent the Foundation on the national level in own countries
- Receive the needed information at the proper time to properly perform its duties as a HoN
- Receive the needed technical and financial support to properly perform its duties as a HoN
- Benefit from visibility and empowerment by the ALF
- Be regularly updated on the resources, ongoing/planned initiatives and activities of the ALF and their National Network
- Terminate their role as Head of Network
- Represent the national network nationally and internationally
- Equal and fair treatment

2. Roles

Administrative

- Manage Networks memberships
- Arrange regular meetings (online or offline) with Network Members to set priorities and receive regular feedback and discuss lessons learned
- Update the Network Members on the ALF ongoing opportunities that includes, but not limited to, open calls for proposals, thematic events etc., as well as demonstrate the different modalities and procedures of application
- Cooperate with Network Members in the development/submission of proposals and/or funding requests for convenient calls launched by internal/external donors

Dissemination and outreach

- Encourage Network Members to actively participate in funding opportunities for projects/initiatives that serve the ALF/Network objectives
- Organise raising awareness/outreach events to promote activities that serve the ALF/Network objectives
- Screen/Identify active actors of civil society organisations in their own countries with the aim of expanding the National Network's memberships

3. Responsibilities

Visibility

- Regularly update the National Network page on the ALF website to ensure reflecting the accurate information of the National Network;

- Comply with the Communication Guidelines (<http://www.annalindhfoundation.org/communication>) of the ALF Secretariat and confront any misuse of these guidelines including the use of the ALF logo and the National Network logo in all materials related to ALF-funded or labelled activities; and ensure the correct use of ALF logo by the National Network members;
- Act as a focal point through the active production and/or dissemination of informative materials and update the ALF and/or National Network websites and social media accounts with relevant materials;
- Acknowledge and make public the support they receive from the ALF Secretariat.

Values

- Respect the ALF common values (Shared Common Values)
- Ensure good governance of the National Network in terms of transparency, democratic procedures and management of Network activities
- Ensure accurate communication towards Network Members with regards to their rights, responsibilities, internal ALF and network's rules and regulations
- Promote the ALF as Euro-Mediterranean institution established for strengthening the regional dimension of the Euro-Mediterranean Partnership – Union for the Mediterranean in social, cultural and human affairs (the Third Chapter of the Barcelona Declaration)
- Implement and disseminate an accountability and complaint mechanism for the National Network, to try solving any possible conflicts between HoNs and with Network Members amicably before arbitrating the related Board of Governors, specialised courts and/or other bodies, if relevant

Managerial

- Co-ordinate with the ALF Secretariat on a regular basis including the concerns of the National Network members
- Participate actively in the ALF Heads of Network physical/online meetings
- Deliver a timely and quality narrative and financial reports as required by the ALF procedures
- If applicable/envisoned, set up and manage the Steering Committees of their National Networks
- Support training and capacity building for Network Members
- Keep records/archives of various Network documentation to be referred to/consulted in relevant topics
- Contribute to the consultation and development of the ALF annual and triennial programmes, while taking into consideration the overall interests of the National Network
- Assign a National Network focal point/coordinator to ensure coordination and implementation of the various actions within their National Network

ANNEX 2: Rights, Roles and Responsibilities (3Rs) of ALF Members

Rights, Roles and Responsibilities (3Rs) of ALF Members

1. Rights

Accessibility to resources

- Be regularly updated on the resources, ongoing/planned initiatives and activities of the ALF and their National Network
- Be encouraged to develop and participate in activities that promotes the ALF objectives
- Be prioritised for participating in capacity building trainings or any other beneficial activities organised or facilitated by their National Networks and/or the ALF
- Participate in National Network meetings
- If applicable/envisoned, participate actively in the Steering Committees of their National Networks;
- Terminate their own membership in the Network

Involvement in the decision-making process

- Have a recognised participation in joint decisions with regards to National Network activities, priorities and key actions, as well as to be allowed to share their own opinions with HoNs and/or with ALF Secretariat
- Propose suggestions to the HoN for the activity of the National Network and its management structure
- Have access to the Network Internal Rules document of the National Network and be able to suggest any updates
- Be able to report a justified dissatisfaction with the performance of the HoN via a clear and transparent accountability and complaint mechanisms

2. Roles

Dissemination and outreach

- Exchange experiences and opinions and foster cooperation with other National Network members
- Display information about the Network activities, using the National Network logo and the ALF logo on their own websites
- Organise joint intercultural activities with other members of the National Network engaging actors of multicultural background supporting the strategic program framework of the ALF
- Actively participate in the ALF calls for proposals, trainings, seminars, conferences, programmes, etc
- Acknowledge and make public the support received from the ALF
- Create ad-hoc thematic groups (clusters) which can focus on particular topics and programmes of the ALF

3. Responsibilities

Moral

- Respect the ALF common values (Shared Common Values)
- Promote the ALF Network on local and regional level and perform actions that foster its good reputation
- Respect and abide by the National Network Internal Rules
- Report to HoNs about any member that violates the common values of the ALF

Network recognition

- Reconfirm their National Network membership and regularly update the HoN on any changes related to contact information, address, contact person(s), etc., making sure that the information of the organisation displayed on the ALF website is up to date
- Take part in the National Network meetings and/or maintain activities that confirm an ongoing interest in continuing being member of the Network
- Recognise the Head of Network as the authorised coordinator of the Network at national level in all matters dealing with ALF
- Constantly update the HoN and the National Network members about all their activities with other ALF networks for consultation and coordination
- Respect the visibility requirements of the ALF in all the activities that are financially supported by the Foundation

ANNEX 3: Rules of Conduct Within the Network, ALF Reporting Mechanism

As a member of the National Network, one pledges to act towards other members in an honest and respectful manner.

As a member, one is expected to communicate with any other member within the Czech and international ALF Networks, without excluding any individual based on their national, religious, ethnic, sexual, or other affiliations

As part of the ALF Members Rights is also the ability to report a justified dissatisfaction with the performance of the HoN via a clear and transparent accountability and complaint mechanisms, please, refer to the following *ALF Reporting Mechanism Guide* document. It is also a reference point in case of any conflicts between members of the Czech network or with the HoN.

ALF Reporting Mechanism Guide

The purpose of this guide is to allow reporting of allegations and submission of complaints and disagreements on different levels and to facilitate managing them in a structured effective manner, with the aim of maintaining a standard of integrity, and responsible stewardship, fostering a respectful and positive environment and identifying opportunities to make systematic improvements.

The reporting can be both operational (e.g. about programs, quality of work, project participant selection, etc.) or grave (e.g. corruption, nepotism, misuse of funds, physical/psychological/sexual abuse, etc.).

The ALF reporting mechanism is structured around four hierarchical levels:

- 1- Grassroots members
- 2- HoNs
- 3- Secretariat
- 4- BoG members

The mechanism is designed in a way that should be accessible and at the disposal of anyone who has witnessed and or was subjected to a case of possible misconduct, disagreement, discontent or conflict.

The HoNs and the Secretariat in their respective fields of competence have to ensure safety, confidentiality, transparency, accessibility, quality, verifiability and timeliness in a way that guarantees operating an effective reporting mechanism.

The HoNs and the Secretariat are responsible for putting into operation an internal structure to manage the reporting mechanism.

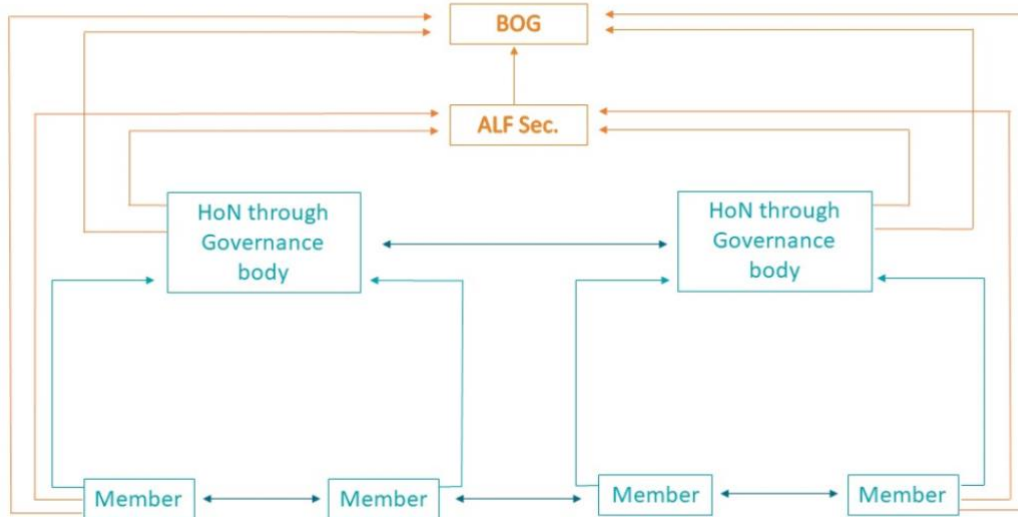
In the ALF Secretariat this structure will be composed by the ED, the CS Manager and the focal points. The Secretariat dedicated mailbox is: wehearyou@annalindhfoundation.org.

The composition of this structure in each National Network will be in accordance with the governance body, in line with what is stated in the Network Internal Rules in each country.

The process usually follows a bottom to top and crescendo order and typically involves hierarchical steps to address issues effectively. These steps allow each level to handle complaints and disagreements systematically and fairly.

Hierarchical structure of the ALF reporting mechanism

The following diagram shows the overall structure of the ALF reporting mechanism.



Reporting process stages

· Informal reporting

The complainant is generally expected to raise any reporting informally first to the accountable person in the next level of hierarchy who should establish an open and honest communication between the parties in conflict and strive to introduce fair and acceptable resolutions that help prevent conflict escalation. This kind of informal reporting can be dealt with at the level of the CS manager at the Secretariat and at the level of the Heads in each Network.

· Formal reporting

In the event of no satisfactory resolution was reached on the informal approach, complainants reserve the right to resubmit their reporting formally to the next accountable level in the hierarchy structure in the form of a written complaint, as indicated in the "Hierarchical structure of the ALF reporting mechanism".

These cases must be dealt with by the reporting structures (in the Secretariat composed by the ED, the CS Manager and the focal points and in each National Network through its Governance body) which must take the necessary actions that guarantee the achievement of the moral and/or institutional rights of the complainant.

In the event that the formal reporting remains unresolved, the complainant must allow the reporting structure 30 calendar days to pass before taking the formal reporting to a higher hierarchical level.

Depending on the severity of the reporting and its nature, escalation to the BoG level should be facilitated.

Confidentiality should be maintained to the extent possible, and it should be ensured that complainants will not suffer retaliation for raising their concerns.