

Internal Network Rules

The involved parties:

- The Cypriot Network of the Anna Lindh Euro-Mediterranean Foundation for the Dialogue Between Cultures referred to hereinafter as *National Network* or *the Network*.
- The Cypriot Coordinator/Head of the Network (HoN) of the Anna Lindh Euro-Mediterranean Foundation for the Dialogue Between Cultures referred to hereinafter as *Coordinator/Head of Network (HoN)*.
- The Anna Lindh Euro-Mediterranean Foundation for the Dialogue Between Cultures referred to hereinafter as *The Anna Lindh Foundation* or *the Foundation*.
- The Secretariat of the Anna Lindh Euro-Mediterranean Foundation for the Dialogue Between Cultures referred to hereinafter as *the ALF Secretariat* or *the Secretariat*.

I. NATIONAL NETWORK MISSION

1. The National network promotes the Union for the Mediterranean – the Euro-Mediterranean Partnership at the national and international level.
2. The National network will contribute to the development of the Foundation's priorities and programmes, sharing the visions among other National Networks and with ALF Headquarters.
3. The Network promotes any activity at the national level among Network members, in line with the objectives of the Network Development and Action Plan, designed in the framework of the ALF Network Support Scheme.
4. The Network supports and promotes activities aiming at discovering and understanding of interculturalism both in Cyprus and the Euro - Mediterranean region.
5. The Network uses for its activities the Anna Lindh Foundation label.

II. THE SCOPE OF APPLICATION OF THE INTERNAL NETWORK RULES OF THE CYPRIOT NETWORK

1. The provisions of this Internal Network Rules document of the Cypriot Network are binding for all present Network members, including the Network Coordinator/HoN, as well as all future Network members.
2. The content of the Internal Network Rules of the Cypriot Network has been consulted with all the organizations belonging to the Network when the document in question has undergone the process of review. Its form and content are a consensus that was met by all individual Network members.

III. THE NETWORK COORDINATOR/HoN

The Coordinator/HoN is elected from among the Network members and the appointment has to be confirmed and ratified by the Ministry of Foreign Affairs. In the case that the Coordinator/HoN and The Head of the National Network which s/he represents is not confirmed and ratified by the Ministry of Foreign Affairs the process is repeated.

The Coordinator/ HoN's activity is reviewed every four (4) years by the aforementioned Ministries which receive an official opinion of the Network about the Coordinator/ HoN's work. There is no limit as to the number of terms held by the Coordinator/ HoN.

1. Annual reports must be prepared by the Coordinator/HoN and presented to the network members during the annual General Assembly (annual meeting). The Network Members make a decision with the majority of present members (50%+1) about passing or rejecting the report. The Network's opinion together with the Coordinator/HoN's report is submitted to the aforementioned Ministries and to the ALF Secretariat.
2. The Coordinator/HoN is responsible for its actions to the Network members and the aforementioned Ministry.
3. The Roles, Rights and Responsibilities of the Network Coordinator/HoN are described in Annex 1.

IV. NATIONAL NETWORK MEMBERSHIP

1. The Cypriot National Network is independent and autonomous.
2. The Cypriot National Network is a permanent structure, part of the Anna Lindh Foundation Network that is acting in the frame of the Euro-Mediterranean Partnership.
3. The Network can be considered valid if it includes at least 5 members.

4. The Network is open to all institutions, organizations and other partners who adhere to the principles and the mission of the Anna Lindh Foundation as defined in art. II.1 of the ALF Statutes, and which work on the basis of democratic, pluralistic, and multilateral values; first and foremost, the Network represents civil society's actors.
5. Its members could belong, as a rule, to the following categories:
Individual members; NGOs; Public institutions, including local and regional authorities; public and private "not for profit" Foundations; other "for profit" partners promoting "not for profit" activities and corporate social responsibility policies.
6. The National Network reflects the diversity of its own civil society and is invited to associate partners involved in the ALF thematic fields as defined below; international/cultural relations, heritage, religion, research, human rights, democracy and community development, arts, youth, education, gender, environment/sustainable development, media.
7. The Head of Network retains the right of rejection of membership applications as well as of exclusion of existing members, when the concerned organizations do not comply with the mission of the Anna Lindh Foundation.
8. In case of rejection of membership applications as well as of exclusion of existing members, the organizations have the right to appeal to the General Assembly of the Network members.
9. The decision made by the Network members during the General Assembly with the majority (50%+1) of the present members is binding for the Coordinator/HoN.
10. The Coordinator/HoN makes an independent decision concerning rejection or approval of an on-line membership application. The potential new member as well as all other Network members are informed about the Coordinator/HoN's decision within 6 weeks from the on-line registration.
11. The Coordinator/HoN is entitled to provisionally limit the maximal size of the Network in order to consolidate it and improve its performance
12. The Roles, Rights and Responsibilities of the Network members are described in ANNEX 2.
13. The Coordinator/HoN has the right to deprive an organization/ institution of membership of the Network in case of:
 - a) Neglecting the member's duties as inscribed in the Internal Network Rules of the Cypriot Network;
 - b) Undertaking actions against the Foundation's missions and aims;

- c) Abandoning the Network activities which results in bringing difficulties to the Network's everyday functioning and impossibility of making decisions by the Network.
14. The exclusion from the Network will be preceded by email information about the possibility of being deprived of membership. No change in behaviour will result in sending an official letter informing about the exclusion two weeks ahead of the ultimate decision by the Coordinator/HoN.
15. The information about the exclusion of a member will be shared with all Network members. The decision of the is send to the next General Assmby for final aproval.
16. The organization/institution deprived of membership can re-apply for membership not sooner than 6 months after the date of exclusion.

V. NATIONAL NETWORK FUNCTIONING

1. If requested by the majority of the Network members, the Coordinator/HoN is obliged to name individual members to coordinate thematically or regionally based activities of the Network (i.e. LIMASSOL).
2. The General Assembly of the Network Members is to be organized at least once a year by the Coordinator/HoN. In case of emergency, the Coordinator/HoN is obliged to summon all members of the Network for a special General Assembly.
3. The General Assembly can be summoned following the request of one third (1/3) of the Network members within 3 weeks from receiving the request by the Coordinator/HoN.
4. The Coordinator/HoN is required to prepare and share with the Network members an annual report detailing the functioning and activities of the Network. The report must include the following elements:
 - Accepted Membership
 - Implementation of the Annual Plan
 - Recommendations for Future Actions
 - Members participation in Anna Lindh Foundation Programmes
5. Reports from Communication Channels Any decision related to the Network is made by the Network members with the majority (50%+1) of the present members. Refusal to take part in the voting process is considered abstention from voting. Quorum in the General Assembly will consist of 50%+1 of the members, including members that participate via online platform. In case there is no quorum at the time of the General Assembly, after 15 minutes, those present are considered a quorum. General Assmby

can be held online, or it can be both face to face and online, as the Coordinator/ HoN and the Steering Committee may decide.

6. The Coordinator/HoN can establish a steering committee (up to 7 Network members) which is to consult and advise on the Network issues. Membership in a steering committee is voluntary. The Steering Committee is elected in the Annual General Assembly, for 4 years term. Members of the Steering Committee are representatives of the members organizations and not individuals.

VI. ADDITIONAL RESOLUTIONS

1. Any activity undertaken by the Coordinator/HoN which arises from the present document and which results in financial obligations of the Coordinator/HoN are entirely dependent on the appropriate financial support either by the ALF Secretariat and other sources or the aforementioned Ministries.
2. Internal Network Rules of the Cypriot Network take effect as of 01/ 2025 and revised every three years.

The Rights, Roles and Responsibilities (3Rs) of HoNs

1. Rights:

1. Represent the Foundation on the national level in own countries;
2. The right to receive the needed information at the proper time to properly perform its duties as a HoN;
3. The right to receive the needed technical and financial support to properly perform its duties as a HoN;
4. The right to benefit from visibility and empowerment by the ALF;
5. To be regularly updated on the resources, ongoing/planned initiatives and activities of the ALF and their National Network;
6. Terminate their role as HoN;
7. Represent the national network nationally and internationally;
8. Right to equal and fair treatment.

2. Roles:

• Administrative

1. Manage Networks memberships;
2. Arrange regular meetings (online or offline) with members to set priorities and receive regular feedback and discuss lessons learned;
3. 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;
4. Cooperate with members in the development/submission of proposals and/or funding requests for convenient calls launched by internal/external donors.

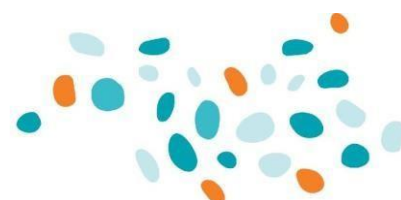
• Dissemination and Outreach

1. Encourage network members to actively participate in funding opportunities for projects/initiatives that serve the ALF/Network objectives;
2. Organise raising awareness/outreach events to promote activities that serve the ALF/Network objectives;
3. 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

1. Regularly update the National Network page on the ALF website to ensure reflecting the accurate information of the National Network;
2. Comply with the Communication Guidelines of the ALF Secretariat



(<http://www.annalindhfoundation.org/communication>) 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;

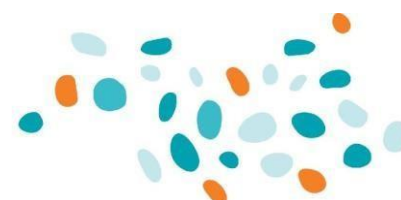
3. Act as a focal point through the active production and/or dissemination of informative materials and update the ALF and/or National Network websites and social media accounts with relevant materials;
4. Acknowledge and make public the support they receive from the ALF Secretariat.

- **Values**

1. Ensure good governance of the National Network in terms of transparency, democratic procedures and management of Network activities;
2. Ensure accurate communication towards members with regards to their rights, responsibilities, internal ALF and network's rules and regulations;
3. 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);
4. Design and disseminate an accountability and complaint mechanism for the network, to try solving any possible conflicts between and with members amicably before arbitrating the specialised courts and/or other legal entities if relevant.

- **Managerial**

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



Rights, Roles and Responsibilities (3Rs) of Members

1. Rights:

- **Accessibility to resources**

1. To be regularly updated on the resources, ongoing/planned initiatives and activities of the ALF and their National Network;
2. To be encouraged to develop and participate in activities that promotes the ALF objectives;
3. To be prioritised for participating in capacity building trainings or any other beneficial activities organised or facilitated by their National Networks and/or the ALF;
4. Participate in Network meetings;
5. If applicable/envisioned, participate actively in the Steering Committees of their National Networks;
6. Terminate their own membership in the Network.

- **Involvement in the decision-making process**

1. To have a recognised participation in joint decisions with regards to network activities, priorities and key actions as well as to be allowed to share their own opinions with HoNs and/or with ALF Secretariat;
2. To propose suggestions to the HoN for the activity of the Network and its management structure;
3. To have access to the Network Internal Rules document of the National Network and be able to suggest any updates;
4. To be able to report a justified dissatisfaction with the performance of the HoN via a clear and transparent accountability and complaint mechanisms. Ref. "Accountability and Transparency Policy Guide".

2. Roles:

- **Dissemination and outreach**

1. To exchange experiences and opinions and foster cooperation with other Network members;
2. To display information about the Network activities, using the National Network logo and the ALF logo on their own websites.
3. To organise joint intercultural activities with other members of the Network engaging actors of multicultural background supporting the strategic program framework of the ALF;
4. To actively participate in the ALF calls for proposals, trainings, seminars, conferences, programmes, etc.;
5. To acknowledge and make public the support received from the ALF;
6. To create ad-hoc thematic groups (clusters) which can focus on particular topics and programmes of the ALF.



3. Responsibilities:

- **Moral**

1. To respect the ALF common values (Ref. “Shared Common Values”);
2. To promote the ALF Network on local and regional level and perform actions that foster its good reputation;
3. To respect and abide by the National Network Internal Rules;
4. To report to HoNs about any member that violates the common values of the ALF.

- **Network Recognition**

1. To reconfirm their 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.
2. To take part in the Network meetings and/or maintain activities that confirm an ongoing interest in continuing being member of the network;
3. To recognise the Head of Network as the authorised Coordinator/HoN of the Network at national level in all matters dealing with ALF;
4. To constantly update the HoN and the Network members about all their activities with other ALF networks for consultation and coordination;
5. To respect the visibility requirements of the ALF in all the activities that are financially supported by the Foundation.

