INTERNAL RULES

of the Maltese National Network of the Anna Lindh Foundation (ALF) for dialogue between cultures

ABBREVIATIONS AND EXPLANATIONS

1. The Maltese National Network referred to hereinafter as National Network or the Network.
2. The Institution and Person in charge of hosting the coordination of the network is referred to hereinafter as the Head of Network or HoN.
3. The individual(s) in charge of coordinating the Network is referred to hereinafter as HoN or National Coordinator(s) or NC.
4. The Anna Lindh Euro-Mediterranean Foundation for the dialogue between cultures is referred to hereinafter as Anna Lindh Foundation or ALF.
5. MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS AND TRADE is referred to hereinafter as MFET.
6. The internal rules have no legal force and the ALF Network has no legal personality in Malta. It is a voluntary network of people and organisations.
7. Any activity which arises from the present document and which carries financial obligations for the HoN/coordinator are entirely dependent on the appropriate financial support by the ALF or the Ministry of Foreign Affairs of Malta.

I. NATIONAL NETWORK MISSION

1. In line with the objectives and tasks defined in art. II of the ALF Statutes (04/2009), the Network shall promote the dialogue between cultures and contribute to the visibility of the Euro-Mediterranean Partnership through intellectual, cultural and civil society exchanges. In particular, the Network promotes knowledge, recognition and mutual respect between the religions and beliefs, cultures and values in the region and encourages initiatives that aim at promoting dialogue and hence ensuring diversity and pluralism in the Euro-Mediterranean region. In addition, the Network actively combats stereotypes, xenophobia, and racism by fostering inclusive dialogue and promoting equal dignity and respect among all cultures, beliefs, and communities" or "stands firmly against all forms of discrimination, including stereotypes, xenophobia, and racism, and is committed to promoting an inclusive, equitable environment

that upholds the values of mutual respect and understanding in every initiative".

2. The National Network contributes to the development of the Foundation's priorities and programmes together with other National Networks and with the ALF secretariat.
3. The Network promotes common activities among its members, in line with the objectives of the ALF annual and triennial programmes.
4. The Maltese Network promotes the Euro-Mediterranean cooperation at the national and international level, with special emphasis on promoting dialogue and cooperation with the following countries: Albania, Algeria, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Jordan, Lebanon, Lithuania, Luxemburg, Malta, Mauritania, Monaco, Montenegro, Morocco, Palestine, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the Netherlands, Tunisia, Turkey and the United Kingdom.

II. NATIONAL NETWORK MEMBERSHIP

1. The Maltese National Network is independent and autonomous;
2. The Maltese National Network is a permanent structure, part of the Anna Lindh Foundation Network, and represents first and foremost civil society actors;
3. 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 whose work is based on democratic, pluralistic, and multilateral values;
4. Its members could belong to the following categories: NGOs; public, local and regional actors; public and private non-profit foundations; other non-profit partners; individual members;
5. The National Network reflects the diversity of its own civil society and associate partners involved in the ALF thematic fields;
6. The membership applications are made online and they need to be approved by the Maltese Head of Network;
7. The membership application can be rejected as well as an existing member excluded, when the concerned does not comply with the mission of the Anna Lindh Foundation;
8. The Network can be considered viable if it includes at least 5 members;
9. The Head of Network is entitled to provisionally limit the maximal size or pause/postpone the intake of new members of the Network in order to consolidate it and improve its performance;
10. Network members can participate in ALF calls for proposals.
11. Network members are encouraged to cooperate, collaborate and support each other/

The **Rights** of the Network members are as follows:

a. participation in the ALF calls for proposals for organisation members;
b. participation in the ALF's trainings, seminars, conferences, programmes etc. for all members;
c. actively participate in shaping of the Network, its activities, priorities and key actions

The **Typology** of members that can be accepted into the ALF Malta Network is as follows:

a. CSO
b. Public institutions
c. Local administrations
d. Regional administrations
e. National administrations
f. Educational administrations
g. Universities
h. Research institutions
i. Specialised centres
j. Think tanks
k. Media
l. Journalists
m. Non-profit organisations
n. For-profit organisations
o. Individual members

The Anna Lindh Foundation Malta Network consists of three categories of membership:

- Full Members
- Affiliate Members
- Observers

Each category has distinct **roles and privileges** within the network:

1. Full Members - NGOs, CSOs, Universities, Foundations etc.

Full Members of the Anna Lindh Foundation Malta Network have the most comprehensive involvement in the organisation. They are entitled to:

- *Active Participation*: Full Members can actively participate in all aspects of the network's activities and programs.
- *Leadership Roles*: They have the right to hold office within the network, which enables them to take on leadership and decision-making roles.
- *Voting Rights:* Full Members can vote on important matters concerning the operation and direction of the network, influencing key decisions and policies.
- *Collaboration*: They collaborate closely with other members and stakeholders to drive initiatives that align with the foundation's mission of promoting intercultural dialogue.

2. Affiliate Members - government agencies, government departments, government affiliated organisations

Affiliate Members are organisations that have a supportive role within the network. Their rights and responsibilities include:

Limited Participation: Affiliate Members can participate in activities and initiatives but do not have the same level of involvement as Full Members.

No Leadership Roles: They cannot hold office, meaning they do not participate in decision-making at the leadership level.

No Voting Rights: Affiliate Members are not allowed to vote on matters affecting the network, which limits their influence on governance decisions.

Supportive Role: Generally, they may include NGOs, civil society organisations, and other entities that contribute to the network's goals while engaging in collaboration without the responsibilities of governance.

3. Observers - professionals, individuals and private entities / for-profit organisations

Their role includes:

- *Monitoring Participation:* Observers can attend meetings and events to observe and understand the network's workings and contributions without formal involvement in decision-making.
- *No Governance Role:* They do not have voting rights and cannot hold office, which means they participate mainly in a non-interventionist capacity.
- *Advisory Input:* While they cannot influence governance directly, Observers can provide insights and perspectives that might inform discussions and initiatives.
- *Networking Opportunities:* Being part of the network allows them to engage with civil society organisations and promote dialogue and cooperation between governmental and non-governmental entities.
- *Funding network activities*

These categories create a structured framework for engagement within the Anna Lindh Foundation Malta Network, allowing for diverse contributions while clearly delineating rights and responsibilities.

The **Duties** of the Network members are as follows:

a. taking part in the Network meetings and events;
b. taking part in consultation processes on National Network and ALF activities and documents;
c. Members will acknowledge any financial support from the ALF and use ALF label in activities supported by ALF.

It is also wished the members display information on the membership of the Maltese National Network (including logo and relevant links) on their websites and in their marketing material.

Members are encouraged to associate their appropriate activities with the Foundation, through use of logo for example and by sharing information with other members;

Members are encouraged to develop their own shared activities to further the aims of ALF in Malta.

III. NATIONAL NETWORK STRUCTURE

The Maltese National Network is composed of organisations and individuals contributing to intercultural dialogue. The Network convenes at least twice a year.

IV. THE HEAD OF NETWORK

The Head of Network is selected via call for tenders by the MFET. The Ministry appointed Cross Culture International Foundation (CCIF MALTA) as the Head of Network for an open-ended term. The Maltese HoN reports to the Ministry of Foreign Affairs twice a year providing an account of both finances and content. The HoN publishes summaries of these reports.

The Head of Network:

1. Acts as coordinator of the Maltese National Network.
2. Acts as official national representative of the Anna Lindh Foundation in the country;
3. Promotes the Foundation's image as institution established for strengthening the Euro-Mediterranean Partnership in social, cultural and human affairs;
4. Manages Network membership and identifies potential actors of the civil society, who can join the Network and introduces to them the possibility of a membership;
5. Contributes to the development of the ALF annual and triennial programmes, taking into consideration the interests of the National Network;
6. Supports and supervises training and capacity building for the National Network;
7. Produces and disseminates information about ALF and contributes to the ALF website (mini-website) and to the National Network's webpage;
8. Informs Network members on the calls for proposals, co-organisation of events, application modalities and procedures, and other ALF activities available for members;
9. Facilitates the search for project partners for the Network members. For cooperation with foreign partners, assists especially the members having difficulties in taking part in the ALF activities;
10. Assists the members of the Network and their international partners in development and financial management of ALF projects;
11. Encourages applications for project funding;

12. Participates in the annual meeting of the ALF Heads of Network. Prior to this meeting, the HoN will consult the members of the Network;
13. Creates and maintains feedback mechanisms for its members.
14. Communicates with the ALF secretariat on a regular basis.

ANNUAL GENERAL MEETING (AGM)

An ALF Malta annual review process by network members in the form of surveys and/or feedback sessions will take place.

In the event of the network having 50+ active members, then an AGM will have to be held each year.

V. TRANSPARENT AND DEMOCRATIC COORDINATION

The HoN of the Maltese National Network is nominated and elected by members through an election presided by the Ministry for Foreign and European Affairs and Trade.

The HoN is expected to conduct the coordination in a transparent and democratic manner. This means that the HoN shall:

1. Engage members collaboratively in the development of annual work-plans, ensuring their perspectives and insights shape the Network's priorities and activities.
2. Consult members in advance of HoN meetings in order to be able to accurately represent the members' interests at these meetings.
3. Keep the members in the loop about strategic developments within the Anna Lindh Foundation
4. Prioritise individual meetings with members and during these meetings ask for feedback on preferred coordination priorities.
5. Publish online and otherwise disseminate to members the summaries of financial and activities reports of the coordination.
6. Conduct National Network-wide surveys assessing the needs of the members as well as evaluations of the performance of the HoN in Network coordination. The results are shared with members, the ALF secretariat and the Ministry of Foreign Affairs.
7. The HoN can establish thematic or geographic steering committees and work groups consisting of members' representatives.
8. Decisions on Network priorities and activities (within the framework provided by ALF and MFET funding and regulations) as well as including updating these rules is made by either Network meeting or online voting with simple majority.

V.I. THE STEERING COMMITTEE

Steering Committee Selection and Term of Office for the Anna Lindh Foundation (ALF) Malta Network is 3 years.

The Steering Committee for the ALF Malta Network plays a crucial role in the governance and strategic direction of the network. The selection process and term of office for its members can be defined as follows:

Steering Committee Selection

1. Eligibility:
- Candidates for the Steering Committee must be Full Members of the ALF Malta Network for not less 6 months .
- Members should ideally demonstrate experience in intercultural dialogue, policy reform, research, training and development, or financial management.

2. Nomination Process:
- Nominations for the Steering Committee can be made by any Full Member of the network.
- A nomination committee may be formed to review nominees and ensure their qualifications and fit within the committee's objectives.

3. Election Process:
- The members of the Steering Committee are elected by a majority vote of the Full Members during a designated general assembly or network meeting.
- Each Full Member present at the election is entitled to one vote.

4. Special Assignments:
- Once elected, each Steering Committee member may be assigned specific responsibilities related to their expertise, such as policy reforms, research, training and development, financial support, internal networking, or transnational partnerships.

Term of Office

1. Duration:
- Each member of the Steering Committee serves a term of three years. This term length allows for continuity in leadership while also enabling the introduction of new perspectives.

2.Renewal and Re-election:
- Following the completion of their term, members may be eligible for re-election for one additional consecutive term, allowing for a maximum total of six years in office to secure fresh ideas and perspectives.

3. Mid-Term Vacancies:
- If a committee member resigns or is unable to fulfill his/her duties during their term, the Steering Committee will select a replacement from among the Full Members to serve the remainder of the term, subject to ratification by the Full Members in the next assembly.

4. Meetings:
- The Steering Committee should meet regularly (e.g., quarterly) to discuss ongoing

projects, establish goals, and evaluate progress in special assignment areas.

- Additional meetings can be scheduled as needed to address urgent matters or to support specific initiatives.

These guidelines for the selection and term of office of the Steering Committee members ensure effective governance, transparency, and active engagement within the ALF Malta Network, fostering collaboration and progress in intercultural dialogue initiatives.

V. RULES OF CONDUCT WITHIN THE NETWORK

1. Network members are expected to act towards other members in an honest and respectful manner. The Network values its internal diversity and strives after utilising the potential of having different backgrounds, experiences and knowledge.
2. Network members are expected to be willing to communicate with any other members in the Maltese and international ALF Networks and not rule out a person based on his or her national/religious/ethical/sexual or such affiliation.

FINALISED AND APPROVED FOR IMPLEMENTATION AS FROM 23rd November 2024

HEAD OF NETWORK,

ALEC DOUGLAS BVUMBURAH 2024/11/23