Network Internal Rules

of the Austrian Network of the Anna Lindh Foundation

For any inquiries regarding the Network's Internal Rules, please contact the Austrian Institute for International Affairs (Austrian Head of Network), coordinated by Sophie Reichelt (sophie.reichelt@oiip.ac.at).

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1. PARTIES INVOLVED AND ABBREVIATIONS

- The Austrian Ministry of Foreign Affairs of (MoFA) and the Austrian institute for International Affairs (oiip)
- The Austrian Network of the Anna Lindh Foundation for the Dialogue Between Cultures, hereinafter referred to as the National Network or the Network.
- The Austrian Institute for International Affairs, 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 or ALF.
- 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 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.
3. The National Network contributes to the development of ALF's priorities and programmes, sharing its vision among other National Networks and with the ALF Secretariat.
4. The National Network uses the ALF logo and the national network 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 ALF.
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, which is

the Austrian Institute for International Affairs. The Head of Network (HoN) is appointed by the Austrian Ministry of Foreign Affairs (MoFA) for an unlimited period of time (until decided otherwise by the MoFA). Additionally, the governance structure includes the Advisory Committee (four members), 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**. Every two years, network members undergo a reconfirmation process where they are asked by the HoN whether they wish to remain part of the Austrian ALF-network.

3.1. THE HEAD OF NETWORK

The Austrian Institute for International Affairs is the Head of the National Network; Sophie Reichelt acts as the coordinator of the National Network. Thereby she:

1. Serves as the official national representative of ALF in Austria.
2. Promotes the image of ALF 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).
3. Develops and proposes a strategy for the National Network, setting annual goals for its development.
4. Organizes at least one meeting per year with the National Network members and is responsible for preparing its content.
5. Shares news of network members through different channels (Newsletter via email, ALF Austria Website, ALF Corporate Website, Intercultural Dialogue Resource Centre, ALF Austria Facebook page).
6. Manages National Network membership, oversees the decision-making process for inviting and accepting new members, and has the final say in membership admissions.
7. Identifies potential active civil society actors or other relevant entities in the country who could join the National Network.
8. Promotes and facilitates contact and cooperation among other National Networks and their members.
9. Supports and supervises training and capacity-building programmes for National Network members.

10. 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.
11. Engages member organizations in the activities of the Foundation.
12. Coordinates regularly with the ALF Secretariat.
13. Participates in the meetings of the ALF Heads of Networks and strives to foster cross-network activities.
14. Acts in accordance with the Foundation's document Rights, Roles, and Responsibilities (3Rs) of HoNs, which is attached as ANNEX.

3.2. THE ADVISORY COMMITTEE

3.2.1. Purpose

The National Network introduced an Advisory Committee in June 2026, composed of four members. The Advisory Committee serves as a strategic advisory body supporting the development, quality, and relevance of the Austrian Network of the Anna Lindh Foundation.

3.2.2. Composition, Term and Governance

The Advisory Committee consists of a minimum of four members.

Member organizations in the current term (2026-2028) are:

- EDUCULT
- Bruno Kreisky Forum
- Ideaz. Platform for Intercultural and Comparative Research and
- Austrian Commission for UNESCO.

Members serve a two-year term and may be reappointed for up to two additional terms, with a maximum of three consecutive terms.

The Advisory Committee is managed by the Head of Network (HoN). The HoN convenes at least one meeting per year (online or in person), focusing on strategic issues rather than operational matters. Additional meetings may be held if required.

Between meetings, members are expected to remain informed about developments within the National Network and the Foundation.

3.2.3. Appointment Process

3.2.3.1. First Legislative Period (2026–2028)

For the first term (2026–2028, first legislative period), the members of the Advisory Committee are appointed by the Head of Network (HoN). The selection is based on the need to ensure diversity of thematic fields, organisational backgrounds, and active engagement within the Network.

3.2.3.2. Second Legislative Period onwards

From the second term onwards, members are selected through an open application procedure as described below.

Eligibility Criteria

Applicants must meet the following criteria:

- member of Austrian national network of ALF
- active engagement in ALF Network activities,
- demonstrated expertise in intercultural dialogue or related fields aligned with the ALF's mission and values,
- organisational experience in intercultural dialogue,
- representation of an organisation with a verifiable track record in intercultural dialogue.

Selection Procedure (Second Legislative Period)

Call for Expressions of Interest

The selection process for the second legislative period shall be launched in April 2028 by the Head of Network via an open Call for Expressions of Interest circulated by email to all members of the National Network.

The call shall remain open for at least one month.

Applicants must submit:

- a one-page motivation letter,
- documentation of their organisation's engagement in intercultural dialogue or related fields aligned with the ALF's mission and values.

Selection Process

After the application deadline, the Head of Network reviews all eligible applications.

The HoN may consult relevant stakeholders to ensure a balanced and fair selection process.

A minimum of 4 candidates are appointed as members of the Advisory Committee.

Communication of Results

All applicants are informed of the outcome via email. The results may also be communicated through the National Network's communication channels.

3.2.4. Responsibilities and voluntary Basis

The Advisory Committee has a consultative and supportive role in the development of the National Network. It does not hold decision-making authority but contributes to the strategic and qualitative development of the network.

Its responsibilities include:

- Advising on the design and development of national Network Member Meetings, including their relevance, attractiveness, and format.
- Voluntarily proposing innovative ideas and initiatives for network meetings and activities.

- Suggesting potential new members to the Network, who may be contacted by the Head of Network.
- Advising the Head of Network on potential membership applications, in cases where additional input is needed for decision-making.

Advisory Committee members serve on a voluntary basis and are not entitled to financial compensation.

3.2.5. Special Provisions

If an Advisory Committee member resigns or is unable to fulfil their mandate, the Head of Network may initiate a replacement process.

4. NATIONAL NETWORK MEMBERSHIP

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. Its members 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" partners promoting "not for profit" activities and corporate social responsibility policies.
5. The National Network reflects the diversity of its own civil society and is and is open to members involved in supporting the values upheld by ALF, such as pluralism, cultural diversity, mutual respect between societies, religions, and beliefs, rule of law, and fundamental freedoms.
6. Membership in the National Network is subject to a biennial (every two years) review process. Every two years, members are contacted by the Head of Network to confirm

whether they wish to continue their membership.

- If members wish to discontinue their membership, they must actively communicate this to the Head of Network.
- If no response is received within the given timeframe, membership is considered confirmed and continues automatically for the next period.

7. 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.
8. Membership applications are addressed to the Austrian Head of Network, with copy to the ALF Network Coordination Unit. The website for new members is: https://alf.website/en/join-our-network/.
9. The Network can be considered valid if it includes at least 5 members.
10. 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.

ANNEX

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

This chapter is enlisting the rights, roles and responsibilities of the Heads of Networks, each entry has been extracted from previous versions of the Network Internal Rules and discussed in several meetings and endorsed after voting sessions.

- **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

- **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

- **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 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;
- 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 (Common Shared 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)
- Design 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
- Coordinate 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/envisioned, 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

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/envisioned, 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