

Internal Network Rules of the Latvian Network of the Anna Lindh Foundation

I ABBREVIATIONS AND EXPLANATIONS

1. The Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures is referred to hereinafter as Anna Lindh Foundation or ALF (the name of ALF in Latvian is: Annas Lindes fonds).
2. The Latvian Network of organizations of ALF is referred to hereinafter as Latvian Network or Network.
3. The Institution in charge of the coordination of the Network is referred to hereinafter as Head of Network or HoN. the person who is charge of coordination of ALF in HoN is called Coordinator.
4. Steering Committee is steering body of the Network responsible for development of the Network on national level.

II MISSION

1. The Latvian 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.
2. The Latvian Network contributes to the development of the Anna Lindh Foundation's priorities and programmes, sharing the visions among other National Networks and with the ALF Headquarters.
3. The Latvian Network promotes common activities 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 uses for its activities the Anna Lindh Foundation label.
5. As far as possible, the Network supports its members by providing them with prospective support in form of consultations and trainings.

III THE HEAD OF NETWORK

1. The HoN, The Women's NGOs Cooperation Network of Latvia, is elected by the network members for an unlimited period of time. Previous HoN supports the new HoN at least three years after the change.
 - 1.1. In case of justified dissatisfaction of Network members about the work of the HoN, the members can elect the HoN institution if more than a half of Network members support this decision.
 - 1.2. The new HoN institution is elected by the network after consultation process with all the Network members involved and by presenting the candidate's relevant experience in intercultural dialogue in EuroMed region and contribution to the ALF Latvia network in the last 3 years.

2. The HoN institution acts in the respect of the present Internal Network Rules, Guidelines for Anna Lindh National Networks and ALF Statutes (available: <http://www.euromedalex.org>) and has to provide accountability towards members.

3. The tasks of HoN are:

3.1. To provide support and coordination to the Latvian National network.

3.2. To act as official national representative of the ALF in Latvia.

3.3. To promote the ALF's image 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).

3.4. To manage Network membership and identify potential active actors of the civil society in the country, who can join the Network.

3.5. To contribute to the development of the ALF annual and triennial programmes. In this exercise, the HoN will take into consideration the interests of its national network.

3.6. To support and supervise meetings, trainings and capacity building activities for the national Network.

3.7. To act as a public relations agent, producing information material for dissemination, and contributing to the ALF website.

3.8. To inform Network members about the programmes of ALF (the announcement of calls for proposals and other).

3.9. To facilitate the search for project partners and assist the members of the Network in project development.

3.10. To participate in the annual meeting of the ALF Heads of Network. Before this meeting, the HoN shall organize a meeting of the members of the Network, or ensure other appropriate forms of consultation and discussion at national level.

3.11. To communicate and coordinate with the ALF headquarters on a regular basis.

4. The HoN should conduct the coordination in transparent and democratic manner in cooperation with Steering Committee and by consulting with members when developing annual work plans and taking important decisions regarding the Network.

IV NATIONAL NETWORK MEMBERSHIP

1. The Latvian Network is independent and autonomous. It is a permanent structure, part of the Anna Lindh Foundation Network that is acting in the frame of the Euro-Mediterranean Partnership.

2. The members of Latvian Network of ALF:

2.1. 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.

2.2. Its members could belong, as a rule, to the following categories: NGOs, public institutions, including local and regional authorities, public and private "not for profit" foundations and other "for profit" partners promoting "not for profit" activities and corporate social responsibility policies.

2.3. The National Network should reflect 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, University and research institutes, Human Rights, Democracy and Community Development, Arts, Youth, Education, Gender, Environment/Sustainable Development, Media.

2.4. All members sign an Agreement with HoN regarding participation in the Latvian Network.

3. Each member of the Network has the right:

3.1. To be informed about what is going on in the Latvian Network and ALF in general.

- 3.2. To come up with ideas on common initiatives, Common Action of the Network, to organize and/or participate in the activities of ALF.
- 3.3. To apply for funds (general Calls for Proposals of ALF and other grants coordinated by AFL).
- 3.4. To receive support for developing EuroMed projects in terms of know-how (whenever possible) and help in finding partners.
- 3.5. To elect and to be elected in the Steering Committee of the Network.
- 3.6. To terminate its membership in the Network.
- 3.7. To use identity and logo of Latvian Network of ALF on their promotional materials with previous permission from the Head of the Network.
- 3.8. To promote own events using contacts and social media of the Network.
4. Each member of the Network has the obligations:
 - 4.1. To respect and comply with the mission and values of ALF.
 - 4.2. To promote Network at regional/local level and protect reputation of the Network.
 - 4.3. To regularly follow the information regarding Latvian Network and ALF provided by the Head of the Network and participate in consultations whenever relevant.
 - 4.4. To make the membership in Latvian Network of ALF visible by publishing information about it on the website of the organization and whenever relevant, to inform its members about the activities of Latvian Network of ALF.
 - 4.5. To inform the HoN about the activities related to the EuroMed cooperation that the member is planning and implementing.
 - 4.6. Within a period of 1,5 years:
 - 4.6.1. To participate in at least one meeting of the Latvian Network of ALF (Annual meeting, Steering Committee meeting or any other meeting organized by the Network).
 - 4.6.2. To provide the feedback on the work of the HoN and the Steering Committee by filling in the evaluation form sent out by the Coordinator.
 - 4.6.3. To re-confirm the membership in the Network at the end of the 1,5-year period and update the information about the contact person in member's organization.
5. The HoN in consultation with Steering Committee retain the right of rejection of membership applications as well as of exclusion of the Network of existing members if the concerned organizations do not comply with the mission of the Anna Lindh Foundation and/or do not fulfil the obligations of members of the Network mentioned above.
6. The Network can be considered valid if it includes at least 5 members. The HoN in consultation with Steering Committee is entitled to provisionally limit the maximal size of the Network in order to consolidate it and improve its performance.

V NATIONAL NETWORK STRUCTURE

1. All Network members hold equal rights to participate in Network and its activities.
2. Network meetings:
 - 2.1. Network meetings are held to inform participants on the most important news of ALF, discuss the functioning of Latvian Network, exchange experience and plan the future actions.
 - 2.2. Network meetings take place at least 1 time a year.
 - 2.3. The representatives from all Network organizations are invited to participate in these meetings.
3. Steering Committee:
 - 3.1. During the Annual Network meeting a Steering Committee is being elected for 3 years from the candidates proposed by member organizations.
 - 3.2. Steering Committee is contributing to the development of the Latvian Network and supporting Head of the Network by:

- 3.2.1. Making proposals for activities and annual plans of the Network and sharing responsibilities in implementation between Steering Committee members and other member-organisations.
- 3.2.2. Taking decisions on accepting and excluding members from the Network.
- 3.2.3. Following the implementation of Network's Plans ensured by the HoN.
- 3.2.4. Developing proposal for agendas of Network meetings, Capacity building activities and other related events.
- 3.2.5. Developing cooperation with stakeholders.
- 3.2.6. Delegating candidates from the member-organisations for competitions, trainings, conferences and other events in the frame of ALF.
- 3.4. Steering Committee consists of 5 or 7 members; each of them should represent a different member organization.
- 3.5. Steering Committee meets face to face at least 2 times a year. Its meetings are open, and any members can participate in them.
- 3.6. Steering Committee is taking its decision in consensus.
- 3.7. It is possible to challenge all decisions of the Steering Committee by submitting official letter to the HoN. The letter is to be put on the agenda of the next meeting.
- 3.8. If member of the Steering Committee has not taken part in three meeting without substantial reason his membership is dismissed.
4. Network members can create thematic working groups whenever necessary.

The Internal Network Rules have been updated at the meeting of Steering Committee held on May 20, 2020 and have entered into force after publication on the ALF website.