



NETWORK INTERNAL RULES FOR THE LITHUANIAN NETWORK OF THE ANNA LINDH FOUNDATION

24th February, 2023

These procedures relate to the Anna Lindh Foundation ("the Foundation") Network in Lithuania (further-LT Network), and set out the Network Internal Rules (NIR).

1. Terms and abbreviations

- 1.1. The Anna Lindh Foundation – ALF;
- 1.2. Lithuanian network of Anna Lindh foundation – LT Network;
- 1.3. Head of Network – organization coordinating Lithuanian network of ALF – HoN;
- 1.4. Network coordinator – person elected to coordinate Lithuanian Network of ALF;
- 1.5. Ministry of Foreign Affairs of the Republic of Lithuania - MoFA

2. The Foundation

2.1. The Anna Lindh Foundation is an international organisation which promotes intercultural exchanges and common projects among the civil societies of the Euro-Mediterranean region.

Further detailed information about the Foundation and its mission can be found at <http://www.annalindhfoundation.org>.

2.2. This procedural note outlines the arrangements for the Network of the Foundation in LT.

2.3. These rules have no legal force and the Foundation has no legal personality in LT. It is a voluntary Network of organisations who have no liability in their connections with the Foundation nor with any other member of the LT Network or other Network except where a specific contract exists.

2.4. In order to secure proper and continuous functioning of the Network of the Foundation in LT, the Head of Network with a legal personality is established and operates in Lithuania.

3. Head of Network

3.1. The Head of Network is an organization that at national level is working to develop a dialogue between cultures and civilizations within the framework of the Euro Mediterranean Partnership and is nominated (elected) by general meeting of LT network.

3.2. The Head of Network can be changed by the decision of general meeting of LT Network.

3.3. The Head of Network is accountable to the Foundation, to the Ministry of Foreign Affairs of the Republic of Lithuania (further -MoFA) and also to Network members.

3.4. The Head of Network may have a Board which is a collegial governing body. The number of Board members shall be decided by General Meeting. The Board should be elected for the term of 2 years and members of the Board are eligible for re-election, but no longer than for two terms.

4. Network coordinator

4.1. At suitable intervals, and at least every five years, Network members may elect a new or confirm the present Network coordinator.



4.2. A Call for Candidatures will be open to all members, who are welcome to propose their own nominee as a potential Network coordinator. Where more than one candidate is standing, members will express their preference through a voting system. In the case of a single candidate, members will be consulted and invited to give their support or to raise objections.

If there are no objections, or in the event of a candidate winning a majority of votes, information about the process followed and the chosen candidate will be forwarded to the HoN for formal approval and appointment.

4.3. The above selection process can also be initiated at any time by 10 % or more members proposing a "vote of no confidence" for the current Board or Network coordinator, or by the resignation of the current Network coordinator.

4.4. As a rule, the Network coordinator and the director of the Head of Network shall be the same person. In case the director of the HoN prefers not to be a coordinator of the network, General Meeting can appoint another person as the Coordinator of Network.

5. General meeting of the Network

5.1. The Head of Network is responsible for organising General Meetings of the Network, at least annually.

5.2. 10% of member organizations of LT network have the right to request gathering of the general meeting.

5.3. General meeting may adopt decisions when 20% of member organizations of LT network are present in the general meeting.

5.4. One-member organization has one vote in the general meeting.

5.5. Member organizations in advance may express their will to vote. Such will of the member organization may be expressed in advance by electronic means.

5.6. Once the decision is adopted it must be distributed by electronic means to the rest of member organizations that did not participate in the general meeting. Within one-week member organizations may express their objection to the adopted decision. If such objection is expressed by at least 50% of the member organizations, within two months another general

meeting shall be organized which adopts final decisions. The decision takes effect if no objection is expressed within one week after the first general meeting.

5.7. The decision to change Head of Network is adopted by majority of all the members of the Network.

5.8. In order to help Head of Network to coordinate the network activities Network members can each second-year vote and elect the helper coordinator to the Head of Network.

6. Role of the Head of Network

The Head of Network shall, through due consultation with the Foundation and LT Network members as appropriate:

6.1. Take responsibility for the development and implementation of a LT Network work plan which closely supports the Foundation's programmes;

6.2. Work towards greater communication and partnership activities between LT Network members;

6.3. Organize regular LT Network meetings;

6.4. Establish working groups on his/her own initiative or the initiative of 10% of member organizations.



- 6.5. Contribute to the development of ALF programmes, e.g., by participating in the annual meeting of the ALF Heads of Network.
- 6.6. Assist with facilitating the provision of support for capacity building activities, project development and fund-raising trainings;
- 6.7. Facilitate the participation of LT Network members in ALF-related activities, e.g., by helping with the search for project partners, encouraging applications for project funding, help identifying the most suitable candidates for Calls for Participation in ALF activities etc.;
- 6.8. Act as official national representative of the Foundation in the LT, promoting the Foundation's image and visibility at LT government level as a leading institution of the Union of the Mediterranean;
- 6.9. Manage LT Network membership, including the maintenance of up-to-date membership records and contact details and the identification of potential new members.

7. Membership

- 7.1. Membership is free of charge and open to all organisations and institutions which are:
 - 7.1.1 based in LT and
 - 7.1.2. committed to the principles and the mission of the Foundation as defined in article II.1 of the ALF Statutes, and which work on the basis of democratic, pluralistic, and multilateral values.
- 7.2. Members may be private persons, 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.
- 7.3. Members are invited to propose other organisations for membership of the Network.
- 7.4. Membership brings no other obligation on either the organisation nor the Foundation nor the Head of Network, except to follow the Network rules and promptly respond to communication.
- 7.5. Membership applications are submitted and processed through the official website of Anna Lindh Foundation.
- 7.6. The Head of Network is responsible for checking membership application requests and taking a decision regarding their approval/rejection within a period of 6 weeks after ALF secretariat has checked the application. Any rejected applications will be notified by email with an explanation of the reasons for rejection.
- 7.7. In case the Head of Network fails to take a decision regarding membership requests within a period set forth in Paragraph 7.6., the ALF headquarters will take an autonomous decision regarding approval or rejection.
- 7.8. The Head of the Network may eliminate membership of the organization that does not comply with the Network Internal Rules. The Head of the Network must inform the next General Meeting which member organizations have lost their membership and on what grounds. The decision of the Head of the Network may be denounced by General Meeting majority vote of all members.
- 7.9. Members are responsible for providing Head of the Network and the Administration their contacts and updating them when necessary. Members of the Network shall be contacted only by the contacts they have provided.



8. Network activities

8.1. The Head of Network will take the lead in developing ideas for Network activities (Common Actions or else) in which members have the possibility to cooperate on themes of relevance to the Foundation with the approval by the Head of Network.

8.2. Members are encouraged to develop their own shared activities to further the aims of the Foundation in the LT. Funding may come from a variety of sources.

8.3. The Head of Network will bid to ALF Headquarters for funding for Network activities within appropriate schemes and programmes initiated by the ALF Headquarters (e.g., the Network Engagement Scheme).

8.4. The HoN and the Network members will acknowledge and make public the support received from the ALF headquarters.

8.5. Members are encouraged to associate their appropriate activities with the Foundation and Network, e.g., through use of the logo and by sharing information with other members via suitable communication channels, subject to authorization by the Head of Network. The Head of Network shall authorise the use of the ALF logo and the ALF LT National Network logo

only for Network activities compliant with the ALF mission and in line with the ALF Communication Guidelines (<http://communication.annalindh.org/>).

These rules come into force after a virtual confirmation of the Lithuanian Network of the Anna Lindh foundation from the 24th of February, 2023, and all present and future members are obliged to follow them till they are subject to further revisions.