

INTERNAL RULES

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

ABBREVIATIONS AND EXPLANATIONS

1. The Finnish Network referred to hereinafter as National Network or the Network.
2. The Institution 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 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. The Ministry of Foreign Affairs of Finland is referred to hereinafter as MFA.
6. The internal rules have no legal force and the ALF Network has no legal personality in Finland. 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 coordinator are entirely dependent on the appropriate financial support by the ALF or the Ministry of Foreign Affairs of Finland.

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 which aim at promoting dialogue and hence ensuring diversity and pluralism in the Euro-Mediterranean region. In addition, the Network resists stereotypes, xenophobia and racism.
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.

II. NATIONAL NETWORK MEMBERSHIP

1. The Finnish National Network is independent and autonomous;
2. The Finnish 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 organisations; social entrepreneurs, for-profit organisations with socially sustainable goals and individual members;
5. The National Network reflects the diversity of its own civil society and associates partners involved in the ALF thematic fields;
6. The membership applications are made online and they need to be approved by the Finnish 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 valid if it includes at least 5 members;
9. The Head of Network is entitled to provisionally limit the maximal size of the Network in order to consolidate it and improve its performance;
10. Network members can participate in ALF calls for proposals.

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) active shaping of the Network, its activities, priorities and key actions

The Duties of the Network members are as follows:

- a) taking part in the Network meetings; preferably at least once per two years
- 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 Finnish 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 Finland.

III. NATIONAL NETWORK STRUCTURE

The Finnish National Network is composed of organisations and individuals contributing to intercultural dialogue. The Network convenes at least once a year. Additional meetings can be arranged as needed, also as

online-meetings. In addition, the structure of the Network includes a steering committee consisting of the HoN and a minimum of three committed members selected by the Network members for a 2-year term.

IV. THE HEAD OF NETWORK

The Head of Network is selected via call for tenders by the MFA. The Foundation of the Finnish Institute in the Middle East (FIME) was appointed the Head of Network for the term 7/2014-12/2016 by the Ministry. The Finnish 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 Finnish 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.

V. TRANSPARENT AND DEMOCRATIC COORDINATION

The HoN of the Finnish Network is nominated rather than elected by members, and the work of HoN is supported and steered by a steering committee, whose members consist of the NC and a representative of the Finnish MFA, and minimum of three members nominated by the members of the Network. The HoN is expected to conduct the coordination in a transparent and democratic manner. This means that the NC shall:

1. Consult members when developing annual work-plans
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. Prioritize 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 Coordinator can establish thematic or geographic steering committees and work groups consisting of members and non-members.
8. Decisions on Network priorities and activities (within the framework provided by ALF and MFA funding and regulations) as well as including updating these rules is made by either Network meeting or online voting with simple majority.

The steering committee:

1. Plans and evaluates the actions of the Finnish Network together with the NC and in accordance to the demands and limitations set by the Finnish MFA and the Anna Lindh Foundation.
2. Selects the representatives of the Finnish Network and the Finnish civil society to international Anna Lindh Foundation meetings, and selects the guests invited to Finland by the HoN.
3. Informs the public at large of the activities of the ALF and the Finnish Network, and shares its best practices.

VI. 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 utilizing 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 Finnish and international ALF Networks and not ruling out a person based on his or her national/religious/ethnicity/sexual or such affiliation.