



**EUNIC NATIONAL NETWORK**  
**EUNIC CLUSTER IN \_\_\_\_\_**

**Standard Charter**

To strengthen cultural cooperation between national cultural institutes of EU member states, the heads of cultural institutes, which signed this charter, established a EUNIC national network on \_\_\_\_\_ in \_\_\_\_\_.

The EUNIC cluster in (*insert city/country*) operates within the umbrella network of EUNIC (European Union National Institutes for Culture) and aims to create effective partnerships and networks between EU National Institutes for Culture in order to improve and promote cultural diversity and understanding between European societies and to strengthen international dialogue and cultural cooperation with countries outside Europe. Clusters are accountable to the EUNIC Heads.

National networks of Cultural Institutes a (EUNIC cluster) can be established when in a city at least 3 (three) institutes of EUNIC member institutions decide to do so.

### **1. Membership**

Clusters have two categories of membership: full and associate.

Full members; All EUNIC members at Heads level have the right to join or nominate a representative to cluster as full members.

The current members of EUNIC are listed on the EUNIC website at [www.eunic-online.eu](http://www.eunic-online.eu).

If a EUNIC member does not have a local office in the country then the appropriate headquarters may nominate a representative as a full member.

If a cluster wants to associate representatives of countries not represented in EUNIC at Heads level, it can extend associate membership to their representative. Associates may not vote nor hold the office.

Local cultural offices from other European countries may join EUNIC activities on a project basis.

The EUNIC national network will collaborate with local EU institutions whenever appropriate. The local EC delegation should be invited to be an **observer**.

Institutes may terminate their membership of a cluster by written notice to the president of the respective EUNIC cluster.

## **2. Objectives**

The EUNIC cluster will:

- Develop common cultural projects and other adequate forms of collaboration in cultural project activities (such as sharing of physical premises and data for cultural events).
- Share good practices and expertise among cluster members on projects, cultural policies of the guest country, organisational and administrative issues.
- Discuss issues of common interest (including EU cultural policies and strategies).
- Support the member state holding the EU-presidency through innovative partnerships that demonstrate the value of cross-European collaboration and the diversity of European culture.
- Act as a communication partner for local public and private institutions on European cultural issues of common interest.
- Support – if requested and appropriate – cultural project activities of EU member states which do not have resident cultural institutes.
- Act as a facilitator to bid for EU-funded projects.
- Ensure that EUNIC members who do not have representatives in the country are kept up to date with future plans with the option of participating,
- Maintain a regular flow of information on activities, membership, office holder changes and plans with the EUNIC presidency support team

## **3. Regulations**

The EUNIC cluster shall have a set of administrative procedures for its organisation.

The cluster members meet on a regular basis (at least every 2 months). The cluster will maintain minutes of action points.

For each shared project or event a written agreement will be signed between participating members setting out roles and responsibilities, including any financial arrangements.

By majority voting the cluster will elect a president (spokesperson for the cluster) who will communicate with the presidency of the EUNIC heads (normally through the presidency support team).

The cluster will be invited to send a representative to an annual meeting of the EUNIC clusters. Normally these are on a regional basis.

The cluster president is elected for 1 year and may be re-elected for one or more periods.

The label “EUNIC project” may be used for activities in which at least 3 member institutes participate.

The cluster will notify the EUNIC heads, through the EUNIC Global Office, of its existence and abide by rulings from the EUNIC heads presidency relating to all overall activities and branding regulations established by EUNIC.

If a cluster considers it is essential for its work to have a legal personality, it must apply to the Heads and be authorised to do so by the General Assembly. The request for approval should be submitted through the EUNIC Global office.

Agreed and signed by

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