Attachement 1

The memorandum developed function is to implement the analyzed problems within the memorandum to explain the exact position of the mentioned changes in the memorandum.
With a implementation of a more developed structure within ECH, the memorandum need to be revised completely within the network to have the most sufficient effect.

MEMORANDUM OF UNDERSTANDING

Between the Members of the EUNIC CLUSTER HUNGARY (ECH)

Regarding the common activity and the organizational issues

Governing the Period of 01.07.2012-01.03.2014

DRAFT

1. Introduction and Mission Statement

The ECH is a framework through which European National Institutes for Culture, which have a permanent presence in Hungary, can co-operate in the development of multilateral cultural projects and initiatives.

According to item 3 paragraph 7 of the constitutional, organizational and administrative arrangements for European Union National Institutes for Culture (EUNIC), the ECH was established on 2nd October 2007 in Budapest.

The ECH operates within the umbrella organisation EUNIC 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.

The ECH operates at two levels:

- EUNIC members, consisting of central offices of the National Institutes for Culture within the EU

- Local offices of EUNIC members and other local institutions operating in the cultural sphere

2. Membership

All local offices of EUNIC members have the right to join the network. Local cultural offices of non EUNIC members and cultural institutes from non EU countries may join EUNIC activities on a project basis. The EUNIC national network will collaborate with local EU institutions whenever appropriate.

The ECH can be joined only at full members, the rest on a project basis:

1) Full members (these can be the local offices of EUNIC members)

Attachement 1

The inclusion as a full member requires a written request and its approval by the Secretariat and the signing of the Standard Charter as well as the MoU.

Members may terminate their membership by written notice to the President of the ECH. The termination of membership takes effect with the ending of the third month following the month when the notice was received by the president.

The termination of membership of a member participating in a project will not take effect before his responsibilities relating to the project have been fulfilled.

(Only full members have memberships in the network to clarify the objectives of the network and clarify the internal structure) Other participants can be incorporated on a project basis. This is constructing a closed network with a clear structure, which makes it more open to work with for external partners.

3. Objectives

The ECH

Will Promote EU agendas coming from the EC every year, and use these as a guideline for developing new programs.

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).

will share good practices and expertise among cluster members on projects, cultural policies of the guest country, organisational and administrative issues.

will discuss issues of common interest (including EU cultural policies and strategies).

will act as a communication partner for local public and private institutions on European cultural issues of common interest.

will support – if requested and appropriate – cultural project activities of EU member states which do not have resident cultural institutes.

will act as a facilitator to bid for EU-funded projects.

The current themes of EUNIC are: Intercultural Dialogue, Multilingualism, Migration and the Balkans, EU Cultural Policy 2007-2013 and European House of Culture in Venice.

These overall themes will also be reflected in the work of the ECH.

4. Structure and working methods of the ECH

a) Presidency

By majority voting the cluster members will elect a President and two Vice Presidents of the ECH. The role of president and vice presidents can be held by the representatives of

the institution with the full membership status. They are elected for the period of 12 months and can be once re-elected on the expiry of this period. The presidency will rotate annually, starting on 2nd October each year.

President is the spokesperson for the cluster and will communicate with the presidency of the EUNIC heads and will be invited to the annual meeting between the EUNIC heads presidency team and all cluster presidents.

The Vice Presidents will be termed Vice President 1 and Vice President 2. They will support the President in his activities and substitute him in case of his absence. The Vice President 1 always succeeds the President of the cluster. Vice President 2 then moves up to become Vice President 1. There will only be a need to elect a new Vice President 2 every year as the succession to posts of Vice President 1and President becomes automatic.

b) Secretariat

The Secretariat will consist of the President and the two Vice Presidents. The Secretariat shall:

- agree to the strategic principles, objectives and work plan together with the ECH-members;

- provide strategic direction to the working groups;

- delegate authority to the working groups for the management and implementation of projects, once they have been endorsed;

- deliver a summery report concerning the annual activities and financial accounting :

c) *Project steering team (PST) – Working groups*

Each ECH project will be led by a nominated project team. Normally the project leader will represent the institute which proposes the project and the rest PST members will be chosen from the other institutes who wish to participate in this particular project.
The project teams should furthermore always implement a local partner in the given field of events to reach the audience, and a person from the EC to secure the EU objectives.

The PST should develop the project from the first proposed idea to a full project description with budget, planning and PR plan. This should be submitted to the Secretariat for approval.

d) Criteria for project selection

Any individual or team who are working within the ECH can propose a project. Their project proposal must be approved by the Secretariat. It must be presented within the format of the template provided in Attachment 1 to this MOU.

Attachement 1

The label "EUNIC project" may be used for activities in which at least 5 member institutes of ECH participate, and all the criteria are met.

A project is only eligible as EUNIC project if the following criteria are met:

1) If it promotes a better understanding of European culture in its diversity or unity

2) If it is in agreement with the needs of the host country

3) If it can guarantee visibility

4) If it is in compliance with the general aims of the cultural policies of the Institutes concerned

5) If a reliable and professional partner in the host country is willing to co-operate

5. Financial procedures

a) Membership fee

Each full member of the ECH has to pay once a year a membership fee. The annual membership fee of 200 € has to be paid each year by 1st February. An Institute is not permitted to vote unless it has paid its annual membership fees by the agreed date for payment.

b) Bank account

The ECH will not open a separate bank account on behalf of the cluster. However to administer the membership fee a bank account and a Treasurer are needed. This task will be taken by the *British Council Hungary*. The Treasurer is responsible for receiving and administering the membership fee and for providing an update on the status of ECH account at each meeting of the cluster.

The membership fee, accumulated in this bank account will be used to cover the running costs of the cluster. "Running costs" are costs which are to be shared by all members such as the maintenance of the common ECH website or whatever deems the cluster to be necessary to be funded in common. Whatever will be funded in common is decided by majority voting. From this bank account no projects can be funded.

c) Project funding

There are two different ways of project funding:

1) If the projects jointly conducted under the umbrella of the ECH are realized without the European Commission support the arrangements should be kept as to share financial burdens on a project basis.

2) If the project is support by the European Commission the project leader is responsible for the technical handling of the budget.

d) Audit

In order to guarantee financial transparency the ECH-members will select an independent person, who is responsible for auditing the accounts and examination of the

summery report. This "auditor" will act for the period of 12 months and will rotate annually, starting on 2nd October each year.

6) Logo of ECH

All members of ECH will use the EUNIC logo (Member of EUNIC) on their programmes and link their national website to the EUNIC-Website. The national logos will be further on used for national projects. For projects realized in the framework of EUNIC national logos will figure alongside the EUNIC Logo.

7) Website

The ECH is willing to establish its own website. Achieving this aim the Secretariat will nominate an administrator from the institution holding the Presidency, who will be in charge of the website. Each full member of the ECH has to nominate one person in respective institute in order to provide the administrator of the website with the relevant information. The costs for maintaining the website are covered by the amount of money which is earmarked to cover "running costs" and come from the bank account which is administered by the *British Council Hungary.Bulgarian Cultural Institute*

Signed by: