

Internal Rules

The Belgian network of the Anna Lindh Foundation (ALF)

Adapted and approved by the Head of Network and the reflection committee on 24/03/2025

CHAPTER 1 : The common values of the Anna Lindh Foundation

In accordance with Article II (Purpose and Mission) of the Statutes of the Euro-Mediterranean Anna Lindh Foundation for Dialogue between Cultures, this chapter presents the beliefs and principles that led to its establishment. The ALF Secretariat, national networks and founding members, as well as the beneficiaries of the various initiatives and programs, are committed to the Foundation's mission and are dedicated to bringing about the positive changes needed in our Euro-Mediterranean region. In this regard, the following core values and work approach have been established to embody our code of conduct.

Fundamental values

Equality and respect for diversity

- We respect human rights, fundamental freedoms and cultural diversity;
- We challenge our own prejudices and challenge stereotypical behavior;
- We celebrate our identities and celebrate the diverse roots of our networks;
- We strive for equal opportunity regardless of ethnicity, physical or mental problems, or personal or religious beliefs.

Solidarity and empathy

- We oppose any physical or mental act that leads to vulnerability;
- We promote a spirit of tolerance and encourage various actions in favor of dialogue between cultures;
- We facilitate cross-border cooperation, strengthen inclusion and combat all forms of discrimination.

Responsibility and transparency

- We adopt fair and accountable practices that ensure a transparent and accountable working environment within the foundation and its networks;
- We treat others fairly, transparently and with respect;
- We participate in activities that support the foundation's mission and enhance the impact of its networks.

Approach to operation

Participatory approach

- We encourage a pragmatic approach and ensure that our founding members have full access to resources, information and decision-making;
- We seek a geographic balance in our actions, involving as much as possible all regions of the foundation;
- We strive to integrate actions that consider cross-cutting issues and build the capacity of our stakeholders and end beneficiaries.

Support for innovative and creative approaches

- We encourage and promote initiatives that support creativity and innovation;
- We adopt environmentally friendly approaches that contribute to a sustainable and inclusive future;
- We build on past experiences and lessons learned to create best practices;
- We seek to collaborate with partners from different areas of expertise, taking a cross-sector approach to support the foundation's impact and ensure that the results achieved are multiplied.

CHAPTER 2: Rights, duties and responsibilities

This chapter describes the rights, duties and responsibilities of the 4 entities in the Belgian network.

Structure of the Belgian network

1. The Head of Network (HoN)
2. The animator of the network
3. The reflection committee
4. The members

1. The Head of Network (HoN)

The HoN, Jamal Youssfi (Les Nouveaux Disparus asbl), was appointed by the FPS Foreign Affairs for a renewable three-year term.

Rights

- Act as the national representative of the foundation in Belgium and abroad;
- Receive the necessary information in time to correctly carry out their tasks as HoN.
- Receive the technical and financial support they need to carry out their tasks as HoN.
- Benefit from the visibility and prerogatives of the ALF
- Be regularly updated on the resources, ongoing/planned initiatives and activities of the ALF and their national network.
- End their role as HoN

- Right to equal and fair treatment

Tasks

Administration

- Coordinate the national network in collaboration with the animator;
- Managing the membership of the network; identifying potential civil society actors who might be interested in joining the network;
- Organizing (as HoN or partner) intercultural activities and events in line with the network's mission;
- Organizing and coordinating meetings with the reflection committee and consulting the committee on the proper functioning of the Belgian network.

Dissemination and awareness

- Coordinate the communication and visibility work of the Belgian ALF network
- Facilitate the search for project partners for members (internally or within other networks);
- Inform members about ALF calls for proposals and other opportunities for member involvement, and guide them through the application process if necessary;
- Organize awareness and outreach events to promote activities that further the goals of ALF or the network;
- Identify active actors from civil society organizations in their own countries with the aim of increasing membership in the national network.

Responsibilities

- Regularly update the National Network page on the ALF website to ensure that information related to the National Network is accurate;
- Comply with the communication guidelines of the ALF Secretariat and oppose the misuse of these guidelines, including the use of the ALF logo and the logo of the national network in all documents related to ALF-funded or ALF-labeled activities; and ensure the proper use of the ALF logo by members of the national network;
- Act as a focal point by producing and/or actively disseminating information materials and updating ALF and/or national network websites and social media with relevant materials;
- Recognize and publicize the support of the ALF Secretariat.

Values

- Respect the common values of the ALF (see Chapter 1: Common Values)
- Ensure good governance of the national network in terms of transparency, democratic procedures and good management of the network's activities;
- Ensure accurate communication to members regarding their rights, responsibilities and the internal rules and regulations of the ALF and the network;
- Promote the Foundation's mandate as a Euro-Mediterranean institution created to strengthen the regional dimension of the Euro-Mediterranean Partnership (Union for the

Mediterranean) in the social, cultural and human fields (see the third chapter of the Barcelona Declaration);

- To design and disseminate a liability and grievance mechanism for the National Network, to try to resolve amicably any conflicts between the main partners and with Network members, before resorting to arbitration by specialized courts and/or other legal entities if necessary.

Management

- Coordinate regularly with ALF headquarters for updates and information sharing, including concerns of national network members;
- Actively participate in physical/virtual meetings of ALF network leaders;
- Provide timely and quality narrative and financial reports in accordance with ALF procedures;
- Support training and capacity building of national network members;
- Maintain files/archives of various network documents for reference/reference as needed;
- Contribute to the development of the ALF's annual and triennial programs in accordance with the reflection committee and national network interests;
- Appoint a national network animator to ensure coordination and implementation of various actions within their national network.

2. The animator

The animator is appointed by the Head of Network

- In consultation, perform the duties of managing and leading the network;
- Assist the Head of Network in all of the above tasks.

3. The reflection committee

Members of the reflection committee have the same rights, duties and responsibilities as all other members of the national network listed below. By agreeing to join the reflection committee, the following points also apply to them. The committee is open but limited to 10 people. New members will be accepted in consultation with the existing group.

Rights

- Be regularly consulted on decisions regarding the organization of the network and the organization of activities by the HoN;
- Proposing project ideas.

Tasks

- Commit to attend meetings at least four times a year with the HoN, online or in person;
- Validate membership and member exclusion;
- Participate in the reflection phase of activities.

Responsibilities

- Conduct their participation in a transparent and democratic manner;
- Use the ALF logo and the National Network logo in all documents related to activities funded or approved by the ALF.

4. The members

Rights

Accessibility of resources

- Are regularly informed of resources, ongoing/planned initiatives and activities of the ALF and their national network;
- Are encouraged to develop and participate in activities that further the goals of ALF;
- Be given priority to participate in capacity building trainings or other useful activities organized or facilitated by the national networks and/or ALF;
- Be able to terminate their own network membership.

Participation in the decision-making process

- Share their own opinions with the HoN or the ALF Secretariat;
- Make suggestions to the HoN for the operation of the network and its management structure;
- Have access to the internal regulations of the national network and be able to suggest updates;
- Be able to report legitimate dissatisfaction with the performance of the HoN through a clear and transparent accountability and complaint mechanism.

Tasks

Dissemination and awareness

- Exchange experiences and views and encourage cooperation with other network members.
- Post information about network activities using the national network logo and the ALF logo on their own websites;
- Organize joint intercultural activities with other network members involving actors from multicultural backgrounds that support the strategic framework of the ALF program;
- Actively participate in ALF calls for proposals, trainings, seminars, conferences, programs, etc;
- Recognize and publicize the support received from ALF.

Responsibilities

Values

- Respect the common values of ALF;
- Promote the ALF network at the local and regional level and implement actions that promote its good reputation;
- Respect and comply with the internal rules of the national network;
- Report any member violating the ALF common values to the HoN.

Recognition of the network

- Reaffirm their membership in the network and regularly notify the HoN of changes in contact information, address, contact person(s), etc. and ensure that the organization's information on the ALF website is up-to-date.
- Participate in network meetings and/or maintain activities that confirm an ongoing interest in remaining a member of the network.
- Recognize the Head of Network as the agreed upon coordinator of the network at the national level in all matters related to the ALF.
- Inform the Head of Network and network members of all their activities with other ALF networks for the purpose of consultation and coordination.
- Respect the visibility requirements of the ALF in all activities financially supported by the foundation.

CHAPTER 3: Member management

framework and purpose

ALF is an intercultural dialogue organization based on the principles of mutual understanding, tolerance and coexistence. As such, the organization is non-political and non-religious.

This chapter is intended to provide a transparent and verifiable framework for the rules and regulations for managing members of ALF networks.

Membership

Profiles accepted in the Belgian ALF network (non-exhaustive list):

- Civil society and NGO
- Public institutions
- Local governments
- Regional authorities
- National bodies
- Educational institutions
- Universities
- Research centers
- Specialized centers
- Think tanks
- Media

- Journalists
- Non-profit organizations
- For-profit organizations promoting “nonprofit” activities
- Individual members
- Artists
- Trade Unions

Membership terms, process and acceptance criteria

- Complete the application form on the ALF website;
- The entity must be in existence for at least one year;
- Identity and/or identification documents of the legal entity (if applicable) must be submitted;
- Set up a meeting between the applicant and the lead partner or network animator to verify the relevance of his/her membership, if this seems necessary;
- New members are automatically subscribed to our newsletter to stay informed. Unsubscribe can be done via the unsubscribe link in the mail.

Reasons for rejecting new members

- Fail to comply with the ALF's principles and values as defined in the ALF's Common Values (see Chapter 1) and be inconsistent with the ALF's mission and vision (see Article II.1 of the ALF Constitution);
- Failure to meet the appropriate profiles agreed upon in this IR;
- Specific national laws and regulations that preclude membership, demonstrated by national legislation and detailed in the network's internal rules;
- Applicant does not/can not be contacted (cases should be well documented).

Reasons for exclusion of members

- No longer comply with the principles and values of the ALF as defined in the ALF Common Values and do not adhere to the mission and vision of the ALF (ref. Art. II.1 of the ALF Constitution);
- Members do not respond or are impossible to reach (cases must be well documented).
- The organization no longer exists;
- At the request of the member.

Reaffirmation of membership

Frequency of reaffirmation process

- At least once per phase (every 3 years).

NOTE: When the Head of Network sends an email to members as part of the reaffirmation process, remember to acknowledge proper receipt, if possible.

Procedure for reaffirmation

One or more of the following:

- Confirmation by email;
- Follow-up confirmation by email and phone call;
- Visits;
- Characterization and survey to evaluate needs in parallel with reaffirmation process.

Membership management decision-making process (acceptance, refusal, exclusion) also applicable to the reaffirmation process.

Decision-making process for accepting/excluding members

- Participatory decision-making process involving the HoN and the reflection committee;
- Document decisions and share with the ALF secretariat.

Communication of decisions

Once the decision has been made, the member (in case of exclusion or refusal) will be notified by email of the decision and the ALF appeal mechanism.

The decision will be documented on the ALF website.