

**RULES for the International Network of
the cooperation program UNITWIN on
“Assistance to lifelong guidance towards decent work
and sustainable development”**

1. Preamble

The UNESCO and a network of 17 universities (called Network) signed a cooperation agreement to build a cooperation program UNITWIN on “Assistance to lifelong guidance towards decent work and sustainable development”. The agreement was signed by all parties on January 5, 2018.

The present document describes the operating rules for the Network. These rules shall be in force for the whole duration of the cooperation program UNITWIN.

2. Structure and governance of the Network

Article 1 - Network

1) Composition

The Network of the UNITWIN cooperation program “Assistance to lifelong guidance towards decent work and sustainable development” includes a total of 19 members:

- The 17 universities that have signed the agreement with the UNESCO: University of Wroclaw, CNAM, University of Bordeaux, University of Buenos Aires, University of Lausanne, West Catholic University (Angers), University of Island, University of Lisbon, University of Padova, University of Sao Paulo, University of Laval, University Adam Mickiewicz in Poznan, University of Lesley, University of Florence, University of Pretoria, Eastern University of Finland, and University of Lower Silesia;
- The 2 universities that have been accepted unanimously after the signature of the agreement with the UNESCO by the first 17 members: University of Porto and University of Mons.

2) Objectives

The main objectives of the Network are listed in the cooperation agreement that was signed by the UNESCO and the Network (Article II).

Article 2 - Assembly of Delegates

1) Appointment

The Assembly of Delegates (AD) includes one representative per member of the Network. Delegates shall be appointed by their universities.

2) Role

The role of the AD shall be to develop the program of activities, promote the Network, and create a research agenda as a work-in-progress.

3) Operating rules

The AD shall meet at least once a year. The invitation of AD meetings shall be sent 3 months in advance. The agenda of AD meetings shall be sent 1 month in advance. Each delegate can propose items to the

agenda as long as these are communicated at least 1 month before the date of the meeting. In principle, the date and place of AD meetings shall be fixed at the previous AD meeting. The AD shall only vote on items mentioned in the agenda. The invited partners are not allowed to vote.

4) Decision rules

Decisions shall be taken by a simple majority. Each delegate (and therefore each university) shall have 1 vote. The AD can take decisions in-between meetings per email. In such cases, for a proposition to be accepted at least 2/3 of the voters shall vote in favor.

5) Reporting

Each delegate shall send an annual report to the Scientific Coordinator at the end of the year.

Article 3 - Board

1) Appointment

The Board of the Network shall be comprised of a Scientific Coordinator and two additional members. The additional members shall be part of the AD. They shall be suggested by the Scientific Coordinator and approved by the AD. They shall be appointed for a term of 2 years, renewable once in principle.

2) Role

The roles of the Board are to organize meetings, analyze of new members applications, inform about all activities and collaborations, and coordinate working groups.

3) Operating rules

The Board shall meet regularly throughout the year. The agenda of Board meetings shall be sent in advance by the Coordinator to all members. Each Board member can propose items on the agenda as long as these are communicated well in advance to the coordinator.

4) Decision rules

Decisions shall be taken by simple majority. Each Board member shall have 1 vote.

Article 4 - Scientific Coordinator

1) Appointment

The Scientific Coordinator shall be part of the AD. He shall be appointed by the AD for a term of 4 years, renewable once in principle.

2) Role

The Scientific Coordinator shall be in charge of monitoring the work of the Network and ensuring that its goals are met. The Scientific Coordinator shall chair the Board and the AD.

Article 5 - Working Group

1) Appointment

Working Groups (WG) shall be proposed by the Scientific Coordinator, members of the Board and the AD and approved by the AD. WG members shall be appointed by the AD for a term of 4 years.

Each WG shall have its own organization and shall elect a Coordinator.

2) Role

The role of the WG shall be to work on a specific task, for example, organizing a manifestation or conducting a research with the aim of developing and promoting the network.

3) Reporting

Coordinators of each WG shall make a report on WG progress at each AD meeting.

3. Membership

Article 6 - Network members and partners

Members are universities that are part of the Network. Partners are universities or institutions that collaborate with the network but are not formally members.

Article 7 - Appointment of new members and partners

New members can be included in the Network at any time as long as they have been accepted by the AD.

1) Members

To be part of the Network, a University shall be accepted by the AD. The decision shall be made unanimously by all delegates during an AD meeting. Universities that are not represented during that meeting shall send an official letter to the Scientific Coordinator with their decision. To be a member of the Network, the University shall provide an official letter attesting sufficient financial resources to take part in the network activities.

2) Partners

To be considered as a partner of the Network, Partners shall be accepted by the AD by a simple majority vote of delegates. If the decision is made by email, at least 2/3 of voting members should vote in favor.

3) Reporting

At the request of the coordinator, all members shall submit annual reports on actions taken to achieve the goals of the network. The partners shall submit brief annual reports on actions taken to achieve the goals of the network. These reports are compulsory. Non-compliance will result in automatic exclusion from the network after a period of four years.

Article 8 - Resignation of members

Existing members shall exit the Network by sending a resignation letter to the Scientific Coordinator at least 4 months before the end of a civil year.

4. Amendments

Amendments to the present rules shall be proposed anytime by members of the AD or members of the Board. Propositions shall be submitted in writing to the Scientific Coordinator.

To enter into force, modifications shall be approved by the AD.

The present internal rules of the Network have been accepted by the AD on the 2nd July 2019.