

COOPERATION AGREEMENT

for working groups of SCI
interested in collaborating with the
NO MORE WAR team on a project



www.no-more-war.net

Guideline for NO MORE WAR projects WGs cooperation

Dear friends of XY (= insert working group)

We are happy that you are interested in co-operating with the NMW team for running this project. Below you'll find a short guideline we developed for working groups in order to facilitate our partnership. Please feel free to react and comment on the paper. We are looking forward to a fruitful and peaceful co-operation with you!

*All the best,
the NO MORE WAR team*

The aim of this paper is to support the agreement process between the NMW team and the potential partners cooperating with the NMW team on individual projects.

Guidelines to be followed

The NMW team together with the collaborating working group will discuss the project envisioned in a physical meeting if possible, if not in skype meetings. In these meetings the aims, task division, steps of the project and communication style will be discussed in detail and will clearly be stated to ensure a clear vision of the future collaboration by everyone involved.

To also ensure a smooth flow of the project, minimum two coordinators of the project will be assigned (one coming from the NMW team, one from the other working group) and a prep-team will be established.

After these meetings the IS and IEC will be informed of the collaboration.

All tasks of the project in preparing, implementing and evaluating the project will be shared by both groups. In case of cooperating on extended projects, every part-project (e.g. training) has to be discussed and agreed upon by the collaborating working groups.

The prep-team

The prep-team will consist of members of the NMW team, the collaborating working group and possible "external" experts, being invited from within or from outside of the SCI network depending on the needs of the project. The two coordinators shall be part of the prep-team and the prep-team has to assign one person responsible of regularly updating the NMW team on the developments (minimum every other week). In peak times of the work more regular updates will be necessary and feedback will be given by the NMW team, for which the prep-team, the cooperation workinggroups and the NMW team will have to make time and space. The updates have to be sent to team@no-more-war.net The same person will function as a contact person for the NMW team and should be available for the communication with the NMW team

The prep-team is responsible for:

- * further developing the project;
- * implementing the project;
- * taking the day-to-day decisions during the implementation;
- * writing the final report;
- * ensuring the external communication;

Working together

The communication between the prep-team members should take place in a group on the NMW community page community.no-more-war.net to guarantee transparent access of all the involved groups to the information. All NMW members have to be invited to join the group. All files and important emails have to be found in this group.

Decision making

In case of non-agreement between the two working groups, decisions have to be taken on the bases of consensus or a compromise everyone agrees on.

External communication

Every communication to IS, IEC, SCI branches, volunteers, mailing lists, PR, etc has to carry the name and logo of the working groups involved and the cooperation partners receive copies.

We give and expect in return:

- * professionalism and integrity;
- * respect of colleagues and SCI values;
- * open communication