

COOPERATION AGREEMENT

for individuals interested in co-organising/-conducting
NO MORE WAR events*

* events co-ordinated by
Service Civil International's
NO MORE WAR team, here after NMW



www.no-more-war.net

Guidelines for cooperation within the framework of NO MORE WAR events

Dear XX/ XY,

We are happy that you are interested in starting a cooperation with the NMW team and join our efforts for this NMW event. Below you'll find a short guideline we developed for individuals interested in co-organising/leading NMW events in order to facilitate our work together. Please feel free to react and comment on the paper.

We are looking forward to a fruitful and peaceful cooperation with you!

All the best,
the No-More-War team

Introduction

The aim of this paper is to support the agreement process between the NMW team and individuals interested in starting a cooperation with the NMW team for NMW events.

Role of the NMW team

The NMW team develops a concept for a new event, launches a call to look for trainers/ facilitators/ members of the prep-team/ experts in the SCI network (via SCI announce) or contacts directly potential candidates (from within the SCI network or outsiders if considered beneficent to the project). The NMW does the selection and announces the successful candidates within 2 weeks after the deadline of application. Further the NMW team will officially introduce itself and in particular the trainer/s facilitators/ prep-team members. Even though not the whole team will be involved in the development of the training, the newly created team of trainers/ facilitators/ preparatory team should designate a person for the communication with the whole NMW team: team@no-more-war.net. Concerning the direction in which the NMW event or the program of the NMW event is going, the NMW team has the final word.

Cases:

- * You are interested in becoming or about to be a **trainer/ facilitator** in one of the NMW events
- * You are interested in becoming or about to be **part of the preparatory team** (member or coordinator) of one of the NMW events
- * You are interested in participating or about to participate as **invited expert** in one of the NMW events
- * You are interested in **taking a task(s)** in one of the NMW events
- * You are interested in **writing and designing** together with one or more NMW team members, **an event meant to be a NMW**

1. Role of the trainer/ facilitator

- * Develop and deliver programs and course materials for the event (only in the case of trainer);
- * Take part in regular team discussions and should be available for the full duration of the event;
- * be available for the communication with the NMW team;
- * Contribute to the final report;

- * It might be the case that he/ she becomes part of the prep-team;
- * The NMW team will do the best possible within the framework of the event, to ensure a salary for the trainer/ facilitator.

2. Role of the prep-team

The prep-team will consist of about 3-4 trainers and/or facilitators (where one or more will be from the NMW team) and a representative of the hosting organisation (in the case of events applied through International Secretariat (IS), a representative of the IS). A NMW team member can join the prep-team at any stage of the process. A person from the team should be designated for the communication with the NMW team and a team coordinator should be named. The prep-team will be responsible for developing the programme of the training and the selection of the participants. Further the prep-team will assist with the grant application, the report and finding partners for the event. The prep-team will together with the hosting organization decide on participation fees.

The prep-team, once established, will have Skype meetings to fix the agenda and agree on the selection of the participants. (Note: the participants' selection may be done by only some but not by all prep team members). A real face-to-face prep team meeting is advisable to take place six weeks before the event and be covered 100% by the grant, if the budget allows it.

3. Role of the expert

- * take part in the communication with the NMW team before, during and after the event;
- * articulate, present and provide guidance on the topic they have been invited to talk about;
- * he/ she may lead or be an active participant of a work-group with the need for specialized knowledge;
- * Provide at least a summary of the input and if applicable short resources reference list for the documentation;
- * The NMW team will do the best possible within the framework of the event, to ensure a salary for the expert.

4. Role of the NMW activist (being a person supporting the NMW aims actively by collaborating on one or more projects with the NMW team)

- * to accomplish the task he/ she assumed the responsibility for;
- * to comply with the NMW team instructions;
- * to be available for communication with the NMW team;

5. Role of a project writer

- * the project will be written within the NMW ideals and aims;
- * the project idea and final application form require explicit approval of the NMW team prior to sending it;
- * the NMW logo shall be used in all documents and references to the NMW team shall be made;
- * at all stages, the draft and changes, should be communicated to the NMW team, thus giving time and space for feedback;
- * at any stage of the process, one or more NMW team members can join the writing team;
- * at least one NMW member has to be part of the writing team;

- * **Writing a NMW project does not guarantee a place in the prep-team, but will be taken into account when the prep-team will be chosen**

Which ever will be the case, the person cooperating with the NMW is expected that during the cooperation he/ she will:

- * Communicate and act with integrity and in a professional manner;
- * respect the co-workers and adhere to SCI values;