European Digital UniverCity

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EDUC Charter of Common Values and Good Cooperation

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Contact	info@educ-alliance.eu
Abstract	The charter describes the governance of the alliance and the way of cooperation among the partners. It entails the: 1. basic values and principles ; 2. composition and functional description of boards and roles of individuals; 3. decision-making procedures; 4. communication flow and data storage; 5. meeting management in harmony with EDUC green goals; 6. procedures of charter revision and conflict management.
Keywords	Alliance; governance; values; decision-making; communication; charter; operational cooperation.

EDUC Charter
of Common Values and Good Cooperation

This document has been adopted on 22 June 2023 by the Steering Committee of the European Digital UniverCity during its 33rd meeting session and has been signed by all rectors and presidents of the partner universities.

Preamble

- Firmly based on the values of the European Union, the EDUC Charter of Common Values and Good Cooperation represents an indispensable part of EDUC's mission to transform European higher education by establishing an open, agile and inclusive European University addressing the major challenges of the twenty-first century. This Charter outlines the fundamental principles of the alliance, defines the governance structure describing roles and responsibilities, establishes internal communication tools and standards, and clarifies the guidelines of general management.

- The partner universities acknowledge all aspects of the knowledge square, thus, engaging with and responding to the aspirations and challenges of Europe and to the communities they serve, contributing to key values such as freedom, equality, diversity, inclusion and sustainability.

- The signatories, Universität Potsdam, Université de Rennes, Université Paris Nanterre, Università degli Studi di Cagliari, Pécsi Tudományegyetem, Masarykova Univerzita, Universitat Jaume I, Universitetet i Sørøst-Norge, commit to the responsibilities and procedures as laid down in this document by virtue of their institutional freedom and independence.

- The text has been drawn up and adopted in English by the EDUC Steering Committee and signed by all rectors. It will be translated in all partner languages for easier communication and transparency. All versions will be identical translations from the English original that shall prevail.

I. Basic values and principles of EDUC

(1) Academic freedom: Intellectual and moral autonomy is the hallmark of any university and a precondition for the fulfilment of its responsibilities to society. EDUC is built on this freedom and understands it as a fundamental element in the relationship among the partners, towards our stakeholders, other alliances and within the academic community.

(2) **Equality, diversity and inclusiveness**: EDUC considers the uniqueness of the individuals participating in our community as fundamentally enriching. The alliance promotes equality and respect for all individuals and rejects any form of discrimination, particularly based on sex, gender identity, sexual orientation, ethnic and cultural background, language, social origin and social-economic status, age, health, appearance, disability, religion or belief, family status or political opinion if it does not infringe basic human or democratic rights.

(3) **Freedom of expression**: Teaching and research aim at free scientific, creative and critical development, while respecting freedom of expression and opinion. The exercise of freedom of expression must be respectful of others and be free from any abuse of defamation and insult.

(4) **Sustainability**: The alliance values its role in advancing solutions for a sustainable future and recognizes the close relationship between people and the earth, acting in ways to live and work sustainably. EDUC is dedicated to the achievements of the United Nations' Sustainable Development Goals (SDGs), which we understand as a holistic framework for engaging with the grand challenges of society.

(5) **Sense of community and multilingualism**: EDUC is committed to create an open and transparent scientific community engaging all kinds of stakeholders like students, scholars, staff, the wider public and innovators in the shaping of our European university. The alliance is aware of the civic role and responsibilities it holds. Its partner universities are part of a global community of science, entertaining strong academic ties all over the globe. At the same time, the partners are deeply embedded in their local cultures and ecosystems assuming leading roles in shaping and enriching these regions. EDUC supports multilingualism as a tool to promote the richness of cultural differences within the alliance and as an instrument of inclusion.

(6) **Integrity in research and science**: The EDUC partners embrace their duty to teach and undertake research ethically and with integrity, producing and sharing reliable, trustworthy and accessible results.

(7) **Institutional agility**: Modern society is facing major challenges, including climate change, the return of geo-political conflicts, aging societies, a new peak in forced migration, the consequences of technological progress and a changing labour market with new trends of lifelong learning. Beyond their traditional mission, higher education institutions progressively move into the centre of society by taking up new roles. Through its new level of trans-institutional cooperation, EDUC aims at connecting experts to identify creative solutions within and among their universities to tackle those challenges and to support the creation of a unified European Education and Research Area.

(8) **Subsidiarity**: EDUC is committed to deal with issues on the lowest level capable to implement, decide or report supporting a proactive attitude, a trustful work environment and individual autonomy.

II. General guidelines of alliance management

Art. 2.1 Language
(1) The working language of the alliance is English. All communication, meetings, documents or deliverables shall be done in the English language.
(2) With respect to the language of education, the alliance is committed to the principle of multilingualism, leaving the choice to the respective teacher(s)/institutions.
(3) The partners shall have full discretion to choose the language for internal communication at their own institution.

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(4) Respecting the principles of multilingualism and inclusion, the alliance encourages the use of the respective native languages in some trans-institutional meetings provided that the appropriate tools for good mutual understanding are available and affordable.

Art. 2.2 Coordinating or lead university

(1) The coordinating or lead university of the alliance serves as the central contact point and represents the alliance towards the European Commission and the European Education and Culture Executive Agency (EACEA). The role is attributed to the University of Potsdam as regulated in the Grant Agreement.

(2) Beyond the responsibilities as regulated in the Grant Agreement and the Consortium Agreement, the coordinating university:
   o acts as the intermediary for all communication between the beneficiaries and the European Commission/EACEA;
   o monitors and controls the alliance's work plan and ensures the actions are implemented properly;
   o arranges alliance meetings, minutes and subsequent reporting;
   o creates and implements the Quality Assurance Plan, including corrective actions;
   o gathers, monitors and consolidates content for periodical reports;
   o supervises the project's deliverables;
   o prepares, manages and coordinates the project's financial checks;
   o administers project resources including budget-related issues;
   o handles financial management including distribution of payments to the beneficiaries;
   o manages unexpected issues by distributing tasks;
   o oversees the project management tools;
   o represents EDUC together with the other partners in external events and outreach initiatives.

Art. 2.3 Member universities

(1) Including the coordinating university, EDUC currently consists of eight full member universities:
   o University of Potsdam
   o University Paris Nanterre
   o University of Cagliari
   o Masaryk University
   o University of Pécs
   o University of Rennes
   o Jaume I University
   o University of South-Eastern Norway

(2) The responsibilities of the member universities include among others to:
   o communicate in a transparent manner on any delays regarding the planning, implementation or reporting of an action as regulated in the Quality Assurance Plan;
   o assure and monitor the proper implementation of the alliance's work plan on a local level;
   o participate regularly and actively in alliance meetings;
   o apply the Quality Assurance Plan to activities, results and documented deliverables;
   o gather and provide consolidated and relevant data/content for periodical reports to the lead;
   o prepare and communicate the local financial checks to the lead;
   o administer local project resources;
   o participate in actions to handle unexpected issues and take over necessary tasks;
   o distribute the deliverables on time to the members of the SC for adoption and upload them to the EC Participant Portal according to the timeline as mentioned in the work plan;
   o participate in a cooperative manner in the project management of the alliance.

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III. Composition and functional description of alliance bodies

Article 3.1 Overview of alliance bodies

Strategic bodies
- The **Board of Rectors** (BR) constitutes the principal strategic body determining the general direction of the alliance. - The **Steering Committee** (SC) acts as the central decision-making body of the alliance. - The **Student Board** (SB) acts as the representation of the student perspective in the governance of the alliance, having decision-making capacities in the context of the SC meetings and an advisory function.
Operational bodies
- The **Project Management Team** (PM) acts as the supervisory body for the execution of the work plan, reporting to the Steering Committee. - The **Task Teams** (TT) are responsible for developing, implementing and monitoring the activities as described in the work plan. - The **Work Package Leads** (WP) supervise the schedule and quality of task implementation and collect information for financial and content reporting. - The local **EDUC Teams** (ET) act as links between the alliance and local university staff. - The **Liaison Officer** (LO) constitutes the point of contact and intermediary between the different strategic, operational and advisory bodies as well as externally to the EC/EACEA. - The **Virtual Campus Group** (VCG) brings together the local pedagogical engineers as well as – if needed – further experts on mobility, IT or student administration to develop and implement steps of change management in the realm of innovative digital teaching/learning and e-collaboration.
Advisory bodies
- The **Advisory Boards on Education, Research, Digitalisation and Equal opportunities, Inclusion & Diversity** act as supporting experts to the development, implementation and problem-solving of activities as laid down in the EDUC work plan.

Art. 3.2 Composition and functional description

Art. 3.2.1 Board of Rectors (BR)

(1) The Board of Rectors (BR) constitutes the head of the alliance, determining its general long-term strategy. It shall consist of the rectors or presidents of the full partner universities.

(2) The Board of Rectors shall meet at least 3 times per year, remotely or in person. It is intended to coordinate at least one physical meeting per year simultaneously to a Steering Committee meeting.

(3) Participants to the Board of Rectors meetings can also be by invitation:
   o Steering Committee Members
   o Student Board Members
   o Project Managers and Project Officers
   o Liaison Officer
   o Advisory Board Members

(4) The Board of Rectors shall decide unanimously upon:
   o the long-term strategic direction of the alliance (after consultation with the local member of the SC);
   o general recommendations to the SC;
   o the evolution of the alliance including new partners (after consultation with the local member of the SC);

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o changes to Annex 1 of the Grant Agreement to be approved by the funding authority (after consultation with the local member of the SC).

Art. 3.2.2 Steering Committee (SC)

(1) The Steering Committee constitutes the core decision-making body of the alliance coordinating the activities as outlined in the work plan, monitoring their progress, discussing possible adaptions with the PMs and adopting deliverables. It is responsible to prepare long-term strategic decisions for the BR and to report on the general progress of the alliance.

(2) The SC shall consist of one representative of each party (hereinafter Steering Committee Member) according to Annex I of the Grant Agreement and one student representative appointed by the Student Board for a fixed term based on the Student Charter. The respective home university will endorse the representatives (vice-presidents/vice-rectors). The chair as well as the responsibility for the meeting minutes will rotate among the hosting institutions for the physical meetings. The coordinator will take over the chair and minutes for the online meetings.

(3) The Steering Committee shall convene at least 6 times per year, remotely or in person. The SC meetings encompass at least the SC members, the Liaison officer, the project managers, and student board member(s). It is intended to organize at least two physical SC meetings per year, one simultaneously with the Board of Rectors.

(4) Participants to the Steering Committee meetings can also be by invitation or request:
o further Student Board Members;
o Project Officers;
o Advisory Board Members;
o Staff, experts, representatives from European/national/regional institutions and associated partners invited according to topics discussed.

(5) Decision-making in the SC shall be executed on the basis of a two-third majority with two-thirds of its members being present or represented (quorum). The principle is one vote per full partner university (executed by a vice-president or a representative) and one vote for the student board on topics as determined by the charter (see article 3.2.3).

(6) The SC shall be responsible for:
- content of the work plan and finances:
  o proposals for changes to Annex 1 of the Grant Agreement to be approved by the funding authority;
  o monitoring the work plan and the level of achievement of the strategic objectives of the project and decisions to improve or adapt activities;
  o adoption of deliverables;
  o changes to the work plan or the budget;
  o changes to the present charter;
  o supervision according to the regulations as expressed in the Quality Assurance Plan.
- The evolution of the alliance (to be approved by the BR):
  o Entry of a new Party to the Consortium and approval of the settlement on the conditions of the accession of such a new Party;
  o Withdrawal of a Party from the consortium and the approval of the settlement on the conditions of the withdrawal;
  o Entry of a new Associated Partner;
  o Withdrawal of an Associated Partner;
  o Identification of a breach by a Party of its obligations under this Consortium Agreement or the Grant Agreement;
  o Declaration of a Party to be a Defaulting Party;
  o Remedies to be performed by a Defaulting Party;
  o Termination of a Defaulting Party's participation in the consortium and measures relating thereto;
  o Proposal to the Funding Authority for a change of the Coordinator;

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- Proposal to the Funding Authority for suspension of all or part of the Project;
- Proposal to the Funding Authority for termination of the Project and the Consortium Agreement.

- preparation and/or suggestion of strategic decision-making for the BR.

Art. 3.2.3 Student Board (SB)

(1) The Student Board (SB) is composed of a minimum two student representatives per institution. Each of them will be appointed through a process determined by their home institution.

(2) It is the responsibility of the EDUC partners to assure the operability of the student board by providing necessary information, organisational support, regular exchange and funding, e.g. to cover travel and accommodation costs for two physical annual meetings along the physical SC meetings.

(3) The SB will discuss EDUC activities, appoint minimum one student representative to participate in task team meetings, the SC meetings, act as local ambassadors, and participate to dissemination events or initiatives on the European stage.

(4) The students shall participate in the decision-making of the alliance based on the principle of abstention by default. Furthermore, the student board can always provide recommendations to the SC and BR.

Art. 3.2.4 The Project Management Team (PM)

(1) The Project Management Team acts as a connector between the work level of the task teams and the decision-making bodies, supervises the day-to-day management of the work plan, timely implementation of milestones and deliverables, suggests ad hoc solutions and prepares reports and decisions for the SC and the BR. The PM encompasses the project managers, project officers and administrative (financial) managers of all full alliance partners as well as the Liaison Officer. It shall be led and organized by the coordinating university.

(2) The Project Management Team shall convene at least once per month and, for preparatory purposes, 2 weeks prior to each SC meeting. Twice a year, cross-project meetings shall take place among the project managers of EDUC and the SwafS branch EDUC-SHARE or any project replacing the latter.

(3) The PMT shall be responsible for:
- the day-to-day administrative, legal and financial management of the alliance;
- the periodic reporting to the funding authority as stated in the Grant Agreement article 21;
- the organization of alliance meetings, preparing agendas and discussion points;
- supervising the drafting and submission of financial and activity reports to the coordinator;
- participating to supervising the implementation of the Quality Assurance Plan;
- monitoring, executing and implementing the decisions of the SC;
- collecting information on the consequences for the project in case of unforeseen events;
- proposing, if necessary, modifications of the work plan to the SC to adopt;
- assuring the implementation of the work plan, the work packages and tasks, based on regular feedbacks by the responsible task leads and co-leads;
- supporting the coordinator in preparing all necessary data;
- advising the SC, notably in the case of abolished tasks following a decision of the SC, on ways to rearrange tasks and budgets of the parties concerned. Such rearrangement shall take into consideration the legitimate commitments taken prior to the decisions that cannot be cancelled.

Art. 3.2.5 The Task Teams (TT)

(1) The Task Teams constitute the smallest unit on the implementation level. The task lead and the co-lead from two distinct alliance members are responsible, together with the task team members, to develop, implement and monitor the activities as described in the work plan. Depending on the individual task, the TT can encompass various specialisations of the local EDUC team members

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(see article 3.2.7), local university staff, experts, delegates of associated partners and/or student representatives.

(2) Task teams shall meet regularly as and when needed digitally. Physical meetings can be foreseen according to the task work plan and available funding or be connected to other gatherings (e.g. SC meetings, staff weeks, BIPs).

(3) Responsibilities of the task lead:
- o deep research and preparation of task topics, work plan and schedule;
- o preparation of suggestions and drafts, moderation of discussions with team members on actual implementation;
- o involving all task team members and partners in the joint solution process;
- o organisation of meetings, agenda and minutes preparation;
- o responsibility for quality assurance in accordance with the Quality Assurance Plan and the demands of the lump sum funding scheme;
- o reporting of delays or problems in implementation to the respective local PM for consideration of consequences;
- o providing the WP leader with task-related financial reporting data;
- o preparing, writing and finalising deliverables and reports in compliance to the expected quality standards of the Quality Assurance Plan and the European Commission.

(4) Responsibilities of the task co-leader:
- o supporting the task lead in preparing the topic, work plan and schedule;
- o sparring partner to the lead to test and further develop task topics, work plan and schedule (regular bilateral meetings);
- o taking over duties of the lead in case of a specific arrangement (for instance a specific split of roles for a given sub-task) or temporary absence of the lead to assure compliance with the work plan;
- o contributing to the co-writing and proof-reading of deliverables and reports;
- o in the case of the task lead's incapacity or *force majeure*, the co-lead assumes all relevant production.

(5) Responsibilities of task members:
- o co-development of the activities as laid out in the work plan;
- o regular and timely contribution to task activities, respecting deadlines as best possible;
- o mobilisation of local expertise and implementation of measures at home universities;
- o submission of information, statistics and data for financial and progress reporting;
- o contributing to the co-writing and proof-reading of deliverables and reports assuring quality assurance;
- o involvement of local stakeholders.

Art. 3.2.6 The Work Package (WP)

(1) The current 27 tasks are organized into 6 Work Packages, led by the following universities: WP 1: UPN; WP 2: UJI; WP 3: UNICA; WP 4: USN; WP 5: MU; WP 6: PTE.

(2) Responsibilities of WP-leaders:
- o supervision of task performance, possible delays or deviations;
- o financial reporting at WP level.

Art. 3.2.7 Local EDUC Teams (ET)

(1) The local EDUC Teams shall include the following key functions: project manager, project and/or financial officer, IT specialist, pedagogical engineer and community manager.

(2) The responsibility of the EDUC Team Members is to participate in specific task teams and act as facilitators between the alliance and local university staff who support the implementation on institutional level while forming a truly trans-institutional European team.

Art. 3.2.8 Liaison Officer (LO)

(1) The Liaison Officer is recruited by the coordinating university. The LO serves as an intermediary between different strategic, operational and advisory bodies of the alliance, builds and maintains mutually beneficial relationships towards external institutions and facilitates communication with these.

(2) The Liaison officer participates to all SC and PM meetings and joins further meetings by request or invitation.

(3) The responsibilities of the LO encompass:
  o ensure the implementation of the smooth flow of communication within the alliance as mapped out in this charter and intervening in case of under-performance or mismatch;
  o representation of the alliance on the (inter)national level if not done by members of BR or SC;
  o advising towards the strategic development of the alliance.

(4) With the implementation of a legal status of the alliance, an alternative institutional linkage of the LO shall be evaluated. Further models of central coordination will be evaluated in the near future.

Art. 3.2.9 Advisory Boards (AB)

(1) The four Advisory Boards on Education, Research, Digitalisation and Equal Opportunities, Inclusion & Diversity will support the alliance to create a sustainable long-term strategy. They shall convene at least once a year by request of the SC, PM, TTs or LO. The meetings will be coordinated by the LO.

(2) The ABs shall encompass the following members:
  o Education: at least one vice-president/rector of education or teaching & studying per partner university or any other delegate chosen by the respective partner university;
  o Research: at least one vice-president/rector of research per partner university or any other delegate chosen by the respective partner university;
  o Digitalisation: at least one vice-president/rector for digitalisation or Chief Information Officer per partner university or any other delegate chosen by the respective partner university;
  o Equal Opportunities, Inclusion & Diversity: at least one Equal Opportunities, Inclusion & Diversity Officer per partner university or any other delegate chosen by the respective partner university.

(3) Responsibilities of ABs:
  o on request by the BR, SC, PM or LO, the ABs shall discuss alliance activities, collect recommendations for actual task implementation and consult on concrete challenges;
  o the AB Research shall assure synergies with the R&I branch EDUC-SHARE and any follow up project;
  o the AB Equal Opportunities, Inclusion & Diversity shall assure the institutionalisation of inclusiveness and diversity as a key principle in all alliance decisions and actions.

Art. 3.2.10 The Virtual Campus Group (VCG)

(1) The VCG is an agile body to address all cross-sectional topics connected to the virtual campus, virtual mobility, online teaching and online research. Its purpose is to identify and coordinate all didactical, technological, administrative, legal and promotional aspects, to bring any topic transcending their capacities to the knowledge of either the PM or the SC and to manage the sustainability of the infrastructures established.

(2) Depending on the topics discussed, the VCG can convene in various compositions bringing together experts from partner universities representing one or more of the following roles: pedagogical engineers, IT experts, Erasmus mobility managers, members of the local EDUC teams and student representatives.

(3) The group meets on demand. The coordinative lead rotates dynamically based on requirements of respective tasks.

IV. Decision-making procedures and communication flow

Art. 4.1 Voting rules and quorum

(1) Each body shall not deliberate and decide validly unless two-thirds (2/3) of its members are present or represented (quorum). If the quorum is not reached, the chairperson of the respective body shall convene another ordinary meeting within 15 calendar days. If in this meeting the quorum is not reached once more, the chairperson shall convene an extraordinary meeting which shall be entitled to decide even if less than the quorum of members are present or represented. Further details are regulated by the Consortium Agreement.

(2) A party which the Steering Committee has declared to be a defaulting party may not vote.

Art. 4.2 Veto rights

(1) A member which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of an alliance body may exercise a veto with respect to the corresponding decision or relevant part of the decision.

(2) When the decision is foreseen on the original agenda, a member may veto such a decision during the meeting only.

(3) When a decision has been taken on a new item added to the agenda before or during the meeting, a member may veto such decisions during the meeting and within 15 calendar days after the draft minutes of the meeting are sent. A Party that is not a member of a particular consortium body may veto a decision within the same number of calendar days after the draft minutes of the meeting are sent.

Art. 4.3 Minutes

(1) Minutes: Written minutes shall be produced of each BR, SC and PM which shall be the formal record of all decisions taken. For the physical SC-meetings, the minutes will be taken by the hosting institution. For virtual SC meetings, the coordinator will step in. All bodies are invited to use the same template (see annexe). As a minimum standard, all minutes shall indicate the following information:
    a. Meeting identification (e.g. SC, BR)
    b. Date
    c. Participants
    d. Person taking the notes
    e. Topics discussed and decisions taken
    f. To do's

(2) The draft minutes shall be sent to all members of the respective body within 10 calendar days of the meeting. The minutes shall be considered as accepted if, within 15 calendar days from sending, no member has sent an objection in writing to the chairperson with respect to the accuracy of the draft of the minutes.

Art 4.4 Deliverables

(1) Before the adoption of deliverables by the SC, the quality shall be checked by the lead and co-lead as well as one additional partner on plausibility of the results presented.

(2) A more detailed description of standards and procedures is laid down in the Quality Assurance Plan lays down a more detailed description of standards and procedures.

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Art. 4.4 Depicting the decision-making procedures and communication flow
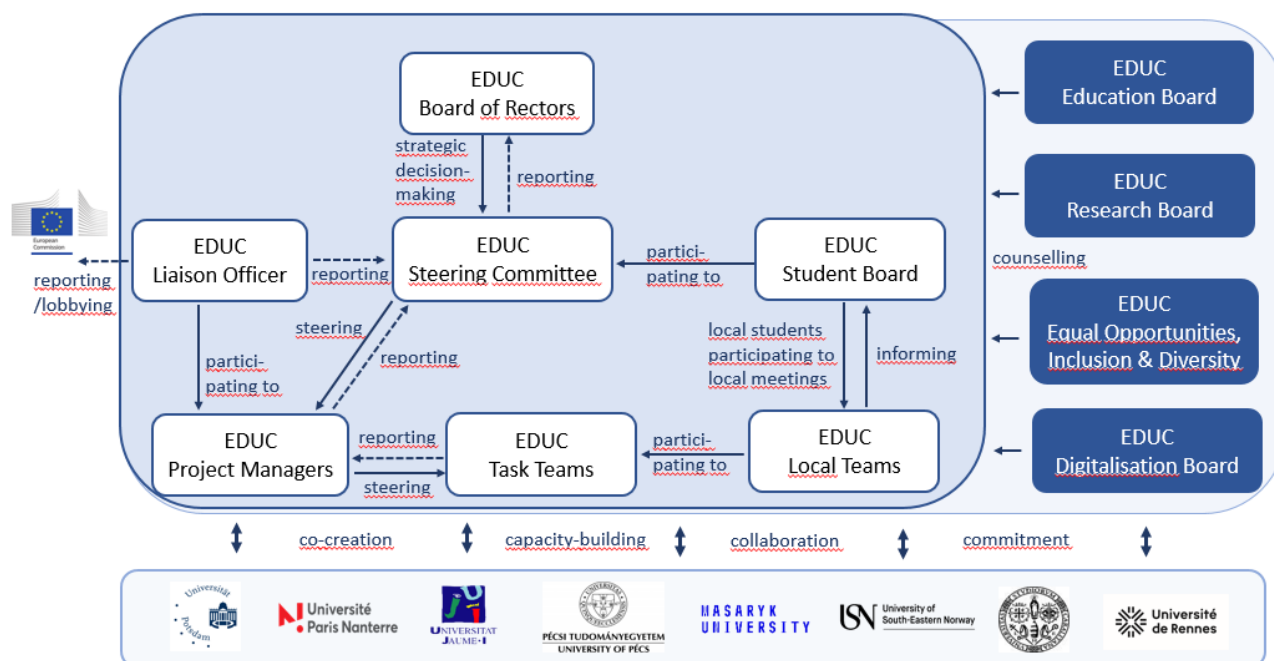
V. Communication tools and data storage for the management of the alliance

Art. 5.1 Emails
(1) EDUC-members continue to use their home institution's email accounts.
(2) The alliance website shall indicate the email address info@educ-alliance.eu for general queries. Until regulated differently, the coordinating university takes over the responsibility to answer and/or forward requests to the respective task lead(s) or partner institution(s).
(3) The following centralized mailing lists are managed by the University of Potsdam:
   - members@educ-alliance.eu: Steering Committee members, Project Management Team, EDUC Team members, other involved individuals
   - br@educ-alliance.eu: Board of Rectors
   - sc@educ-alliance.eu: Steering Committee, Project Management Team
   - pm@educ-alliance.eu: Project Management Team
   - The task leads and the VCG organize their mailing lists autonomously.
(4) For a better workflow, EDUC uses standardized subject lines:

<div align="center">

EDUC / [BODY]: [Title] ([Deadline])
e.g.: EDUC/SC: Minutes (dd.mm.yyyy)

</div>

Bodies	Deadline
• Board of Rectors: [BR] • Steering Committee: [SC] • Project Management Team: [PM] • Task Teams: e.g. [TT 1.1]	• Date: dd.mm.yyyy • Status: Urgent (if a decision is needed within 24 hours on working days) or Reminder (if applicable)

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Art. 5.2 Videoconferencing

(1) ZOOM video conferencing software is used to host online meetings, including Rectors' meetings, Steering Committee meetings, and Project Management Team meetings. Zoom is highly reliable and GDPR compliant.

(2) Individual task teams and other (ad hoc) working groups may also use other tools to host their meetings, such as Microsoft Teams or Webex.

Art. 5.3 Organisational chart

(1) To improve the workflow, create transparency and save time, the members of the local EDUC teams shall be integrated in a cross-alliance organisational chart indicating names, responsibilities and contact details.

(2) The coordinating university shall provide the respective template, using an alliance wide, data protected tool guaranteeing regular updates.

(3) All partners shall assure the completeness, correctness and up-to-datedness of the information provided.

Art. 5.4 Online file storage

(1) The coordinating university shall provide a secure and data-protected online storage system for alliance documents, for digital collaboration and for archiving documents on a permanent basis. The folders are managed by the coordinating university and can be edited by all alliance members. They contain crucial documents for collaboration, meeting management and all adopted deliverables.

(2) The files will be organized according to the following system:

EDUC_[DOC TYPE]_[TITLE]_ [YYMMDD]
e.g.: EDUC_AGREED_EDUC Charter_220316

Document types are:
1. Agenda (restricted) [AG]
2. Minutes (restricted) [MIN]
3. Index / Mapping (restricted/public) [MAP]
4. Action Plan (restricted/public) [PLAN]
5. Agreement: Strategic Document / Definition / Legal Document (restricted/public) [AGREE]
6. Guidelines / Standards (restricted/public) [GUIDE]
7. Training Concept / Curriculum (restricted/public) [TRAIN]
8. Report / Evaluation (restricted/public) [REPORT]

Art. 5.5 Collaborative documents and spaces / continuous reporting

(1) For real time collaboration on joint alliance documents, the following rules apply:
- All reviewers contribute to a single version of the document.
- All reviewers use revise mode to assure transparency.
- Changes or comments shall be accompanied by alternatives.
- Comments are added only during the indicated deadline. If this is not possible, the author of the document is to be informed ahead of later changes.

(2) The coordinator is responsible for uploading the deliverables of the tasks to the Participant Portal's continuous reporting section after adoption by the SC. All partners are equally responsible to indicate the completion of milestones from the tasks they are leading in the portal. Besides, they are obliged to add the information on dissemination, communication and training events they participated to or organized under the auspices of EDUC.

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VI. Meeting management and green goals

Art. 6.1: Meeting management for BR, SC and PM

(1) Annual meeting calendar: The coordinating university is responsible to establish an annual meeting calendar for BR, SC and PM meetings and to coordinate the dates with the partners in due time before the respective meeting year. This step shall create transparency and improve the planning of cross-alliance gatherings. If possible, the meeting calendar shall be coordinated with other alliance projects (e.g. EDUC-SHARE) to create synergies and to reduce travelling of relevant staff.

(2) Convening extraordinary meetings: Extraordinary meetings can be convened at any time by written request of a member of the respective body to the coordinating university (in case of BR, SC, PM) or to the task lead. They take place remote or in person. The chairperson of the respective body (or a member charged by the chairperson) shall give notice in writing of the meeting to each member of the respective body as soon as possible, but no later than the minimum number of 30 calendar days in case of an extraordinary meeting or 7 calendar days in case of ad hoc meetings.

(3) Sending of draft agenda: The chairperson of the respective body shall prepare and send each member of that body a written agenda no later than the minimum number of days preceding the meeting as indicated below.

	Regular	**Extraordinary**
BR, SC, PM, WP	14 calendar days	5 calendar days
TT	7 calendar days	3 calendar day

(4) Adding agenda items: Any agenda item requiring a decision by the members of the respective body must be identified as such on the agenda. Any member of the respective body may add an item to the original agenda by written notification to all members of that body up to the minimum number of days preceding the meeting as indicated below.

	Regular	**Extraordinary**
BR, SC, PM, WP	7 calendar days	3 calendar days
TT	3 calendar days	1 calendar day

(5) Decisions will be binding once the relevant part of the minutes has been accepted, i.e. if there has been no written objection by any partner within 15 calendar days from sending the minutes (see part 4.2.5 Consortium Agreement).

(6) For scheduling meetings, it is recommended to use a scheduler abiding to data protection rules in the European Union (such as the German Research and Education Network: https://terminplaner.dfn.de/).

Art. 6.2: Eco-responsible travelling

(1) Committed to the 50% mobility goal of the European university alliances, EDUC highly values the significance of (physical) mobility of students, researchers and staff to attend classes, workshops and conferences at other universities or to engage in fieldwork as a key component of academic education, research careers and personal growth. Travelling, however, can also create substantial environmental impact – especially when it comes to passenger air travel.

(2) In alignment with the Green Deal of the European Commission, the alliance shall practice the following recommendations regarding travelling to alliance meetings:
   o If in accordance with the general meeting goals, a virtual set-up should be preferred to an in-person meeting.
   o If a physical meeting is generally more advantageous or set out as an objective in this charter, meeting organizers are encouraged to choose a venue easy to be reached by public transportation (e.g. trains, buses) such as, but not limited to Paris, Berlin or Brussels.
   o The alliance encourages all participants to make use of low-emission means of transportation (e.g. trains, buses or carpooling).

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o meeting organizers are furthermore encouraged to arrange catering using regional products, to integrate more vegetarian/vegan options and to order moderate quantities.

VII: Conflict management and procedures of charter revision

Art. 7.1 Conflict management

(1) In case of conflict between the alliance partners resulting from the interpretation or the application of this charter, or in connection with the activities contained in the Consortium Agreement, the parties involved shall make the effort to come to an amicable arrangement rapidly and in the spirit of good cooperation.
(2) Disputes should be addressed in writing to the Steering Committee that is mandated to mediate and resolve the conflict.
(3) Further procedures and basic guidelines shall be regulated in the Quality Assurance Plan.

Art. 7.2 Charter revision

(1) Any provision of this charter may be amended by a SC decision.
(2) All partners shall have the right to approach the SC indicating the respective clause(s) to be changed and recommend modifications in written form. The SC shall discuss the suggestions in due course and decide upon changes based on a two third majority. Amendments enter into force immediately or after a fixed time span as agreed upon by the partners.

VIII. Severability Clause

If any term or provision of this charter or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remaining terms and provisions of this charter, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this charter shall be valid. This also applies in regard of changes to the parties joining or leaving the alliance. This Charter and the Consortium Agreement do regulate similar areas. They shall be read as mutually complementary and reinforcing. In case of any discrepancy between the terms of this Charter and the terms of the Consortium Agreement, the latter shall prevail.

IX. Expiration/termination of this charter

This charter shall stay in force between the full partners of EDUC until 31 December 2026 with automatic annual renewal from that date unless the case of dis-continuation of funding by the European Commission or previous termination by the alliance partners.

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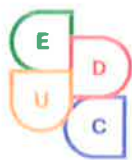
European Digital UniverCity

Paris, 22 June 2023

On behalf of
UNIVERSITÄT POTSDAM
Prof. Oliver Günther
President

On behalf of
UNIVERSITÉ PARIS NANTERRE
Prof. Philippe Gervais-Lambony
President

On behalf of
UNIVERSITAT JAUME I
Prof. Eva Alcón Soler
Rector

On behalf of
PÉCSI TUDOMÁNYEGYETEM
Prof. Attila Miseta
Rector

On behalf of
UNIVERSITETET I SØRØST-NORGE
Prof. Petter Aasen
Rector

On behalf of
UNIVERSITÀ DEGLI STUDI DI CAGLIARI
Prof. Francesco Mola
Rector

On behalf of
UNIVERSITÉ DE RENNES
Prof. David Alis
President

On behalf of
MASARYKOVA UNIVERSITA
Prof. Martin Bareš
Rector

Annexe

1. Templates
   - o   Letter of Endorsement
   - o   Agenda Setting
   - o   Minutes
   - o   Decision Note
   - o   Recommendations
   - o   Deliverables Front Page
2. EDUC meeting netiquette

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Prof. Dr. Florian J. Schweigert
Vice President for International Affairs & Fundraising
University of Potsdam
Am Neuen Palais 10
14469 Potsdam
Germany

[Place], [Date]

Subject: PROXY LETTER - REPRESENTATIVE IN THE EDUC STEERING COMMITTEE

Dear Prof. Schweigert,

I hereby authorize my representative [Name of Representative], Vice-president of the University xxxx, to represent the University of [xx] in the EDUC Steering Committee for the duration of the Erasmus+ project. This includes taking part in the face-to-face and virtual meetings and voting on my behalf.

Yours sincerely,

[Name of University President]
President of the University of XXX.

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[Title of the meeting]

AGENDA

[date]

[Online room/ place]
Link:
Meeting-ID:
Passcode:

Time	Status*	Details
	i, t, d	
	i	
	Break	
	t	

---

* (t) task, (i) info, (d) decision

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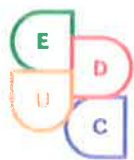
[Title of the meeting]

date
place/ online room

Minutes

Meeting:			
e.g. SC Meeting, PM Meeting			
Date:	**Location:** e.g. Zoom Link or physical venue	**Time (from - to):**	
		Author:	**Page:** 20 of

Participants

University	Name	Function

Agenda

Time	Topic	Type (i, d, t)*	Status

Tasks

University	Task	Deadline

Summary of decisions

Date	Topic	Decision

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Attachements (if applicable)

*i = information; d = decision; t = task

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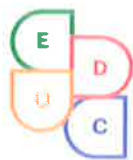
[Title of the meeting]

**date
place/ online room**

Minutes

List of participants:

#	EDUC Partner	Participant	Role
1			
2			

Minutes taken by:

Summary of decisions taken:

Date	Topic	Decision

Summary of key points for next meeting:

-

Minutes, date/ time

Time	Status*	Details

*

(t)   task
(i)   info
(d)   decision

Template decision note
by SC or BR

Date of meeting	
Meeting	
Applicant	
Subject	
Suggested decision or solution	
Justification and expected result	
Financial consequences	
Result	Decision adopted ☐ Decision not adopted ☐

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Title of the meeting
date/ place
List of Participants

Intention of the overview document

The aim of these notes is to identify key missing elements between goals and current means with the aim of suggesting actions/ support/ ideas to help further develop EDUC

Topic – General Overview	
Mission	•
Long-term intention	• •
Values	•
Goals	
Short-term	•
Long-term	•
Key results (until 2026 (+2))	•
Strategy building	
Findings	•
Plan	•
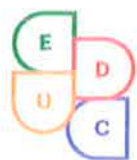
Use of (human) resources	•
Assessme nt standards	•

Resources within EDUC to be kept in mind
•

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DELIVERABLE No. – Header

Version as of dd/mm/yyyy

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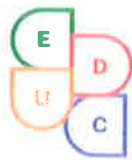
Project Acronym	EDUC – the bridging alliance
Project Full Name	European Digital UniverCity
Grant Agreement No.	Project 101089535 — EDUC
Programme / Call	ERASMUS-EDU-2022-EUR-UNIV-1
Instrument	European Universities
Start date of Project	01/01/2023
Duration	48 months
Deliverable No.	
Document name	
Work Package	
Task No.	
Dissemination Level	
Contractual Submission Date	
Actual Submission Date	
Main Author	
Institution	
E-mail	
Abstract	
Keywords	
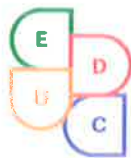
EDUC Meeting Netiquette

<u>Phases:</u>
1. Preparation
2. The meeting
3. Post-Meeting
4. Some points on how to develop and apply an emotionally engaging online communication culture

1. Preparation
   - Meetings should be scheduled well ahead; it could be recommendable to set dates already for a longer period of time (half a year or a year); keep in mind public holidays and holiday seasons of the partner universities.
   - Make use of a doodle, but do not overdo it with options. Make sure to choose a date to which each university is represented.
   - Set an agenda and share it well in advance with the participants; short meetings are easier to be followed; longer meetings should include at least one break
   - When the agenda is finalised and the date is clear, invite participants by email. The email should include:
     o Date, time and login-time of the meeting.
     o Information on how to join the online meeting room
     o Crucial information and supporting documentation
   - It could be useful to assign the following roles before the meeting:
     o Facilitator/moderator: Designs and facilitates meeting; keeps time in sight.
     o Note taker: Takes notes and takeaways.
     o Technical support: In case of troubleshooting.

2. The meeting
   - As moderator/facilitator, log on at least 5 minutes earlier to the meeting:
   - Participants should be on time or inform the moderator about possible delays
   - Welcome participants into the meeting room and officially start the meeting
   - In case of recording, tell everyone that the recording starts now.
   - Explain the agenda and ask if further topics should be added.
   - Participants are encouraged to make use of the mute button in order to reduce background noise. Meeting software mostly offers a button to virtually "raise the hand".
   - As facilitator: Keep a forward pace. Finish agenda points by using questions like "Do we have enough information to move on, or do you need more time?" or "Does anyone else want to add an idea or suggestion".
   - Keep the promised breaks.
   - Adjourn topics if they cannot be discussed or solved during the meeting time.
   - Recap at the end of the meeting.
   - Officially terminate the meeting by thanking the participants.

3. Post-meeting
   - Share minutes/recordings or decisions close to the meeting and allow participants to give you feedback.

Version history

Version 1:

- Prepared and approved by Task 1.1 team (June 2023)
- One paragraph (1.2 Equality, diversity and inclusiveness) edited by Board of Rectors, official adoption by SC (23 June 2023)

Version 2:

- New suggestion by Advisory Board Equal Opportunities, Inclusion & Diversity approved by SC and BR (13 December 2024)