



Lifelong
Learning
Programme

EUROPEAN CULTURAL LEARNING NETWORK

LEONARD DA VINCI

ECLN

Grant agreement: 2012-3657 / 001-001

WP1-1A

TERMS OF REFERENCE (TOR)

FOR THE STEERING GROUP

(Annex to the Partnership Agreement)



This Partnership Agreement is underpinned by considerable shared values and common purpose. Partners will work closely with Collage Arts to achieve the aim of the Network project commonly known as ECLN which are to build **a brand new European Network for Cultural Learning**, the ECLN, drawing together, for the first time, a ‘body of knowledge’ in relation to the European VET dimension of the CCIs.

The concrete objectives are therefore:

- To identify the pattern, applications and current qualification routes within National VET systems across Europe that are relevant to the field of Cultural Learning;
- To specify the range of occupational profiles performed by Europe’s Cultural Learning Practitioners;
- To create new, European sector-relevant EQF-compliant professional qualifications, specifically in relation to the ‘transferable’ and ‘spill over’ skills that are generated by the work of Cultural Learning professionals;
- To develop, test and implement methods for the certification of new qualifications for Cultural Learning Practitioners;
- Through the creation of a new web-based Observatory, to widen opportunities and platforms for dialogue, share information, practice, research, and expertise across the sector;
- To establish, as a sustainable and ongoing outcome from the Network, a new European Association of Cultural Learning (EACL).

Cooperation and Communication

Each partner will participate on the **Network Steering Group (NSG)**, which will act as the strategic management and review body of the Network. Its overall function will be to ensure that an overview is taken of all aspects of the delivery plan. It will also act as a forum for reflection and peer development, with specific meetings involving wider colleagues and associate partners for specific purposes.

The working language of the project is English.

To ensure effective cooperation and communication with Collage Arts and the other Leonardo ECLN project partners by:

- Developing good formal and informal relationships with Leonardo ECLN project partners that build trust and share responsibility, whilst respecting difference
- Promoting a culture of trust and a mutual respect for each other’s roles and responsibilities
- Ensuring ‘top level’ commitment to the project
- Being committed to work with and learn from other partners
- In the event of a conflict, being committed to working with partners in an open, honest and transparent manner and seeking positive, constructive solutions based on partners’ previous experience
- Participating actively in Network Steering Group meetings
- Providing regular communication and contact with Collage Arts and other project

partners as required to ensure the effective delivery of the project – this will include ongoing informal day-to-day contact as well as formal reporting requirements in line with the Partnership Agreement

- Being committed to ensuring high quality outcomes throughout the development of the project

Day to day project management will take place from Collage Arts, providing ‘everyday’ correspondence and communications with partners and monitored through quarterly activity reports, collated and analysed by Rinova.

Conflict Resolution and Escalation Procedure

In the event of a conflict, each ECLN partner confirms that it is committed to working with partners in an open, honest and transparent manner and seeking positive, constructive solutions based on partners’ previous experience

The conflict resolution protocol will consist of a number of stages, each escalating to the next if the matter is not resolved:

Informal – an area of conflict will initially be raised in an informal manner. This will normally be verbal, through face-to-face contact, skype or telephone, unless practical circumstances mean that it must be written.

Written 1 – if the matter has not been settled informally/verbally, it will be raised in writing between the parties in conflict, normally through bi-lateral, channels, setting out the nature of the conflict and the proposals for resolution.

Written 2– Lead Body: If the matter has not been settled as a result of the above step, the lead body will set out the position and any required action in writing.

Collective – Should the matter still be the subject of a conflict following the above step, the parties concerned may raise the matter, through an agenda item, at the Partner Steering Group and every effort will be made to achieve a collective solution. However, the decision of the Collage Arts as the Contractor shall be respected.

Equality and Diversity

The NSG will ensure that, by participating in this project, partners will commit fully to opposing the existence of discrimination against individuals and groups in society on grounds of race, nationality, gender, disability, religion, sexuality, age, marital status and other factors and therefore operate within the equality laws and good practice described by the Equalities and Human Rights Commission and reflecting the equalities and diversity policies held by each of the Leonardo ECLN project partners.

The main activities covered by project partners are related to the following areas:

- Providing regular progress reports and information on project activities and expenditure as required;
- Conduct country-based research;
- Participate in developing new curricula and training guides, including testing, adaptatin and productin of new tools for training and guidance;
- Awareness raising and dissemination; Promotional work with regional, national and European sectoral networks/organisations;
- Contributing information, news items and articles for the Observatory;
- Supporting the creation of a new Association and advocating its membership to the target groups.

The NSG will act as the main common vehicle for the monitoring and review of the ECLN **Deliverables and Milestones**. These are set out in full in the Work Packages in the Delivery Plan and in the Application Form. They include:

- Terms of Reference (ToR) and Project Delivery Plan
- Quality and Evaluation Framework (QEF)
- State of the Art Study: Cultural Learning in Europe
- Development & Testing of Network Approach
- Modelling of Occupational Profiles
- Certification
- Awareness raising and subsequent dissemination of results – launching ‘The Observatory’
- Feasibility, guidelines and governance for a new European Association.

Each Work Package (WP) will be led by a ‘Task Group’ of partners chaired by the WP leader and consisting of nominated partners to implement the WP in question with the resources.

The NSG shall at all times ensure that the project will reach out to the **target group** for the European Cultural Learning Network. The target group is all those working within the realm of Cultural Learning in Europe, incorporating:

- Trainers, teachers and educationalists in cultural and creative non-formal and informal learning
- Vocational information, advice and guidance personnel
- Public policy officials and managers responsible for culture, economic development, and lifelong learning
- People working in the field of culture and social inclusion
- Tutors and Advisers working with learners who start up new CCI enterprises.

The Network will operate to the following structure:

Core Network Partners – working together and networking strategically through the NSG and in WP sub-groups to deliver on the WPs that constitute the project tasks. They will produce results and be responsible for dissemination and exploitation at the Sectoral, National and Local level;

Associate Partners – our wider group of stakeholders, from both the partner countries and others, consisting of agencies that are not directly involved in the project deliverables but who have already committed to supporting dissemination and uptake, & building contacts with new organisations.

Media – raising awareness through the launch of a Network Prospectus (Brochure), launch website, quarterly e-zine emailed directly to the project database of stakeholders; partner website articles and links; press, arts and education journals; this will evolve during the project into the:

Observatory – an over-arching dissemination environment publicising research, information, forums, publicising the sector, events, and e-news.

Events – local/sectoral dissemination and exploitation activities staged at the national level by partners and associate partners; consultations with qualification and industry bodies, seminars, web-casts, final conference (launching the Association).

Association – The legacy vehicle turning the Network from a ‘project’ into an infrastructure

