

## PARTNERSHIP AGREEMENT ENCC LIGHTS ON PROGRAMME 2024

*Projects supported under the Lights On Programme are transnational and based on the cooperation between two organisations and the ENCC. Regarding the implementation of the activity, all the parties are responsible for carrying out specific tasks. This Partnership Agreement is a key element to ensure a solid partnership between the ENCC, the hosting and sending organisations and the Lights On individual participants. This agreement is binding for all signatories. In case of substantial modifications, a new agreement should be signed, and the current agreement becomes null and void. The Partnership Agreement contains the project description, the tasks of the Lights On Participant, the starting and ending dates and the division of costs. Any difficulties or problems connected with the performance of the project will be settled by amicable agreement between the signatories.*

### **Lights On - ENCC capacity building programme**

Lights On is a staff exchange, training and mentoring programme for young professionals working in cultural organisations. It offers participants international work experience and a European perspective and helps them acquire new competencies and skills that are crucial for their work with their audience and the broader community. The programme has been very successful in the past and is now proposed with improvements agreed upon after the evaluation of the past 20 years.

#### **Aims:**

- To stimulate innovation and experimentation in dealing with current concerns identified by the cultural centres; *For example, new models for participation based artistic & cultural activities, social innovation, ecology and cultural centres, working in difficult of access areas, mixing contemporary culture & tradition, support for grassroots-activities, dealing with local politics, tackling diversity, raising cultural competences of local communities, etc.*
- To promote international mobility for cultural centres staff members; To enhance sensibility and awareness for different cultures and working methods.
- To exchange know-how and experiences at international level.
- To reflect on the participants' own work, methods, projects also by comparing it with peers' ones.
- To introduce new ideas, knowledge and collaboration beyond national borders into the daily work upon return.
- To support a lasting partnership and cooperation between cultural centres from different countries.
- To facilitate international solidarity in the field of using arts & culture as a tool for empowerment.

## ENCC capacity building programme Lights On 2024 : Unlocking Sustainability.

Parties involved in the LO activity.

### **Sending organisation**

Name : Carn to Cove, Creative Kernow

Address : Krowji, West Park TR15 3GE

ENCC member? : Yes

Name of the Lights On participant who will take part in the exchange: Francesca Duncan

### **Hosting organisation**

Name : Bratislavské kultúrne a informačné centrum (BKIS) /  
The Bratislava Cultural and Information Center

Address : Židovská 1, 815 15 Bratislava – Staré Mesto, Slovakia

ENCC member? : **Yes/No**

Mentoring person or person responsible for accompanying the visiting socio-cultural worker:

Diana Lacová

### **European Network of Cultural Centres**

Cellebroerstraat 16 B

1000 Brussel

Belgium

Person in charge of the LO programme: Ingrid Danckaerts

### **Exchange period**

30<sup>th</sup> of August – 6<sup>th</sup> of September 2024

## **1. Responsibilities and obligations of the partners**

### **1.1. The ENCC**

Supports sending/hosting organisations and participants in the organisation and implementation of the Lights On exchange.

Supports financially (see point 2 financial regulations) sending organisations and participants involved in the partnership.

Issues a Lights On certificate to the participant after all programme activities have been completed on time (see Annex 1 for all compulsory activities)

## 1.2. The hosting organisation

Develops together with the sending organisation and the Lights On participant the **detailed programme** for an exchange of minimum 7 days.

Provides the ENCC office, no later than 2 weeks before the beginning of the exchange, with the detailed programme.

**Facilitates the learning process** and provides adequate support by

- Identifying clear learning opportunities for the Lights On participant.
- Defining for the Lights On participant a well-defined set of tasks.
- Offering supervision and guidance to the Lights On participant through providing a responsible mentor (an experienced staff member who is responsible for accompanying the Lights On participant in the learning process).
- Giving the Lights On participant the opportunity to integrate into the local community, to meet other professionals, to socialise, to participate in leisure activities, etc.
- Encouraging the involvement of the Lights On participant in the dissemination and exploitation of results and learning outcomes.
- Preparing together with the partner organisation and the Lights On participant the detailed report of the exchange.

**Helps to organize suitable accommodation and meals** for the Lights On participant.

**Provides information about local transport** for the Lights On participant.

## 1.3. The sending organisation:

Commits to sending the Lights On participant on a staff exchange as agreed during the Lights On training in Warsaw, Poland May 13-17, 2024.

- If the sending organisation cannot fulfil the obligation to send the Lights On participant due to unforeseen circumstances (e.g. illness, the participant doesn't work for sending organisation anymore etc), the change must be reported immediately to the Lights On program coordinator, at least 2 weeks before the planned date of the exchange, with a detailed explanation of the reason for the change. Not notifying ENCC in time, or not providing an adequate explanation for this situation, will have financial implications as described in the financial section of this agreement.
- It is not possible to replace the Lights On participant with another participant from the same organisation, as the exchange is an integral part of the overall programme.

### **Before the staff exchange**

- Develops together with the hosting organisation and the Lights On participant a detailed programme for the staff exchange which will last minimum 7 days; Provides adequate preparation for the Lights On participant before departure, according to the individual needs of the Lights On participant.
- Compiles together with the partner organisation and Lights On participant a detailed report of the exchange and sends it to the ENCC office.
- Makes sure the Lights On participant is adequately insured during the exchange.
- Covers the Lights On participants' subsistence costs (accommodation, catering, local transport etc) during the exchange.

### **During the staff exchange**

Keeps in contact with the Lights On participant and the host organisation during the project.

### **After the staff exchange**

- Gives the Lights On participant the opportunity to exchange and share experiences and learning outcomes upon his/her return.
- Ensures the participation of the Lights On participant in the evaluation of the exchange.
- Provides support to the Lights On participant to successfully reintegrate into the home organisation.
- Gives the opportunity to further exchange and share experiences with his/her colleagues.
- Encourages the involvement of the Lights On participants in the dissemination and exploitation of results.
- Provides guidance regarding further education or training.

#### 1.4. The Lights On participant

- Should commit and be active in the tasks he/she will be involved in, respecting the mission and “rules” of the hosting organisation.
- Should be open and available to intercultural exchange.
- Should inform ENCC, hosting and sending organisations about any health problems or other kinds of special situations that could interfere with the implementation of the Lights On activity.
- Should be looking for the most sustainable way of travelling to the destination.

#### **The objectives of the exchange and provisional tasks planned as agreed by the involved parties.**

(please outline briefly the objectives of the exchange as set by the parties involved and list the concrete activities that are foreseen during the exchange)

- 30<sup>th</sup> of August: transfer to Bratislava, Slovakia
- 31<sup>st</sup> of August – 1<sup>st</sup> of September: city tour, taking part in the final events of Bratislava Cultural Summer festival, Saturday – “Lúčnica pri fontáne” presentation of local folklore ensembles, Sunday – final concert of the Slovak Philharmonic
- 2<sup>nd</sup> of September: office visit / following post festival activities / getting to know the team
- 3<sup>rd</sup> of September: job shadowing / visit of our venues
- 4<sup>th</sup> – 5<sup>th</sup> of September: study visits in other cultural organisations in Bratislava depending on their availability. Return flight to London
- 6<sup>th</sup> of September: Transfer from London to Cornwall

## 2. Financial regulations

- The ENCC contributes to the travel cost for the staff exchange under the condition that the travel dates indicate at least a stay of 7 days (the first and last days of the stay can be dedicated to travel if needed).
- The ENCC does not participate in subsistence costs during the exchanges. These are covered by the participant's organisation.
- The ENCC reimburses flights, train, bus and public transport, and in exceptional cases, travels by car. The maximum amount for travel reimbursement (both ways) is 250€. The effort to look for sustainable travel will be taken into account when deciding on the final amount to be reimbursed. The ENCC sustainable travel policy is used as a reference. Exceptional costs going beyond this amount (for instance because of geographical distance) can be discussed with the ENCC programme coordinator. Other transport costs, such as taxi expenses, are not eligible for reimbursement.
- ENCC will make reimbursement upon reception of a duly filled in travel reimbursement form accompanied by all invoices, tickets (and boarding passes if applicable).
- If the sending organisation does not fulfil the agreement to send a Lights On participant to the exchange, ENCC has the right to enforce a refund of 500 Euro for participation in the training in Poland.

## 3. Publicity regulations

All parties shall use the Creative Europe and ENCC logos (the ENCC office can provide you with them) along with their usual ones on all communication linked to the Lights On programme and will mention the Creative Europe and ENCC support when communicating about the Lights On programme.

## 4. Signatures

### **Sending organisation:**

Name, date and signature of the legal representative of the sending organisation.

Fiona Wotton,

Name, date and signature of the Lights On participant.

Francesca Duncan,

### **Hosting organisation:**

Name, date and signature of the legal representative of the hosting organisation.

Name, date and signature of the Lights On participant.

## **European Network of Culture Centres (ENCC)**

Name, date and signature of the ENCC coordinator.

### **Annex 1.**

Lights On Programme compulsory activities and timeline

1. Period for exchanges: minimum 7 days between 1 June and 31 October 2024
2. Online evaluation meeting: 20th November 2024
3. Mentoring: from the moment of acceptance of the candidate as a LIGHTS ON participant until the participant's report is filed (at the end of November 2024)
4. Report and evaluation: before the end of November 2024