

Learn●Earth

Memorandum of Understanding

Annex: Rules and Procedures for Joining and Leaving the Partnership

FOREWORD

This document provides information for organisations interested in joining or leaving the Learn Earth Partnership. It is also available in the ECVET Earth Building TOOLBOX, available at <http://ecvetearth.hypotheses.org>.

To be admitted in the Learn.Earth Partnership, the four stages procedure is explained in pages 1 and 2 of this document. For those interested in leaving the partnership, please go to page 3.

ADMITTANCE OF NEW PARTNERS

1. Admittance Stage 1: Application

- a) The applicant organisation contacts a partner organisation to receive an application form, and returns it once completed. References to pictures / media files must be included.
- b) The partner organisation can accept or decline the request to assess the Applicant Organisation's application form. If declining, another partner organisation must be suggested.
- c) The partner organisation will act as a representative for the Learn Earth Partnership.
- d) Applications cannot be received during the months of July and August.

Content of the application form:

a) General information

1. Full legal name of organisation
2. Type of organisation
3. Commercial orientation
4. Scope: local, regional, national, European, international
5. Size – staff
6. Size – learners, trainees
7. Legal address, postal code, city, country
8. Telephone, fax, e-mail, skype
9. Website, social networks
10. Legal representative: Title, name, Department, Position, Address, Telephone, Fax, E-mail
11. Contact person: Title, name, Department, Position, Address, Telephone, Fax, E-mail

b) Specific information

1. Description of organisation: Date when organisation was created; Main field of activity; Why do you wish to be a partner in MoU?
2. Activity in the field of earth building and in delivery of education and training and/or assessment: type of activity; duration; frequency; average number of trainees; target group; EQF levels (European Qualification Framework); training facilities (tools, space for trainings).

3. Experience

- Explain the experience of your staff in the field of earth building.
- Explain the experience of your staff in applying learning outcome training methodology.
- Explain the experience of your staff in assessing learning outcomes.
- Provide the CVs of relevant staff.
- Name your staff members already holding ECVET Earth Building certificates (one mandatory). Provide certificate/s.
- Number of trainees from your organisation assessed in ECVET Earth Building (if any).

c) Learning Environment

- Describe the premises where training will be delivered.
- Describe the available equipment to deliver the training.

d) Assessing Environment

- Describe the premises where assessment will be delivered.
- Describe the available equipment to deliver the assessment.

2. Admittance Stage 2: Assessment of the Application form

- a) The representative partner forwards the completed application form to all partners.
- b) Within 1 month of receipt, all partners have to accept or reject the application.
- c) The application will be accepted unless more than three partners reject it, explaining the reasons for rejection.
- d) The representative partner informs the applicant organisation of the result.
- e) In the case of acceptance, Stage 3 takes place.
- f) In the case of rejection, the reasons for rejection will be forwarded to the applicant organisation, to clarify those areas of improvement or development required before a further application is submitted.

3. Admittance Stage 3: On-site assessment of applicant organisation

- a) On approval of the application, the applicant organisation must make arrangements with the representative partner for the representative partner to assess an ECVET exam and/or training, in the premises of the applicant organisation. Certificates for this first ECVET assessment will be issued by the representative partner.
- b) The representative partner visits the applicant organisation, assesses and delivers the ECVET certificates.
- c) The representative partner is responsible for both the ECVET assessment and for the general assessment of the organisation and must document the results of the assessment by completing the on-site assessment questionnaire and preparing a report.
- d) Within 14 days of the assessment, the decision and completed report is forwarded to all partners.
- e) The representative partner informs the applicant organisation of the result.

- f) In the case of acceptance, Stage 4 takes place.
- g) In the case of rejection, the reasons for rejection will be forwarded to the applicant organisation, to make recommendations and clarify those areas of improvement or development required before a further application is submitted.
- h) Fees, travel expenses and costs of the on-site assessment are covered in their entirety by the applicant organisation.

4. Admittance Stage 4: Signing of the Memorandum

- a) The representative partner must organise the signing of the new member within one month after the admittance of the new partner (July and August excluded).
- b) Every partner in the MoU (2. Edition, dated July 7th 2015) completes the "Consent for admittance of new partners" form including signature (plus organisation stamp where applicable), and sends a scanned soft copy to the representative partner.

Once all the forms are received, the representative partner sends an unsigned copy of the Contract "Amendment to the Memorandum of Understanding Learn Earth - Admittance of a New Partner" to the applicant organisation. No matter how many acceptance forms have been received, the representative partner will proceed within one month.

- c) The applicant organisation returns the signed Amendment to the MoU to the representative partner for their signature.
- d) The representative partner collates all the "Consent for joining of new partners" soft copies to the new MoU, and sends a soft copy of the Amendment to the MoU to all partner organisations by email.

LEAVING THE PARTNERSHIP

- a) Every partner organisation is free to leave the Learn Earth Partnership whenever they wish. The legal representative should sign a Resignation Form and should send:
 - a hard copy of this form to an elected partner organisation and
 - a soft copy to all partner organisations by e-mail.

The elected partner organisation informs all partner organisations by e-mail.

- b) If the partners decide any partner organisation is harmful for the MoU, the partner organisation can be dismissed from the partnership through a vote, where two thirds of the vote must be in favour of the dismissal. In the case of dismissal, the dismissed organisation will be informed by email and by hard copy of the dismissal.

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