

Cirrus Network Collaboration Agreement

Agreed by the annual network meeting, general assembly II, March 25, 2022 (online)

Established in 1990, Cirrus is a Nordic-Baltic network of higher education institutions providing education in the field of design, architecture, media, arts and crafts.

Objectives

- The purpose of the Cirrus network is to be a key player of its fields: leading innovator, debater and initiator in the higher education field in the Nordic-Baltic region.
- The objective of the network is to keep close bonds among partners, initiate cooperation activities such as student mobility, joint projects, network meetings and seminars.

Activities

The Cirrus network operates in the frame of Nordplus Higher Education programme and beyond. The main target group for all activities is students of the partner institutions.

The core activities of the network are:

- Student mobility
- Teacher/Staff mobility
- Intensive projects
- Research and artistic development projects

Membership

- Network meetings and teachers seminars
- The Members share the general aims of the network and provide necessary information for the benefit for the collaborative activities.
- The status of a Cirrus Network Member can be granted to an institution in the Nordic-Baltic region who has submitted a motivated request well before the annual network meeting and been recommended by two present member organisations in writing. The applying institution for membership must be committed to the core activities of the network. Approval of a new member has to be given by the majority of the network at the annual network meeting.

If the application is successful the applicant becomes a new member immediately after the vote.

- All members sign the present collaboration agreement and pay the annual network fee due deadline set by the board of the network.
- All member institutions are obliged to be represented at the annual network meeting. A member may also agree with another member to act as a proxy.

Leadership

- The decision making body is the annual network meeting. Meanwhile the board of the network is leading the network.
- The board of the network comprises 3-7 faculty members in the CIRRUS institution. The board member must have full support from the leader of the faculty in the home institution and is elected every three years at the network meeting or in the event of a board vacancy.
- The board members may be nominated by home institutions or other member institutions. The person aiming to become a member of the board must submit a motivation statement along with the nomination to the secretariat by the time announced in the call for.
- The board will constitute one of the board members as the Chair of the network.
- The board is responsible for running the network together with the secretariat (general network coordinator). The responsibilities of the board are: strategic planning and leadership, policy making of the network and beyond, planning of the network activities, cooperation and guidelines to the secretariat.

Elections of the board

- In case there are more applications than seats in the board, a voting by secret ballot will be taking place. The exact format of running the elections will be decided upon the network meeting and introduced to all candidates and network members simultaneously prior to the meeting.

Secretariat

- The secretariat is placed at one of the member institutions for three years with the possibility to re-apply.

- The secretariat is financed partly from the membership fee and may receive additional funding from other available sources, such as Nordplus annual allocation or some other programme linked to the network activities.
- The secretariat is obliged to carry out tasks connected to the network functioning:
 - Composing and submitting the annual applications and reports to the Nordic Council of Ministers.
 - Administering and managing the network's funds: the grant received from Nordplus and the network's own finances. Transferring mobility grants and project money to the member institutions in accordance with the programme's rules and decisions made by the network.
 - General coordinating of the network projects and collaboration projects
 - Organizing network's annual meetings and teachers seminars in cooperation with the board of the network

Network fee

- Taking care of the network's communication – both internal and external. This includes also updating and developing the network's website.

All members abide by the annual network fee of 1000 EUR.

- 50% of the fee is counted for administrative costs for the secretariat
- 50% of the fee is for the buffer fund for the network activities, for co-financing network activities: grants for students/teachers/staff, project activities, publications, etc.
- The buffer fund is open to applications from all member institutions. The applications must be submitted to the secretariat which keeps open documentation of the flow of funding in open web-based system.
- Decisions on allocations of the buffer fund money are done by the board, administered and coordinated by the secretariat. Financial situation of the previous academic year will be reported back to the network at the annual meeting.
- The amount of the network fee is to be revised every three years at the general network meeting.