

GUIDELINES FOR THE KUNO SECRETARIAT

1. Terms

The KUNO secretariat is financed through a yearly payment of euro 5000 (from 2007) per member institution. The secretariat is placed at one of the member institutions - preferably for a period of five years. Within the agreed sum, the institution assumes the care of running functions that are connected to the administration of the networks steering group. Potential travel costs will be covered by the network.

The network is normally represented by the elected network leader, who has the responsibility to delegate tasks and give necessary instructions.

The person with administrative responsibility at the institution where the secretariat is located has in the last instance, responsibility for the organisation of joint secretariat tasks done in a satisfactory way. The administrative leader should identify a person employed at the institution that has the daily responsibility for the secretariats tasks and is therefore the networks secretary.

The secretariat's institution shall administer the networks funds in an own foreign currency account (in EUROS). The account should preferably bear interest. Any interest should come to the network. The institution cannot take other dues from the networks income, other than those agreed upon here.

2. Tasks

The secretariat's tasks will include:

2.1 Contact with the Nordic Council of Ministers/CIMO etc.

The secretariat shall, in agreement with the chair of the network, form applications for support to the Nordic Council of Ministers/CIMO and the necessary reports within the deadlines that the Council of Ministers sets, as well as keep running connections with the administrative body for the support system (CIMO).

The secretariat should also apply to other external funding sources for the network's activities as well as actively seek to initiate applications to such sources (such as EU, Nordic grant funds, research councils, education ministries etc)

2.2 Co-ordinate network

The secretariat should organize and co-ordinate the work within the network. This includes:

- Student mobility
- KUNO express mobility
- Teacher mobility
- Teachers seminars
- Collaborative projects

- Network meetings
- Meetings of network leaders (steering group).

For larger collaborative projects a separate agreement must be made regarding planning and co-ordination. This will not normally lie within the framework of the secretariats tasks.

The secretariat will present yearly reports to the networks meetings about exchange activities that have occurred as well as other work within the network.

2.3 Secretariat for the network's leaders

The secretariat will prepare meetings for the steering group and for the network. This work will happen in close collaboration with the network's leaders and can among other things include:

- Prepare the basis for budget applications
- Arrange the grounds for decision-making for internal network priorities
- Prepare the grounds for reporting received funding
- Draw up proposals for future activities in the network
- Prepare drafts of minutes from meetings

2.4 Documentation and Information

The secretariat should co-operate so that the networks activities are documented in appropriate ways, and that it gives good information concerning the networks offers and activities, both internal and external. This may happen through among other things:

- Web site for the network
- Project descriptions
- Exchange of study plans and publications
- Seek connections between the network and information from the individual member institution
- Presentation brochure and other specific publications
- Information and profiling internal and external

2.5 Administration of Economy

The secretariat has the responsibility for the administration of the network's funds, and shall ensure that the funds are managed in the most suitable way for the network. This should happen in accordance with the decisions that the network makes. The administration of economy includes:

- In and out payments
- Accounts
- Submission of accounts to the network leader and to the yearly network meeting
- Submission of accounts to the Nordic Council of Ministers.

I those cases where another institution is allocated funds for carrying out projects etc., the reporting and accounts should be sent to the secretariat as soon as possible after the project has ended.

(Bergen 11.01.2001 JAH)

Agreed by the steering group in Bergen 13.01.2001.

Agreed by the network meeting in Stockholm 06.10.2006