

IENE - Memorandum of Understanding (MoU)

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§1: Name, Logotype and Location

1. The network has the name “Infra Eco Network Europe”. The network keeps the right to use in all documents the abbreviation “IENE”.
2. The IENE logotype (black tree with white road markers and green leaves), as defined in the IENE graphic profile, must not be altered or changed in any way without the explicit permission of the IENE steering committee.
3. The address of the network is that of the organisation that legally runs the IENE secretariat.

§2: Description and Goals

1. IENE is a non-profit, non-governmental, non-political, formalised network of experts active in the field of habitat fragmentation due to transport infrastructure.
2. IENE provides an independent, international and interdisciplinary arena for exchange and development of knowledge, experience, policy, and data.
3. IENE stimulates the co-operation between the sectors of environment and transport at both national and at international level.
4. The general aim of IENE is to promote an ecologically sustainable and safe pan-European transport network.
5. IENE seeks to advance beneficiary environmental effects and reduce the detrimental impact on nature caused by the construction, use and maintenance of transport infrastructure, through recommending measures and planning procedures that protect biodiversity, counteract landscape fragmentation, and reduce animal-vehicle accidents and wildlife casualties.
6. IENE wants to accomplish these goals by:
 - 6.1. setting up a network at international level and encouraging the formation of similar networks at national or regional level;
 - 6.2. co-ordinating European efforts, on behalf of its member organisations
 - 6.3. supporting national initiatives concerning environment & transport;
 - 6.4. promoting international and multidisciplinary co-operation in research and monitoring activities;
 - 6.5. arranging regular international conferences, symposia, workshops and other arenas for interdisciplinary discourse;
 - 6.6. supporting education around the problem of habitat fragmentation due to transport infrastructure;
 - 6.7. improving governmental policy (national, international, regional) and public awareness regarding impact assessment, avoidance and mitigation;

- 6.8. monitoring and encouraging the implementation of policies and measures;
- 6.9. developing methods to prioritise among mitigation actions;
- 6.10. harmonising mitigating and compensating measures at European level;
- 6.11. developing new pan-European initiatives (such as COST-341).
7. IENE can support and co-ordinate the necessary initiatives related to environmental protection such as:
 - 7.1. generating and promoting studies and publications;
 - 7.2. disseminating professional information and expertise;
 - 7.3. running press-campaigns, produce newsletters and websites;
 - 7.4. providing information and spreading awareness to specific target groups and a broader audience;
 - 7.5. participating in advisory and consulting bodies;
 - 7.6. initiating or organising workshops and conferences, training courses, projects;
 - 7.7. collaborating with other organisations and networks.

§3: Duration

1. The network is established for an indefinite period.

§4: Sphere of Activity

1. The primary sphere of activity of IENE is Europe.
2. The work of IENE can be related to local, communal, regional, provincial, federal, European or international issues when the transport activities at these levels affect biodiversity or if they pose a precedent or example of an environmentally sustainable and safe transport network.

§5: Organisational structure

1. IENE is organised as follows:
 - a. Members
 - b. General Assembly (GA)
 - c. Steering Committee (SC)
 - d. Election Committee (EC, proposing candidates for the SC)
 - e. Secretariat and hosting organisation
 - f. National contact persons

- g. Working Groups (WG)
 - website & information
 - fund raising
 - GA meeting and open day
 - international conference
 - other projects

§6: Members

1. IENE membership can be both individual and/or tied to organisations (governmental or non-governmental, research institutions, private companies, etc.) that support the overall goals of IENE mentioned in §2.
2. IENE member organisations are represented through one or more natural persons. However, each member organisation has only one vote in the GA.
3. Membership can be applied for by signing the membership agreement provided by the SC or the IENE website.
4. IENE members agree to contribute with founded and accurate information and assist in disseminating IENE products, i.e., expanding the IENE network within their sphere of influence.
5. IENE members have voting power in the GA, elect the SC and approve of changes in the Memorandum of Understanding of IENE.
6. The number of members is unlimited.
7. The membership finishes:
 - 7.1. by means of a voluntary resignation, which needs to be send to the SC by registered mail;
 - 7.2. by expulsion, which can be decided by a majority of 2/3 of the GA and after the dismissed party was able to explain its position before the GA;
 - 7.3. when the member's legal existence ends.

§7: General Assembly (GA)

1. The IENE GA will be held once a year. Date, time and place are decided by the SC. The members will be invited by e-mail at least 1 month beforehand by the secretariat or the SC. The invitation contains the agenda for the meeting.
2. The GA is the highest authority of IENE. Once a year, the IENE secretariat and the SC presents the accounts, provisions and activities of the past and the coming year to the GA for approval.

3. The GA decides by a normal majority of the present members.
4. The SC can invite non-members to attend the GA. These guests can have a consultative voice, but no voting rights. They have no influence on the policy decisions of the GA, but are encouraged to present their view or information to the network.
5. The GA can only discuss items mentioned on the agenda, unless the SC or two thirds of the present members at the GA agree otherwise. Minor issues can be discussed as "miscellaneous" towards the end of the GA meeting.
6. A decision of the GA is necessary in the following cases:
 - a. to make changes in the Memorandum of Understanding
 - b. to appoint or dismiss members of the SC
 - c. to exclude existing members
 - d. to dissolve the network
 - e. to change its organisational structure.
7. All authorisations, which are not given to the GA, are under the care of the SC.
8. At the GA, every member can be represented by another member to vote when a mandate is provided. Still, one member cannot represent more than three other members.
9. The decision of the GA will be available to members through the website of IENE.

§8: IENE Steering Committee (SC)

1. The SC leads the network.
2. The SC consists of 7-10 ordinary members, including the representative of the upcoming IENE meeting or conference. The SC appoints a chairperson internally at their first meeting after the GA.
3. The composition of the SC should preferably reflect the geographic and professional variety of IENE.
4. A member of the SC cannot be a member of the EC.
5. The organisation hosting the IENE secretariat (see §10), the representative of the conference WG, and the representative of the financing consortium (see §13) are invited to join and speak at SC meetings. Further WG representatives can be invited to SC meetings.
6. SC members and substitutes are elected by the GA for a 2-year period and can be re-elected. Not more than 3 of the ordinary SC members should be elected during the same year. Only the GA has the authority to appoint or to dismiss the members of the SC.

7. The SC members are not being refunded by IENE.
8. The SC represents IENE in all situations and is involved in all affairs concerning IENE.
9. The SC is responsible for:
 - 9.1. fund raising for the IENE secretariat and IENE core activities;
 - 9.2. giving an overall direction and developing a general strategy of the IENE activities;
 - 9.3. realisation of the decisions made by the GA;
 - 9.4. approval/disapproval of proposed IENE projects;
 - 9.5. establishment of working groups (WG).
9. The SC reports its activities every year to the GA for approval and relieve of the SC.

§9: Election committee (EC)

1. The EC consist of 4 persons, elected by the GA on the proposal of the SC. The EC consists preferably of persons who together represent a geographical and professional variation.
2. The EC produces the proposals for the election of SC members at least one month before the GA meeting. These proposals shall contain a short description of the personal background of each candidate.
3. Any IENE member is free to propose new SC candidates to the EC.
4. The members of the EC are elected at the GA for a 2-year period but can be re-elected. Not more than 2 members should be elected during the same year.

§10: The IENE host

1. The organisation hosting the IENE secretariat may run the secretariat's affairs on project basis.
2. The host acts upon written agreement with the SC and is entitled to sign contracts for funding of the secretariat and other selected IENE core activities (see §11). The host legally applies for grants in the name of IENE, and is thus the formal applicant with the formal responsibility for reporting activity and economy of the respective accounts towards the financiers.
3. The host is not part of the SC itself, but may attend at SC meetings, and provides economic reports to the SC at a regular basis.
4. The host may use the IENE name and network on permission by the SC.
5. The host is responsible for:

- 5.1. contracting the donors of grants to the IENE secretariat or other selected IENE projects,
 - 5.2. administration of its IENE accounts,
 - 5.3. employment of personnel for the secretariat,
 - 5.4. providing office and infrastructure for the secretariat (physical address, telephone, internet, etc.).
6. The duration of the host's appointment is unlimited, but can be ended by the SC or GA or the host towards the end of each calendar year unless contracts with the financiers require otherwise.

§11: The IENE secretariat

1. The secretariat may be run as a project by the hosting organisation. The address of the secretariat is also the address of IENE.
2. The secretariat works on behalf of the SC and, in co-operation with respective working groups, as a facilitator of the GA, public meetings, IENE conferences, and other IENE activities and projects.
3. The secretariat is expected to co-ordinate additional fund raising for IENE activities and for its own support.
4. The secretariat is responsible for the core activities of the network:
 - 4.1. Communication: maintenance and update of the IENE website (in co-operation with the website WG);
 - 4.2. Information: production and dissemination of information material (on website, newsletters, etc.);
 - 4.3. Facilitation: organisation of GA meetings and basic support of IENE Open days and International conferences.

§12: National contact persons

1. National contact persons are active IENE members who have been assigned by the IENE SC.
2. A contact person is obliged to respond to questions sent to the IENE network in order to guarantee a minimum level of response within the IENE communication network.
3. A national contact person may be consulted by the SC for advice concerning matters related to their respective country.
4. There may be several contact persons assigned for each country.
5. The contact person may engage higher ambitions, such as coordinating national activities or maintaining a national section within the IENE website,

provided that these activities do not hamper the free individual participation of other IENE members.

6.

§13: Working groups (WG)

1. WG for IENE projects are assigned by the GA or the SC for specific tasks of the network. WG members are IENE members and as such natural persons approved by the GA or the SC.
2. WG for core activities of IENE (see §11) are under the ultimate responsibility of the SC. They may be partly funded through the secretariat (see §17), but are mainly responsible to secure their own funding (see §18).
3. WG for other IENE projects, such as research or educational projects (§15), are under the responsibility of the corresponding project host and are (mainly) financed independently of IENE core funding (see §18) but are obliged to report activity and result to the SC and the GA.

§14: IENE awards

1. IENE recognises and awards outstanding efforts made to reduce the detrimental effect and enhance the positive influence on nature caused by the construction, use and maintenance of transport infrastructure. Such efforts may include, for example, impact assessments, mitigation plans or technical measures at local, national or regional scale; research achievements, information, education or promotion activities.
2. IENE awards are given in two variants:
 - 2.1. the IENE Personal Award appreciates outstanding engagement and special achievements made by individuals;
 - 2.2. the IENE Project Award appreciates extraordinary work accomplished by initiatives, activities or plans.
3. All IENE members are entitled to make nominations for the IENE award, regardless of their personal involvement.
4. Nominations must include a short but informative motivation (max. 2-3 pages) together with, if applicable, reports, pictures, maps or other detailed supportive information.
5. Nominations will be evaluated by the IENE Steering Committee. Winning nominations will be presented and awarded during IENE international conferences or IENE open days.

6. The number of projects and/or people that receive the award may vary from year to year and is based on the decision of the IENE SC.
7. At present, the IENE Award comprises a public recognition only and does not include any grants or scholarships.

§15: IENE projects and associated projects

1. IENE projects are any educational, research, or information activities that are not part of the core activities of the secretariat, but are authorised by the SC and directed by a respective WG. They are conducted through the collaboration of different IENE members and obliged to report activity and results to the SC and the GA.
2. External projects, associated to IENE, are owned and conducted by a third party but may refer to IENE as a back-up, collaboration partner, or source for information and can receive support from IENE in any kind. Funding, management and administration of these projects is not under the responsibility of IENE, however the projects are asked to report activity or results to IENE.

§16: Funding of secretariat and its core activities

1. The organisation hosting the IENE secretariat is the formal applicant of grants and recipient of sponsorships related to the secretariat itself, its core activities (§11) and selected IENE projects (§15).
2. All financial incomes of IENE core activities, be it revenues given by persons, official or semi-public institutions, donations, legacies or other revenues must be approved by the SC.
3. Core funding shall be primarily secured by an international financing consortium of different organisations (such as governmental bodies, companies or NGO's) that also can be members of IENE. The minimum contribution required per organisation and year will depend on the number of consortium members and their respective financial donation and may thus vary from year to year. It is likely that the consortium for a given year will consist of only few members but larger individual contributions.
4. The financing consortium is directly represented in the SC by one speaker and may be involved in the formulation of goals, objectives and expected deliverables of IENE.
5. Financial reports of secretariat and its activities must be presented at the GA and on the website. The host is responsible for managing and reporting IENE accounts as required by the financing organisations.

§17: Funding of IENE open days and IENE conferences

1. IENE open day seminars and IENE international conferences are important reoccurring activities of IENE.
2. Responsibility for the funding of open days and conferences resides with the corresponding WG and/or the host of the meeting.
3. The IENE secretariat provides basic support (website, information) through its core funding, but for all further involvement (development of program, communication with participants, production of proceedings, etc) external funding is required.
4. Financial reports of these activities must be presented at the GA and will be published on the website.

§18: Funding of IENE projects

1. Funding of individual IENE projects is under the responsibility of the organisation hosting the corresponding WG. These organisations are not obliged to present financial project reports to the GA.

§19: Changes in the MoU

1. The GA can only decide valid about changes in the Memorandum of Understanding (MoU) in case the tendency and the text of the proposed changes are specified in the invitation.

§20: Closing the Network

1. In case of closing the network, the netto-remaining activa, after repaying the debts and clearing the burdens, will remain with the contracted organisations. For all circumstances, which are not provided in the Memorandum of Understanding, decisions must be referring to the law of not-for-profit organisations.

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