IENE - MoU
(Memorandum of Understanding)

approved version 2012-10-24

Contents

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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. arranging regular international conferences, symposia, workshops and other arenas for interdisciplinary discourse;
   6.3. supporting education around the problem of habitat fragmentation due to transport infrastructure;
   6.4. co-ordinating European efforts, on behalf of its member organisations
   6.5. supporting national initiatives concerning environment & transport;
   6.6. promoting international and multidisciplinary co-operation in research and monitoring activities;
   6.7. improving governmental policy (national, international, regional) and public awareness regarding impact assessment, avoidance and mitigation;
   6.8. developing new pan-European initiatives (such as COST-341).

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7. IENE shall 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. produce newsletters and websites;

   7.4. participating in advisory and consulting bodies;

   7.5. initiating or organising workshops and conferences, training courses, projects, etc.;

   7.6. 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, but it also develops and maintains connections to and collaboration with individuals / organisations from other countries.

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)
    e. Secretariat and hosting organisation
    f. National contact persons
    g. Working groups (for IENE 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.

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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: 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. There may be several contact persons assigned for each country.

4. 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.

§8: General Assembly (GA) of members

1. The GA is the highest authority of IENE and represents all registered members.

2. The IENE GA is held every second year unless otherwise requested by the SC.

3. Date, time and place are decided by the SC, but the GA is preferably arranged in combination with IENE conferences or other meetings.

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4. The members will be invited by e-mail about 1 month before the physical meeting. The invitation contains the agenda and all necessary material for the members to make informed decisions.

5. The GA decides by a normal majority of the present members.

6. 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.

7. 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.

8. 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 change its organisational structure
   e. to dissolve the network.

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.

§9: IENE Steering Committee (SC)

1. The SC leads the network.

2. The SC consists of 5-10 members, including the representative of the upcoming IENE conference.

3. A representative of ICOET is included in the SC to interact especially with the IENE international conferences. This person may be chosen by the ICOET board. Likewise, a representative of the IENE SC may participate in the ICOET Steering Board.

4. The SC appoints a chairperson internally at their first meeting after the GA.

5. The composition of the SC should preferably reflect the geographic and professional variety of IENE.

6. The organisation hosting the IENE secretariat is invited to join and speak at SC meetings.

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7. Any IENE member is free to nominate candidates for a new SC to the Election Committee. Based on these nominations, the EC develops a proposal that is to be approved by the GA. The proposal shall contain a short description of the personal background of the new candidates.

8. SC members are appointed for a 2-year period and can be re-elected. Not more than 4 of the ordinary SC members should be replaced during the same year.

9. A member of the SC cannot be a member of the EC.

10. The SC members are not being refunded by IENE.

11. The SC represents IENE in all situations and is involved in all affairs concerning IENE.

12. The SC is responsible for:
    12.1. fund raising for the IENE secretariat and IENE core activities;
    12.2. giving an overall direction and developing a general strategy of the IENE activities;
    12.3. realisation of the decisions made by the GA;
    12.4. approval/disapproval of proposed IENE projects;
    12.5. establishment of working groups (WG).

13. The SC reports its activities to the GA for approval and relieve of the SC.

§10: Election committee (EC)

1. The EC consist of 4 persons, proposed by the secretariat and approved by the GA.

2. Any IENE member is free to propose a new candidate for the EC.

3. The EC consists preferably of persons who together represent a geographical and professional variation.

4. Any IENE member is free to nominate candidates for a new EC to the IENE secretariat. Based on these nominations, the secretariat develops a proposal that is to be approved by the GA. The proposal shall contain a short description of the personal background of the new candidates.

5. The members of the EC are appointed by the GA for a 2-year period but can be re-elected. Not more than 2 new members should be appointed during the same year.

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§11: 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. 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.

§12: 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;
    4.2. Information: production and dissemination of information material
    4.3. Facilitation: organisation of GA meetings and basic support of IENE International conferences and workshops.

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§13: 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 workshops.

6. At present, IENE Awards comprise a public recognition only and do not include any grants or scholarships.

§14: 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 project working group. They are hosted at a member's organisation and conducted through the collaboration of different IENE members. IENE projects are obliged to report activity and deliverables 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 may 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.

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§15: 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 and selected IENE projects.

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.

§16: Funding of IENE projects

1. Funding of individual IENE projects is under the responsibility of the organisation hosting the corresponding project and Working Group. These organisations are recommended but not obliged to present financial project reports to the GA or the SC.

§17: IENE workshops and IENE conferences

1. IENE workshops and IENE international conferences are important reoccurring activities of IENE. They must match with the IENE quality criteria for conferences or workshops and be approved by the SC.

2. IENE conferences address a wide international audience and an array of topics that provide a cross-boundary and multidisciplinary forum. They shall be arranged regularly at a two-year interval alternating with ICOET conferences.

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3. IENE workshops may focus on specific topics and user groups. They shall be arranged preferably in the years between two IENE conferences. There may be several workshops per year, if so approved by the SC.

4. The budgets for conferences and workshops are independent of the secretariat's budget. Responsibility for funding resides with the corresponding working group and/or the host of the meeting.

5. The budget must provide for the involvement of the IENE SC and the Secretariat in the conference/workshop organisation. The degree of involvement may vary from case to case. 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.

6. Financial reports of these activities must be presented at the GA and will be published on the website.

7. Any surplus from conferences/workshops should, if possible, be used for IENE core activities.

8. Additional sponsorship by private companies, NGO's or governmental bodies shall be called upon to provide travel support for students and other IENE members.

§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 to the GA.

§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.

IENE SC, 2012-10-24

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