



NETWORK CHARTER



Article 1 – Name

A non-profit association according to articles 60-79 of the Swiss Civil Code has been established under the name of European Basic Skills Network, with the official abbreviation EBSN, and an official website, www.basicskills.eu. The association shall operate as a network and may hereafter be called so.

Article 2 – Legal status

2.1 This non-profit association is domiciled in Switzerland, c/o Schweizerischer Verband für Weiterbildung (SVEB), Hardstrasse 235, 8005 Zürich.

2.3 The status of EBSN as an association is regulated by the present Charter.

Article 3 – Vision and objectives

3.1 The EBSN's vision is to make sure that all inhabitants of Europe have the level of basic skills and competencies they need for lifelong learning, social and professional inclusion and active citizenship.

3.2 The objective of the network is to foster research-based and practice-informed policy development in the field of basic skills for adults, providing a platform for proactive cooperation and collaboration between policy makers and stakeholders in the field of basic skills for adults.

3.3 The term basic skills implies in particular literacy, numeracy, digital competence, oral language and wider communication skills, but does not exclude other sets of skills and competencies that facilitate social and professional inclusion, active citizenship and life-long learning. The EBSN advocates a holistic approach to personal development, acknowledging the interdependency of those skills and competencies and the versatility of approaches required by learners and their personal, professional and social contexts. This brings a complexity to the field that also results in differing national and regional use of terminology. The EBSN takes an open-minded stance towards this discourse and aims to include all approaches that are within the scope of the network, as mentioned in articles 3.1 and 3.2

Article 4 – Activities

4.1 Working through its members the network will

4.1.1 – promote the establishment of a European consensus at policy level regarding the field of basic skills for adults,

4.1.2 - promote cooperation, collaboration and knowledge exchange and transfer between existing institutions and networks involved in policy development and implementation in the field,

4.1.3 - organize or support the organization of conferences, workshops and seminars to raise awareness and promote knowledge-based policy development in the field,

4.1.4 – recommend, facilitate, foster, and disseminate results of relevant research and development at European level,



- 4.1.5 - make available information about current developments in the field within and beyond European borders,
 - 4.1.6 - participate in world-wide cooperation and collaboration, and encourage its members to take part in collaborative projects,
 - 4.1.7 - advise relevant national and international bodies, governmental and non- governmental, regarding the development of basic skills training in Europe.
- 4.2 If the network as such participates in activities entailing financial obligations, it will be represented by the EBSN Secretariat.

Article 5 – Membership

5.1 Target group and general characteristics

- 5.1.1 Membership is open to policy makers and stakeholders in the field of basic skills for adults. The main target group of the EBSN are Europe-based institutions, but relevant institutions beyond Europe are also invited to join.
- 5.1.2 Membership is only institutional, not individual. Each institution can nominate up to three contact persons but can cast only one vote at elections.
- 5.1.3 Full members pay full membership fee, have a vote at the annual General Assembly (GA) and are eligible for the Executive Committee (EC).
- 5.1.4 Associated members are listed on the network's web site and are welcome to the annual conferences and other activities.

5.2 Membership types

- 5.2.1. The General Assembly (GA) of the European Basic Skills Network has agreed on two categories of membership: Full members and Associate members.

Full members

- 5.2.2 An organization eligible to EBSN Full membership shall be any institution or association, which is a legal entity within their country of origin, being either a policymaker, a stakeholder or an implementer entity in the area of basic skills for adults (regardless of its size and organizational set-up), and having its administrative seat and operational sphere in a European country. The number of Full members of the EBSN is not limited.

Possible forms of organizations of full membership:

- Ministries and governmental agencies (GOV)
- Regional educational authorities and agencies (REG)
- Research institutions and universities (RES)
- National provider associations (NP)
- Regional provider organizations (RP)
- Relevant NGOs at significant policy providing level (NGO)
- International institutes and agencies (INT)



- European and national networks (NET)

5.2.2 Full members have the right:

- to make propositions for the agenda of the General Assembly,
- to participate in the debates of the General Assembly,
- to vote in the General Assembly,
- to propose candidates for the members of Executive Committee of EBSN,
- to propose candidatures for the EBSN Secretariat, should the position become vacant,
- to benefit from the services of EBSN (e.g. to participate in EBSN Cafés, to benefit of the project generation services, to receive regular newsletters, relevant information sources etc.), and
- to participate in the EBSN Annual Conference & General Assembly at a reduced participation fee.

5.2.3 Full members have the duties:

- to accept and subscribe to EBSN's statutes,
- to support and promote the work of EBSN within the member organization,
- to pay the appropriate membership fee as decided by the General Assembly (in the year of obtaining the formal EBSN membership the Full member will pay only 50% of the total annual membership fee), and to work with other members at all levels to support and promote the aims of EBSN in Europe in general and in their own country in particular.

Associated members:

5.2.4 The Associate membership aims at enabling relevant institutions, associations and networks outside of Europe to link up with the EBSN. The number of Associate members of the EBSN is not limited.

Possible forms of organizations of associated membership:

- Relevant international associations and networks (INET),
- Relevant institutions outside Europe (NE).

5.2.5 Associate members have the right:

- to make propositions for the agenda of the General Assembly,
- to participate in the debates of the General Assembly,
- to benefit from the services of EBSN (e.g. to participate in EBSN Cafés, to benefit from the project generation services, to receive regular newsletters, relevant information sources etc.).

2.5.6 Associate members have the duties:

- to accept and subscribe to EBSN's statutes,
- to support and promote the work of EBSN within the member organization,
- to work with other members at all levels to support and promote the aims of EBSN in Europe in general and in their own country/continent in particular.



5.3 Establishment of membership

5.3.1 Institutions may apply for membership in writing using forms prepared by the Executive Committee and presented through the network's web site.

5.3.2 Applications are evaluated by the Executive Committee in accordance with the network's eligibility criteria (refer to membership types), and the Committee makes a decision on the acceptance of applicants as preliminary members.

Preliminary (candidate) members

5.3.3 Organizations that have submitted their application to become Full members or Associate members, become Preliminary members when the Executive Committee accepts their application. The status of Preliminary membership will end when the General Assembly formally accepts or rejects their application.

5.3.4 Preliminary members have the right:

- to be presented as Preliminary members on the EBSN website,
- to present themselves and to participate in the debates of the General Assembly, but without a vote on issues presented before they are formally accepted,
- participate in the EBSN Annual Conference & General Assembly at a reduced participation fee.

5.3.5 A list of preliminary accepted candidates (preliminary members) is presented at the annual GA. The GA accepts or rejects each of the candidates by simple majority. The decision is definite and not appealable.

5.3.6 Membership starts officially at the date of acceptance by the GA. New members will be invoiced for 50% of the annual fee on their first year.

5.4 End of membership

5.4.1 Membership ends:

- by dissolution of the member institution,
- by withdrawal from the association,
- by expulsion.

5.4.2 A member can withdraw from the association by giving a six months' notice in writing to the Secretariat. Withdrawal shall take effect at the end of the financial year in which the notice of withdrawal is received by the Secretariat.

5.4.3 A member of the association can be expelled from membership for acting against the charter of the association, or for failing to meet the financial obligations for more than one year. The Executive Committee shall be entitled to expel a member. Its decision is definite and not appealable.



Article 6 - Governance of the Association

The Association consists of:

- the General Assembly (GA)
- the Executive Committee (EC)
- the Secretary General
- the Secretariat.

The GA governs the network and delegates its authority to the EC. The administrative running of the network is in the hands of the Secretariat.

6.1 General Assembly

6.1.1 There shall be an annual General Assembly (GA) of the association, where all eligible members are entitled to participate with one voting member per institution.

6.1.2 The GA is the one legislative organ and ultimate forum of appeal of the association.

6.1.3 The agenda of the ordinary annual session of the general assembly must include:

- approval of the record of the previous General Assembly
- presentation of the EC's annual report on activities
- formal approval of new members
- presentation of financial report by the treasurer
- approval of the budget
- approval of reports and accounts
- election of members for the Executive Committee
- other business

6.1.4 Except if otherwise specified in the present Charter, for all decisions and elections the simple majority is decisive. Those present and those represented through a written proxy to another member are eligible to vote. If a situation arises where a majority of the members is unable to attend the GA, the Executive Committee may allow members who cannot attend to cast their vote by e-mail before the GA. In case of equality of votes, the chair of the Executive Committee shall have the casting vote. No members should represent by proxy more than three other members.

6.1.5 No business shall be transacted at any GA unless a quorum of one third of the members is present at the time when the meeting proceeds to business. If a GA is found to be inquorate, the next meeting is quorate with no regard to the number of participants providing the same agenda.

6.2 Executive Committee

6.2.1 The GA shall be entitled to delegate the running governance of the network to the Executive Committee.



- 6.2.2 The Executive Committee shall be composed of five to seven individuals representing member institutions, and shall be elected at the annual GA.
- 6.2.3 Among the elected members of the Executive Committee shall be one Chair. The chair is chosen within the EC by its elected members.
- 6.2.4 The term of office of an Executive Committee's member shall be two years. The term of office of the Executive Committee's newly elected members begins immediately after the conclusion of the GA meeting at which they have been elected. No person shall serve more than four consecutive two-year terms as a member of the Executive Committee.
- 6.2.5 Although membership in the network is institutional, the election to the EC is personal. EC members leaving the institution in which they worked at the time of their election shall leave their seat vacant until the next GA.
- 6.2.6 The EC has the power to elect a temporary member of the EC in case of withdrawal or expulsion of a sitting EC member. The vacant seat will be up for ordinary election in the next GA.
- 6.2.7 Every voting member has the right to nominate candidates for election to the Executive Committee. The invitation for nominations shall be included with the announcement of the annual GA. The Executive Committee shall see that there are nominations of at least one candidate for each of the vacant seats.
- 6.2.8 The Executive Committee will convene at least twice a year, once in connection with the GA but more often in practice, whenever a relevant issue requires it. For decisions and elections of the Executive Committee the simple majority of the present members shall be decisive. In the event of an equality of votes, the Chair shall have the casting vote.

6.3 Secretary General

- 6.3.1 The Executive Committee can nominate and appoint the Secretary General if it is considered important for the smooth operation of the Network.
- 6.3.2 The Secretary General represents the EBSN and coordinates the management of the Network.
- 6.3.3 The Secretary General is entitled to receive honoraria for their work from the Network's yearly budget.

6.4 Secretariat

- 6.4.1 The EBSN Secretariat shall be hosted by one of the member institutions, who can choose to delegate the relevant tasks, obligations and responsibilities to an independent company.
- 6.4.2 The host institution is elected by the General Assembly and continues as host until further notice. The minimum notice period shall be of six months.
- 6.4.3 The Secretariat shall work in close cooperation with a Secretary General, appointed by the Executive Committee.



Article 7 – Convening Meetings and Putting Items on the Agenda

- 7.1. Unless exceptional circumstances make it impossible, the annual GA shall take place before 1st July at a date and place announced by the Executive Committee at least two months in advance.
- 7.2. The GA must be convened no later than 20 days prior to the date of the meeting by written message to the members.
- 7.3. Members may propose to extend the agenda fixed by the EC to include issues submitted in written form to the Secretariat thirty days prior to the GA.
- 7.4. For the amendment of this charter, a notice of the proposed amendment must be mailed to the entire membership of the association at least 14 days in advance of the GA.
- 7.5. For the dissolution of the association, the Secretariat shall circulate by letter sent to every member of the association no later than 21 days before the extraordinary GA the exact terms of any proposal to dissolve the association.

Article 8 - Finance

- 8.1. The income of the association consists mainly of membership fees paid by its members. Donations are accepted. Further sources of income can include surplus accrued from participation fees of events organized by the EBSN, services provided as a consultant or expert and services provided as a contractor or partner in European grant schemes.
- 8.2. The rate and method of payment of fees shall be determined (maintained or revised) by the annual GA on the recommendation of the EC.
- 8.3. An annual budget shall be prepared by the EC for consideration and approval by the annual GA.
- 8.4. The annual budget shall cover the running costs of the Secretariat (including maintenance of web site and information material, if approved by the GA).
- 8.5. Neither the Secretariat's hosting institution nor the network's official domicile shall be made accountable for the possible negative results of economic decisions taken by the Executive Committee and/or the General Assembly.
- 8.6. The financial year runs from 1st January to 31st December.

Article 9 – Amendments

- 9.1. This Charter may be amended or altered at the annual GA with the support of at least 2/3 of the members present at voting.
- 9.2. Amended charters shall be signed by the sitting Chair of the Executive Committee and the Secretary General.



Article 10 – Dissolution

10.1. The EBSN can be dissolved by decision of the annual GA or at an extraordinary GA called for that purpose. For the dissolution of the association a two thirds majority of the members present, and voting is required.

Article 11 - Adoption

11.1 This amended Charter, which replaces the Charter approved by the GA on 30th May of 2012 in Prague, Czech Republic, and modified by the online GA in September 2021 as well as the GA in June 2023 in Pécs, Hungary will be presented to the GA for approval in June 2024 in Valladolid, Spain

On behalf of the EBSN Governance:

Căcilia Mărki

Chair of the Executive Committee

Zoltán Várkonyi

Secretary General