

Terms of Reference

Coordinating Committee for the Networks Action Group (CCNAG)

1. Purpose

The Coordinating Committee for the Networks Action Group (CCNAG) supports the work of Culture Action Europe (CAE) by helping to prepare for the work of CAE Networks Action Group and ensuring good follow-up.

The CCNAG also provides a space for discussion and coordination around urgent advocacy matters.

2. Composition

The CCNAG is made up of at least six members who are from senior level management of networks

The CAE Secretary General is always part of the group.

The CAE Secretary General convenes regular meetings and prepares the agendas.

The group works with a flat structure, without internal hierarchy.

At least one CCNAG member is also a member of the CAE Board.

3. Appointment and Term of Office

Members of the Networks Action Group may suggest members to the CCNAG at the annual CAE Networks Action Group meeting. They are endorsed by the present network representatives. The term of office is two years.

Members can be re-endorsed once (for a maximum of four years in total).

If a member steps down during their term, a replacement may be appointed at the next CAE Network Meeting.

4. Responsibilities

The CCNAG's role is defined by the CAE Board and the CAE Network Meeting. In practice, the group:

- prepares the agenda for Action Group Meetings,
- supports and facilitates follow-up on decisions and discussions from these meetings,
- offers a coordination space for planning advocacy activities across the network.

These tasks can be adapted by the CAE Board or the CAE Network Meeting as needed.

5. Working Methods

The CCNAG meets online once a month, and additionally around CAE Network Meetings when useful.

Decisions are taken by consensus.

The CAE Secretary General prepares the agendas and minutes.

6. Reporting

The CCNAG reports back to the Action Group at each CAE Network Meeting.

Between meetings, the group stays connected to CAE through the Secretary General, who keeps the CAE Board and relevant structures informed as appropriate.