

Network-organizational guidelines

Decided in Sigtuna June 12th 2012, Revised in Elblag 3rd Oct. 2012 in Tallinn Oct. 2nd 2013 and in Tallinn April 3rd 2017.

Board: Decision-making

The board, which is the decision-making body of the network, consists of the directors from one museum from each country. The museum representing the country should be selected by each country.

The board communicates via the web-site and mail and meets twice a year; once in connection with the yearly network meeting in the autumn, once as a board-meeting in the spring. At the spring – meeting the network-coordinators from each museum should be included. The board decides about the annual budget, the annual coordinator, the location for the coming board-meeting and about new partners and associated partners in the network.

Network- Coordination

The coordinative task rotates amongst the countries so that one museum is responsible for the network coordination for a period of three years. This also includes the organizing of the annual meetings. The network-coordinator should be discussed by the board at the spring-meeting and be decided one year ahead at the yearly network-meeting.

The costs for the network-coordinator's (one person) travel and accommodation at the annual network-forum should be covered by the network.

The annual network-meeting in autumn should last for three days: One day network-meeting, one day topic-based conference and one day excursion. The topic will be presented to the network at the annual network-meeting the year before and will be confirmed by the board at the board-meeting in the spring.

The agenda of the annual network-meeting should include at least the following headlines:

- Résumé from the partner museums
- Previous meeting – comments and corrections
- New members – welcome & presentation
- The web-site and other communication tools
- Promoting the network
- Planning for the coming year
 - Activities
 - Projects
- Museum in charge for the coordination in two years
- Presentation of the next network-meeting; place, time and topic

Communication

Most of the communication within the network and the groups is to be done via mail, social media and via the communication-forum on the web-site. Skype and video-conferences are other cost- and time- efficient variants.

Project – Group: Communication and coordination

The project-group consists of one person (preferable the person who is responsible for the Baltic / international cooperation) from each museum. The group deals with the communication between the board, the museums and for the overall coordination and communication within each museum and within the network. To its help the group has a group of web-administrators /communicators.

In addition each network museum may form any internal group it needs to supervise and coordinate the Baltic network tasks within the activities of each museum.

The Network Museums

Each Network Museum decides what kind of internal project/working group is most sufficient for their own needs. The Network Museums can also coordinate and engage other museums working with Baltic issues.

Specific groups

There will also form specific long- or short-time groups based on topics (education, archaeology, exhibitions, collections, marketing etc.) or specific projects (EU-projects or other bigger or smaller projects) due to needs.

Applying for partnership

Any museum that is in line with the aims of the network might apply for partnership in the network. The board decides at its meetings (i.e. twice a year) about new partnerships.

The coordinative museum in charge will receive the applications and present them to the board at the annual board-meeting

Associated partners

Organizations that work closely together with museums as well as museums located in countries not bordering the Baltic Sea might apply for being associated partners to the network. Associated partners are welcome to take part in the dialogue and the annual network meeting. They cannot claim a place in the board.

Partnership agreement

A partnership agreement should be signed by each partner and associated partner within the network. The Gotland Museum is responsible for this task for a period of five years (2012-2017).

The board decides which museum shall be in charge for coming periods.

Fees for partners

A yearly fee of 100 € should be paid by each partner-museum. Each associated partner should pay 100 €. The fees are administrated by Gotlands Museum during a period of five years (2013-2018). The board decides which museum shall be in charge for coming periods.

The fees are to be used to cover part of the costs for

- Web-page
- Annual meeting
- Annual board meeting
- Network coordinator's (one person) cost for travelling and accommodation at the annual meeting.

The board decides about the distribution of the money.