



Learner Centric Advanced Manufacturing Platform



D2.1 PART II - LCAMP INTERNAL RULES



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INTERNAL RULES

We, the LCAMP Alliance, with the vision of:

becoming the European reference platform for knowledge generation and exchange, collaboration and service provision for vocational education and training centres and companies working in the Advanced Manufacturing sector, and for other stakeholders such as regional authorities and associations involved in designing or supporting the sector.

will support:

collaboration and networking between vocational education and training centres, companies/company associations working in the Advanced Manufacturing sector and other stakeholders to reduce skills gaps in the industry, to transfer knowledge and to build a sustainable future of Advanced Manufacturing starting with the learner.

This document regulates internal organisational aspects to ensure we will be able to reach our goals. It complements the organisation's legal statutes which have priority over these rules in case of conflict.

TITLE 1 – HEADQUARTERS

The Headquarters of the Association is located at]

TITLE 2 – MEMBERSHIP FEES

In accordance with statutes article 7 the annual membership fee is to be paid within the first trimester of the financial year. It can be revised by the General Assembly upon proposal by the Board.

The membership year runs from January 1 to December 31 of each year. Members joining halfway through the financial year will only have to pay half of the annual membership fee for the current first year.

Membership fees are due annually upon the commencement of each membership year and are payable upon presentation of the membership fee invoice. Membership fees are due in full for each started membership year and cannot be claimed back in case of termination of membership during the year.

If the payment of membership fees is not received within six months of the due date and the member has been sent a reminder message and no satisfactory explanation has been given to the Secretariat, the member will be deemed to be in breach of its obligation of membership. This



could lead to suspension from membership until the contributions have been brought up to date or agreements reached on payments with the Secretariat. The Board of Directors will decide about the measure to apply. Full membership rights for suspended members will be restored as soon as payment is made. In case no solution is reached with the member, the Board of Directors can decide to launch an exclusion procedure as stipulated in the statutes.

TITLE 3 – MEMBERSHIP APPLICATION PROCEDURE

Full members may only be institutions for vocational education and training recognised as such by the country where they are established as educational institutions or representatives of education. An educational institution which, besides vocational education and training, also provides other education than technical education can also be admitted as a member. Members must be active in the field of Advanced Manufacturing.

For the purposes of the association, vocational education and training is to be understood as:

the education and training which aims to equip young people and adults with knowledge, skills and competences required in particular occupations or more broadly on the labour market. It may be provided in formal and in non-formal settings, at all levels of the European Qualifications Framework (EQF), including tertiary level, if applicable

For the purposes of the association, advanced manufacturing is to be understood as:

the application of digitalisation (Artificial Intelligence, Big Data, Internet of Things, Internet of Machines, etc.) and cutting-edge manufacturing developments (3D printing, Additive Manufacturing, High precision Machining, etc.) to manufacturing processes with the aim of increasing flexibility, productivity, and efficiency.

In accordance with the statutes article 6, the application for admission as a member shall be addressed to the Association Presidency by means of an official written communication channel. The applicant must specify in its application whether it is applying to become a full or an associate member and shall confirm its acceptance of the Statutes and the Internal Rules of the association.

Candidates for membership must demonstrate their compliance with all the relevant membership criteria. The application for membership must be duly completed and signed by the applicant and endorsed by two members with at least two years of membership /or by two funding members.

The application must be accompanied by the membership application form that can be provided by the Secretariat upon request.

An application that has not been endorsed by two members with at least two years of membership or by two funding members of LCAMP will not be accepted.

The Board is entitled to ask the applicant for any additional information it estimates necessary in order to issue its advice to the General Assembly. If the Board approves the application, the applicant becomes a Candidate Member. The applicant will be notified by email. The General Assembly will adjudicate this application.

If the Board rejects an application on the ground that the applicant does not satisfy the membership criteria, it shall communicate to the applicant its reasons within a period of three months. The applicant will not have the statute of Candidate Member. The General Assembly will be notified about this decision. The General Assembly will adjudicate this decision.



TITLE 4 – EXCLUSION OF A MEMBER

In line with the statutes article 6.5 if the Board is of the opinion that a full or associate member should be excluded from the association, it shall make a written recommendation to the General Assembly to this effect, setting out the reasons for the proposed exclusion. The member in question is invited to send a written explanation to the Board.

A two-thirds majority of the Board must adopt the Board written recommendation.

A copy of this written recommendation shall be attached to the invitation to the General Assembly which shall decide on the exclusion after having heard the member concerned. The invitation to the General Assembly shall take place according to the Statutes. The minutes of the General Assembly shall set out the reasons for the exclusion. The excluded member shall receive a copy of these.

As of the day that the General Assembly approves the exclusion, the excluded member shall lose all the rights it had as a member, in accordance with statutes article 6.6. An excluded member can only submit a new application for membership after the expiration of two years following the decision of the General Assembly to exclude the member.

Each member may resign if it is in order with the treasury of the association and if it has respected all its commitments. Each member that resigns or is excluded is not entitled to claim its rights concerning the assets of the association and it remains bound to pay its full yearly contribution relating to the current year and to fulfil all possible due payments to the association.

In any case, subscriptions already paid will not be reimbursed.

TITLE 5 ACTIVITIES OF THE ASSOCIATION

The LCAMP Alliance working fields are:

- Field one: The skills and jobs observatory of trends.
- Field two: The open innovation community.
- Field three: Skills intelligence
- Field four: The Collaborative Learning Factory.
- Field five: The approach to collaborate with SMEs.
- Field seven: The online platform

Each of those fields has at least one Strategic Objective that will then become part of the subsequent annual plans.

The association's activities are designed to meet its objectives as included in Art. 4 in the statutes. The list of main activities includes

The LCAMP Alliance supports activities aimed at generating, disseminating, sharing, and connecting knowledge related to advanced manufacturing and VET centres from a technological perspective. It seeks to:



- Promote joint cooperation initiatives between the association and its members and international organisations in the field of Advanced Manufacturing, VET and education and training.
- Organise training courses and/or introductory presentations on the association's work and functioning to new members' staff.
- Propose and establish working groups dealing with Advanced Manufacturing, VET, education and training-related topics of interest for the members.
- Provide its members with relevant information related to their area of interest and activity.
- Promote dialogue with EU institutions and other international organisations in order to ensure that the objectives of the Alliance and the interest in the work carried out by its members are taken into account.
- Oversee the promotion of good practices identified in each member organisation.
- Engage in advisory activities and policy influencing in order to convey the viewpoints of its members on all subjects related to Advanced Manufacturing, education and training to organisations, institutions and associations.
- Promote and boost collaborative EU funded projects, including participation in EU funded projects with own funding (co-funding) as requested by the EU rules and the promotion of teacher and student mobility.

TITLE 6 – WORKING GROUPS – THEMATIC GROUPS

The LCAMP Alliance working groups are:

- Observatory.
- Implementation and adoption of technologies for human-centric, sustainable and resilient workplaces.
- Collaborative Learning Factories.
- Applied research and Open Innovation.

On the decision of the General Assembly or the Board of Directors, LCAMP working groups/ thematic groups may be set up and chaired by members. Full and associate members are invited to participate. According to needs or opportunities, personalities or external experts may also be invited to participate.

LCAMP working groups/ thematic groups are open to all members. Invitations to participate in them are sent from the Secretariat to all members. LCAMP working groups/ thematic groups have the right to decide about their own working methods, communication tools, etc.

LCAMP working groups will present a six-monthly activity report and will share the results of their work at the annual conference of the Alliance. Non-compliance with the submission of six-monthly reports and the presentation of results at the annual conference will mean the dissolution of the working group.

TITLE 7 –REPORTING AND DOCUMENTS

The Board, and ultimately the President, is responsible for approving policy statements, opinions, position papers, responses to consultations and all other documents. Any member has the right to propose that such a document be put together. If the Board decides to do so by face-to-face meeting, phone, e-mail or other means of communication, a draft should be prepared by a Secretariat staff member, a member of the Board or an expert from either a member or an external organisation. The Board will have time to react to the draft. If a Board member does not



react to that draft within the given period, this will be accepted as tacit approval of the text, document or publication. The president has the final vote.

The minutes of the General Assembly and of the Board meetings are drafted in English under the responsibility of the association's Director/Secretary General. The draft minutes are sent to members at the latest 30 days after the General Assembly or the Board meeting and approved at the subsequent GA or Board meeting. The minutes are filed and kept at the Secretariat to be at the disposal of the members. The documents required by Belgian administrative authorities are written in French.

TITLE 8 – ELECTIONS TO THE BOARD OF DIRECTORS

Requirements

In accordance with statutes -TITLE VII Administration- the Association is administered by a Board of Directors composed of a minimum of 3 and a maximum of 7 members. The Board of Directors is composed of a President, a Vice-President and a Treasurer.

The members of the Board are appointed by the General Assembly from among its full members. The General Assembly elects for a mandate of 4 years, the members that will be part of the Board. The members of the Board can be re-elected for an ulterior mandate. The members of the Board can also be revoked by the General Assembly.

Candidacy to the Board of Directors is reserved for full members and the General Assembly votes for those full members that will be part of the Board.

Apart from the above, candidates for the Board of Directors should fulfil the following criteria:

- Being in full compliance with the association's obligations in terms of payment of membership fees by the time of the elections.
- Being capable of defending the general interest of LCAMP in order to raise its profile.
- Be able to assist the Secretariat in achieving its operational and financial goals

The Director will check the conformity of the candidates with these requirements and advise the president and the Board of Directors. The Board of Directors will validate the conformity and communicate them to the General Assembly. The General Assembly elects the Board of Directors members from the valid applicants.

Timeline

At least eight weeks before the General Assembly, members are notified about the opening of the nomination period. The mailing will include indications about the procedure and the form that candidates will have to fill out, sign and send back to the Secretariat. The form will also allow candidates to specify if they have any preference for a specific Board position (Presidency, Vice-Presidency and/or Treasurer). Candidatures should reach the Secretariat at least 3 weeks before the General Assembly.

Candidatures will be sent to the members along with the General Assembly agenda and the rest of the background documents.



Procedure during the General Assembly

At the meeting of the General Assembly, the elections will take place by secret ballot.

- Each representative of a full member receives a voting form with the list of candidates;
- The voting forms can be completed with a maximum number of crosses corresponding to vacant positions;
- The sum of the votes will determine the nominations to the vacant positions;
- If 2 candidates have the same number of votes and only one seat is to be filled, a second election will be achieved only with the 2 candidates following the same rules;

The elected Board of Directors meet during the General Assembly and appoints the new President, Vice-President and Treasurer. If there is no consensus, voting is conducted by secret ballot.

If the positions of Vice-president and/or Treasurer are not filled out, another member of the Board or the President will ad interim hold them until another Board meeting is held. The Board election results are communicated to all members at the end of the General Assembly – at which time the Board formally changes.

The General Assembly and Board of Directors meeting minutes formally record the election process and its results. The minutes are then published in the Belgian official journal and on the Belgian Associations' register.

Special procedure

In case of vacancy (i.e. position not filled, death, resignation, legal inability, revocation) the General Assembly can elect a new Board member who will serve the unexpired term of the Board member who is being replaced.

TITLE 9 – TASKS AND ROLES OF THE BOARD OF DIRECTORS

The statutes Art 13 describe the composition of the Board of Directors, its tasks and Roles as well as the responsibilities of the different positions within the Board.

Apart from President, Vice president and Treasurer, the following positions will be assured by the Board:

1. Responsible to follow up and report to the Board on the works of the Observatory group.
2. Responsible to follow up and report to the Board on the works of the Implementation and adoption of technologies for human-centric, sustainable and resilient workplaces group.
3. Responsible to follow up and report to the Board on the works of the Learning Factories group.
4. Responsible to follow up and report to the Board on the works of the Applied research and Open Innovation group.



TITLE 10 – TASKS AND ROLES OF THE SECRETARIAT

All members of the secretariat only have speaking rights at the General Assembly.

The Secretariat office has the following tasks:

- It is responsible for the activities of the association: organisation of events, communication and policy actions, management of projects, activity reports, involvement of the members in the activities and finding new members to develop the organisation in direct connection to the Board and General Assembly;
- To keep a record of all minutes of the meetings of the Board and General Assembly and other documents at the Central Office.
- To produce the agenda of the meetings and events.
- To produce the minutes of the meetings of the General Assembly and the Steering Committee;
- It is responsible for human resources: recruiting and supervising the Secretariat team members and contracting external providers.
- It is in charge of the financial management of the association in close relation with the Treasurer and President.
- To coordinate research on topics of common interest to the platform members.

TITLE 11- SPECIFIC FINANCIAL RULE

The available funds of the Association are in a proper account registered in the name of the Association.

The Treasurer informs the Board of Directors and the General Assembly of the current financial situation of the Association at their meetings.

The Budget must be approved by 31st December each year.

The Balance must be approved by 31st March each year.

The Director/Secretary General informs the President and the Treasurer every quarter about the account situation indicating:

- 1) the cash statement
- 2) the income with an indication of the origin
- 3) the expenditure with an indication of its nature and beneficiary

The director/Secretary General can decide on orders with a purchase value below xxxx EUR (value to be revised by the Board). In case of orders with a purchase value higher than xxx EUR, the order must be approved by the President or the Treasurer.

For purchases or services with a value above 5.000 EUR, two offers from different providers will be required and compared. The Treasurer together with the Director/Secretary General will decide upon the best value for money offer and inform the providers.





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