

## gE4Cities Programme

### Criteria for gE4 Management Teams – Steps for gE4 Development Formal Framework for gE4s

#### A. Criteria for gE4 Management Teams

1. A core gE4 management team ideally consists of three persons: one involved in the world of business or social entrepreneurship, one in the local university, and one in the city municipality. A prospective gE4 Chairperson can individually approach the Foundation, but has to make clear how s/he will involve more team members within a short time period.
2. The core team (especially the prospective Chairperson) must demonstrate high motivation, an entrepreneurial spirit, and a professional attitude towards building their gE4.
3. At least half of the members of the core team have to demonstrate relevant professional experience; the prospective Chairperson, who will also become the local association's legal representative, should have at least 2 years of relevant professional experience.
4. All of the members of the management team should be part of the Erasmus Generation, i.e. they should have had a significant study experience abroad (usually with but not limited to the Erasmus programme); the Foundation decides about exceptions.

#### B. Steps for gE4 Development

1. After initial communication and reviewing the team members' CVs and initial ideas, the Foundation, based on the above criteria, decides about inviting the team to an online meeting and sharing more information about the process of establishing a gE4.
2. The team prepares and shares with the Foundation a plan for the start-up and mid-term phases of their gE4, containing concrete steps and indicators of success such as: available resources, key people and institutions to involve, themes and topics for a Meet-up, etc.
3. The Foundation invites the team to a second online meeting to discuss their plans. If approved, both parties start adapting the legal documents (association statute, memorandum of understanding) to the specific local/national requirements. After the signing of the memorandum, the team is accepted as a **recognized gE4** and can organize local promotional activities.

4. The team approaches the local city municipality and, where necessary with the Foundation's assistance, secures its commitment to become a Foundation member.
5. With the city having become a Foundation member, and the local association having been legally established, the gE4 becomes **fully operational** by the Foundation and enjoys all related rights and responsibilities, notably the right to organize a Meet-up.

### C. Formal Framework for gE4s

1. A gE4 is named after its host city, e.g. *garagErasmus4Lisbon*.
2. A gE4 works within its specific city. In well-defined cases, it can also operate at the regional level, in which case the gE4 takes the name of the region.
3. A gE4 is a volunteer, non-profit start-up modelled as a social enterprise and the management team must therefore clearly demonstrate an entrepreneurial mind-set and a long-term commitment to build up the local association.
4. A gE4 is constituted autonomously from the Foundation, but has to respect a well-defined way of working. This is ensured by adopting a common statute and signing a memorandum of understanding, both of which reflect the mission of garagErasmus and the specific local situation of the gE4. The work of the gE4 will be subject to quality checks referring to the standards agreed upon by the gE4 and the Foundation. Only upon the approval of the related legal documents and subject to upholding the stipulations therein, the local association will be authorised to use the name and logo of garagErasmus and to have access to Check-in Europe and other related resources and activities provided and supported by the Foundation.
5. After receiving permission to operate in the Check-in Europe online platform, the gE4 will be able to use the wide variety of functions that it offers to promote and administer its events and to reach out to the Erasmus Generation professional network. The Foundation will also promote the gE4's local activities through its wider international network and its Public and Private Partnership.
6. A gE4 may fundraise only at the local or regional level, where appropriate with the support of the Foundation. When a gE4 aims to fundraise outside their territorial competencies or at the national/international/European level, the Foundation is leading the process. To ensure a concerted approach, the Foundation will match the incoming requests, coordinate and shape the various proposals, and directly interact with the potential donors.