

## ON THE MOVE MEMBERS' GUIDELINES

Update: March 2021

*The On the Move (OTM) members' guidelines refer both to OTM's statutes and to the recent decisions taken at the General Assemblies of On the Move, notably in 2019 and 2020. The members' guidelines aim to help current and potential new members understand the membership application procedure as well as the rights and benefits of OTM members.*

### 1. MISSION

On the Move (OTM) is a cultural mobility information network with **50+ organisations members and individuals** in over 24 countries across Europe and worldwide<sup>1</sup>. **OTM's main mission** is to encourage and facilitate **cross-border mobility** and cooperation contributing to building up a vibrant, shared European and international cultural space.

### 2. AIM

By federating the cultural sector around a qualitative vision and progressive approach to cultural mobility, On the Move aims to ease and coordinate cultural mobility **information** provision and to encourage, through targeted **mentoring, research and advocacy** actions, a concept of mobility that is respectful of social standards and environmental protection, and that promotes cultural diversity and intercultural dialogue. OTM's overarching goal is to become a platform of knowledge, both on-site and virtual, that promotes a concept of mobility that is progressive, responsible and sustainable – for the benefit of individual artists and cultural professionals as well as the culture and arts sector in Europe and internationally.

### 3. ACTIVITIES

OTM's activities aim:

- To research, collect and spread information (also through signposting) in order to support the professional cross-border and international mobility of artists and professionals active in the cultural sector, in Europe and internationally;
- To analyse, study and explain mobility-related information to artists, culture professionals and to the public;
- To bring together its members and other relevant organisations as well as institutions responsible for the collection, study and spreading of mobility-related information in order to share data and work methods and to improve access to cultural mobility information to the public;
- To coordinate cultural mobility information provision within its membership and to advocate for a concept of mobility that is respectful of social standards and environmental protection, and that promotes cultural diversity and intercultural dialogue.

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<sup>1</sup> For the most recent list, please check : <http://on-the-move.org/members/>

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In order to do so, OTM:

- Works as a gateway for mobility-related information, which is communicated through various channels and tools (including social networks), in order to provide its members and the public with first-hand information;
- (Co)-organises a wide range of activities, including, but not limited to, conferences, seminars, training sessions and advocacy actions, to the benefit of its members and of the cultural sector at large;
- Initiates, facilitates and/or co-organises mentoring sessions on internationalisation of practices for artists and cultural professionals using its online resources as well as the expertise of its members and partners;
- Initiates and commissions/carries out studies, researches and publications on relevant topics related to cultural mobility.

## **4. STRUCTURE**

4.1. OTM is an international not-for-profit association registered under Belgian law.

4.2. Each OTM member (organisation or individual) has one vote.

4.3. Each member must appoint an OTM Contact Person. If the said member is an organisation, the OTM Contact Person must receive a clear mandate from the governing body/board of the member organisation to act on its behalf with regards to OTM. For the individual members, they represent themselves at the OTM General Assembly.

4.4. A General Assembly (GA) usually takes place at least once a year.

4.5. The Board of administration of On the Move, referred here as the “Board”, is formed by a minimum of three members. There is no maximum limit. The Board members are appointed by the General Assembly for a three-year period. The Board members’ term of office is renewable. The Board members can at any moment and without reason be dismissed by the General Assembly.

4.6. The Board elects a President and a Secretary among its members. It can also create other functions, including the one to choose to delegate the day-to-day management to any other person(s) they think best, for instance (a) staff member(s).

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## 5. MEMBERSHIP – Members’ rights and responsibilities.

### Criteria for joining and terminating membership.

#### Benefits to join.

5.1. OTM is open to members based anywhere in the world.

5.2. Both individuals and organisations can become members of OTM.

In order for OTM’s network to be as representative of the cultural sector as possible, OTM especially encourages organisations to become members. Individuals can apply if they have a strong relationship with On the Move (founder, active partners through their past organisations etc.).

5.3. Members of OTM are members of the association and of the network. To become a member, an organisation or individual must meet the following criteria:

- Be a physical person, a public institution, a public or private organisation;
- Be active in the art, culture, research, training and/or technological sectors or any related sectors (including social and environmental), with a clear relationship with cultural mobility;
- Promote a concept of mobility that is respectful of social standards and environmental protection, and that stimulates cultural diversity and intercultural dialogue;
- Promote cultural mobility for the public and general interest. This promotion can be done through funding, policy making, researching, informing, advising, organising and/or supporting cultural mobility. In particular, the activities aiming to support cultural mobility shall be open and non-profit seeking;
- Strongly commit to the functioning of OTM and its development as well as the values the network wishes to encompass as expressed in the definition of cultural mobility here after: *‘Mobility is a central component of the professional trajectory of artists and culture professionals. Involving a temporary cross-border movement, often for educational, capacity-building, networking, or working purposes, it may have tangible or intangible outputs in the short term, and/or be part of a long-term professional development process. **Mobility is a conscious process, and those involved in it, whether by directly engaging in it or by supporting it, should take into consideration its cultural, social, political, environmental, ethical and economic implications**’<sup>2</sup>.*

5.4. Members of OTM, accepted after a decision by the Board, are supporters of OTM and its overall mission. Members do not get a special treatment in OTM activities beyond the rights and benefits listed below. Information and calls supplied by OTM members are published only when the information or calls fit the OTM editorial policy<sup>3</sup>.

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<sup>2</sup> This definition was proposed by On the Move in the [Operational Study, related to the Mobility Scheme for Artists and Culture Professionals in Creative Europe countries](#) (page 33), within the scope of the pilot test of the i-Portunus, mobility programme coordinated by the Goethe Institut, with the Institut français, Izolyatsia and Nida Art Colony / Vilnius Academy of Arts.

<sup>3</sup> <http://on-the-move.org/about/disclaimer/editorialpolicy/>

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Members have the following **obligations**:

- To appoint an OTM Contact Person and inform OTM's Board and Staff of any change.
- To pay the annual membership fee. The amount of the fee is decided upon on annual basis by the General Assembly.
- To attend the annual General Assembly, either in person, via a proxy given to another member of OTM, or by appointing a representative chosen among one of its own members (in case of networks).
- To respond at its best to the requests from OTM's Board and staff in relation to the development and activities of the network;
- To involve their organisation and/or colleagues / partners in case of individual-members and inform them about OTM, including through their organisation's website and social network (Facebook, Twitter etc.).

**5.5.** Members of OTM have the following rights and benefits to:

Rights:

- Vote in OTM's General Assemblies which includes the approval of annual activity and financial reports but also the contribution to discussions that shape the future of the network and its future orientations;
- Propose a candidate for the election of the Board (including themselves). The Board is responsible for defining the tasks of the permanent staff, their annual appraisal. Board members play the roles of ambassadors and, when appropriate, can be asked to represent the network in various professional events across Europe and internationally.

Benefits:

- Actively take part in working group meetings organised within OTM's activities on the following topics:
  - administrative aspects related to Mobility (Mobility Info Points),
  - cultural mobility funding,
  - (en)forced mobility.These groups are self organised by members and/or facilitated by OTM secretariat. A fourth group related to international mentoring programmes is under development;
- Access to the latest available updates and/or information related to cultural mobility upon request to the secretariat;
- Contribute, within a proposed timeframe, content to new publications or updates to existing publications;
- Take part in OTM public meetings or events when the topics are relevant with their fields of expertise.

**5.6.** The admission of new members is subject to approval of the Board. Organisations that show an interest in joining OTM will be asked by OTM Board or staff to fill out an application form.

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OTM informs its members about new membership applications at the annual GA and, if need be, once more during the year. This is meant to reduce the delay in the responses to new applicants.

**5.7.** The Board can suggest that the membership of a member is terminated, for instance if the Board considers that a member has not fulfilled its commitments towards OTM. In this case, the Board first has to hear the defence of the member concerned. The termination of the membership also has to be approved by the General Assembly (majority of two third of its present or represented members).

**5.8.** Members are free to terminate their membership at any time. They should do so by written (email) notification to OTM Board.

For the membership application which can be sent anytime in the year, please refer to the following link:

<http://on-the-move.org/members/>

For any additional request of information,  
please email OTM secretariat: [mobility@on-the-move.org](mailto:mobility@on-the-move.org)