

March 2023



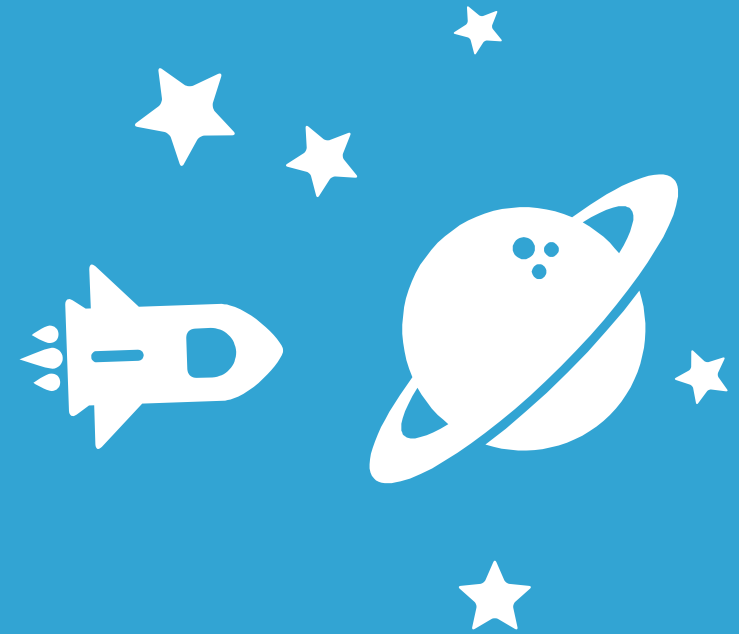
Culture Next

Mobility Programme/Fund

Preliminary Recommendations

A MOBILITY NETWORK

Culture Next enables European mobility
in the cultural sector.



Rationale for a mobility programme

“There is a need to support cities to implement culture-led urban development programmes and policies, building on the experiences, participatory processes and collaborations established during the preparation for the ECoC bid and therefore contribution to the legacy of the ECoC project.”

Culture Next Manifesto

Rationale for a mobility programme

3 main areas of cooperation during 2022-2024:

“2. Build the capacity of the network and its members to be active at international level in Europe and beyond, designing opportunities for mobility and collaboration at institutional, as well as at individual level.”

Culture Next project and grant

CORE ELEMENTS FOR A MOBILITY PROGRAMME

Goal / Objectives / Key Actors / Cross-cutting perspectives

C1

Goal of the mobility fund

To facilitate resource and knowledge sharing through peer-to-peer and city-to-city collaboration and to provide financial and technical support for members throughout the mobility of cultural workers.

C2

Objectives of the mobility fund/programme

Extend the outreach of members in Europe (HOSTS)

Providing technical conditions for hosting a cultural worker for a working week and organizing a professional programme focusing on in-depth knowledge sharing on the work of the host hosting city's cultural sector and enabling future collaboration.

Enable professional development of cultural workers (CULTURAL WORKERS)

Engaging in a professional mobility week in one of the member cities of the network focusing on acquiring personal professional experience and receiving organisational know-how which is fed back to the sender organisation and city.

Increase the capacity of members (SENDERS)

Identifying a cultural worker from the local cultural ecosystem who will take part in a cultural mobility in a European city which is part of the Culture Next cities network, providing preparatory work and enabling local debriefing and dissemination after the mobility is taking place.

C3

Key actors of the mobility fund/programme

HOSTS

Organisations who act on behalf of member cities in the Culture Next cities network.

CULTURAL WORKERS

A person working in the cultural sector of the sender organization's city (including staff of a sender organization or any other public or private organisation).

SENDERS

Organisations who act on behalf of member cities in the Culture Next cities network.

C4

Cross-cutting perspectives

ACCESS

The selection of cultural workers will happen through open calls of sender organisations. The Board of the network will decide on a mechanism of pairing hosting and sending organisations avoiding mobilities within countries with several members.

GENDER EQUALITY

On overall level, the Culture Next executive team will take into account balancing participation of both genders in the programme while providing similar conditions for all cultural workers engaging in mobilities.

SUSTAINABILITY

Aspects of sustainability, such as environmental-friendly travel, possibly connectivity of a mobility with other activities (when possible) and the use of digital solutions in preparing and evaluating a mobility will be enabled.

C5

Governance of the mobility programme

ADVISORY

An advisory group formed from board members and any other experts proposed by the board in support of the mobility programme's execution, its role being to advise and support execution on the level of the concept, strategy and impact.

EXECUTIVE

Within the core executive team, a person is nominated to coordinate the mobility programme with a role of reporting towards the Culture Next Board. This person can coopt additional people and will work with contact persons of each member appointed for the mobility programme.

GUIDES, TOOLS AND DATA MANAGEMENT

Executive and cooperation work between all involved parties (hosts, senders, cultural workers) shall be assisted by a clear layout of document models and guides on how to work during different stages of the mobility programme.

PROCESS FOR A MOBILITY ACTIVITY OF THE PROGRAMME

Matchmaking / Cultural worker selection / Preparatory action /
Mobility / Post-mobility debriefing / Post-matchmaking debrief

P1

Host-Sender Matchmaking

A matchmaking scheme is adopted by the Culture Next Board based on the recommendation of the Executive team. The following aspects are to be considered:

- no bidirectional mobilities (same pairing);
- no mobilities within a country (and preferably neither neighbouring countries);
- overall gender balance at the cohort of cultural workers to be pursued;
- matchmaking based primarily on the need of senders.
- matchmaking based secondarily on the shareable experience of hosts;

P2

Cultural worker selection

SENDERS will be responsible for the selection of the cultural worker who will take part in the mobility activity. The following aspects will be considered:

- open call for selection in English;
- selection through received applications following the open call. The open call will contain a basic description of the hosts' relevant experience;
- selection also based on the knowledge need of the sender and a matching profile of the cultural worker.

P3

Preparatory action

Prior to a mobility, hosts, senders and cultural workers will engage directly with the help of digital tools in defining the scope and technical aspects of the mobility. The following aspects will be considered:

- availability of all three parties in deciding on the date of the mobility;
- learning needs of the sender in order to be considered in drafting the programme;
- aspects which the cultural worker will share about the senders' systemic cultural experience;

P4

Core action: Mobility

The mobility will take place during a working week of the host. The following aspects will be considered:

- travel assistance will be provided by the sender in any unforeseen incident;
- mobility assistance inside the city is the host's responsibility;
- going through the programme of the mobility is the host's responsibility;
- the host's nominated person and the cultural worker both monitor the activity and write a short report about it, based on existing master sheets;
- the CN Secretariat will provide any assistance for unforeseen situations.

P5

Post-mobility debriefing

After returning, the cultural worker and sender will stage a debriefing session within the organization or for a wider audience of choice within 30 days. The following aspects will be considered:

- overall experience of the cultural worker;
- the knowledge which was looked for by the sender organization;
- any peer-to-peer cooperation opportunity between the sender and host city;
- the debriefing session will also be documented accordingly (photos, short notes on conclusions).

P6

Post-matchmaking debriefing

As an overall concluding action of a mobility process, the sender and host organisations will organize a short debriefing session preferably with the participation of the cultural worker, too. The following aspects will be considered:

- sharing overall experience with the mobility;
- aspects of cooperation which could be prospected further by the two organisations/cities;
- notes for a short report which is sent towards Culture Next by the sender.

TOOLS FOR **THE MOBILITY PROCESS**

Matchmaking / Cultural worker selection / Preparatory action /
Mobility / Post-mobility debriefing / Post-matchmaking debrief

T1

Host-Sender Matchmaking

- City/organization profile buildup form for members
- Solution for following all matched relationships

T2

Cultural worker selection

- Call for selection - model in English
- Calls also posted on Culture Next communication channel, if needed

P3

Preparatory action

- Guide for travel arrangements and fiscal documents
- Checklist before mobility for all three parties involved (senders, cultural workers, hosts)
- Model for short trilateral agreement on the mobility
- Mobility profile build-up tool for communication purposes

T4

Core action: **Mobility**

- Guide on documenting mobility for hosts and cultural workers and on providing content for Culture Next communication
- Mobility monitoring tool for cultural workers
- Mobility monitoring tool for host organisations

T5

Post-mobility debriefing

- Checklist for post-mobility debriefing
- Model for post-mobility report for hosts and cultural workers / connected with the monitoring tool used during mobility

T6

Post-matchmaking debriefing

- Model for a short summary report on the host-sender cooperation based on the debriefing session

TOOLS FOR OVERALL PROGRAMME MANAGEMENT

Matchmaking / Cultural worker selection / Preparatory action /
Mobility / Post-mobility debriefing / Post-matchmaking debrief

M1

Overall programme coordination

- Advisory Board: the creation of such a board would help the work of the Executive Team on core issues of planning, management and evaluation.
- Culture Next Mobility Book: a general guide which sets up all aspects of the mobility programme and which contains references to all other tools.
- Mobility platform or sub-site: a place for access to all materials in all stages of the programme.

M2

Mobility programme monitoring and evaluation

- Centralising documents and folder for data gathering and evaluation at programme level
- Model for mobility programme coordinator notes attached to each mobility's reporting
- Final model for recommendations on the future of the mobility programme

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