

CENL Communication Strategy

Communicating persons / groups of CENL

- CENL Board
- CENL Executive Committee
- Working groups / leaders (CENL/FEP, MACS, MSAC, PI/DOI, Performance Evaluation)
- Projects related to CENL (TEL, TEL-ME-MOR, EDL)
- Secretary
- Accountant

CENL Board

- Communication via CENL list
- Voting / comments: should be send back via the list

CENL Chair

- E-mails to chair always with cc to secretary
- Main representative to other international groups

CENL Executive Committee

- Reports to the Board about the management of the foundation
- Will inform the board of any matters of importance or significance with which the EC believes the Board should be acquainted, and furthermore concerning any matters on which the Board has requested information from the EC
- Sends copy of the annual accounts to the Board before the annual meeting
- If members of the EC do not answer to something, this means agreement after 14 days

Working groups / leaders

- Report to the CENL Board at the annual meeting
- Report to the EC twice a year (*short* mid-year report)
- EC reviews the work every two years

Projects related to CENL

- Projects report to the CENL Board at the annual meeting
- TEL Office sends draft budget for the next 2 years to the CENL EC in August (to be prepared for the annual meeting)

Secretary

- Reports on the management of the foundation to the EC

Accountant

- Reports on the accounts of the foundation to the EC
- Drafts the budget for the EC

External accountant

- Carries out an annual audit of the accounts and reports to the EC

Adopted by the CENL Executive Committee, December 5th 2005