



# CharIN Events and Activities Policy

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## Purpose

The purpose of this policy is to establish a fair and transparent process for selecting members and non-members to serve and support CharIN-branded events and activities, particularly as it relates to partnerships for special activities, testing, demonstrations, conferences, etc. at CharIN-branded events globally. Hereinafter, “CharIN entity” comprises CharIN Academy GmbH, CharIN Inc. and CharIN Pty Ltd.

## Scope

This policy applies to all events and activities facilitated by CharIN entities on behalf and under the branding of CharIN e.V. This does not apply to established relationships or activities that are already under contract – only new activities. Types of activities could include the following:

- Providing testing services, activities at CharIN branded events
- Organizing product, technology or other demonstrations at CharIN branded events
- Hosting and organizing an in-person networking events, such as receptions, workshops, and roundtables, in coordination with CharIN e.V.
- Partnering with other CharIN entities for paid or unpaid consultation activities or trainings
- Other proposed activities that are not part of this list

## Policy

1. Openness and Transparency:
  - a. CharIN entities will make all opportunities for entities to participate and support CharIN branded events through publicly available RFIs, Calls for Sponsorship, or other forms of communication and make these accessible to all CharIN e.V members and nonmembers. These notifications will be made available and marketed through CharIN branded communication channels (e.g., email, social media) at least two weeks before a deadline to provide ample notification for application. If there is not an established opportunity, but a CharIN e.V. member wishes to recommend a potential activity or collaboration, CharIN entities may establish a publicly available RFI, RFP, or update existing calls for support, if the opportunity is valuable and relevant to CharIN’s mission.
  - b. In these public documents, CharIN entities will provide clear and concise information about the selection criteria, application process, and timelines for each opportunity.
  - c. CharIN entities will ensure that the selection process is objective and consistent, and that all decisions are made in a fair and impartial manner.



## 2. Standard Set of Rules:

- a. CharIN entities will establish a standard set of rules for selecting participants in co-located events and activities. These rules will be applied consistently to all opportunities.
- b. The standard set of rules will consider factors such as relevance to the event, alignment with CharIN e.V. objectives, potential impact, and diversity of participation.
- c. CharIN entities may adjust the standard set of rules for specific opportunities, as needed, but any adjustments will be clearly communicated and justified.

## 3. Application Process:

- a. CharIN entities will establish a clear and concise application process for each opportunity. Some of these activities may be available on a first-come, first-serve basis, such as sponsorships.
- b. If the activity does not fit the first-come, first-served model, an application process will be established that requires applicants to provide information about their organization, their proposed activity, and their anticipated benefits to the event.
- c. CharIN e.V. Board (in alignment with the CharIN Noarth America Board, if the Event is organized by CharIN Inc.) will review all applications carefully and make a decision based on the standard set of rules.
- d. CharIN entities will notify all applicants of the selection decision and respond to applicant questions.

## 4. Evaluation and Review:

- a. CharIN e.V. will periodically evaluate the effectiveness of this policy and adjust as needed.
- b. CharIN e.V. will encourage feedback from members and nonmembers on the selection process and the criteria used to evaluate applicants.

## 5. Appeals Process:

- a. If an applicant is dissatisfied with the selection decision, they may appeal the decision to the CharIN e.V. Board.
- b. The appeal process will be fair and transparent, and the CharIN e.V. Board will review the decision based on the standard set of rules.
- c. The CharIN e.V. Board's decision will be final.

## 6. Compliance

All CharIN entities as well as all members and nonmembers of CharIN e.V. are responsible for complying with this policy. Failure to comply with this policy may result in exclusion from participation in co-located events and activities.

## 7. Communication

CharIN e.V. will communicate this policy to all members and nonmembers through its website, event announcements, and other communication channels as necessary.

## Procedures

### 1. Announcement:

- **Activity:** A clear and concise description of the relevant requirements for the new activity, including its purpose, format, target audience, selection criteria, and expected outcomes. These requirements will include a deadline and may include a first-come, first-serve policy for certain activities (e.g., sponsorships).
- **Communication Channels:** Dissemination will take place through multiple channels to reach all potential partners and participants, including website announcements, email blasts, social media, and/ or member forums.
- **Timeline:** Announcements should be made at least two weeks in advance of the selection deadline, with transparency around deadlines for applications and selection.

### 2. Application Process:

- **Application Form:** A standardized application form may be developed and available online and in other accessible formats. Otherwise, required information will be outlined in the RFI, RFP, or other method.
- **Application Requirements:** Specific criteria for applications will be clearly defined, and may include:
  - Eligibility requirements (e.g., membership status, relevant experience, technical expertise, space requirements).
  - Project proposals or descriptions of proposed contributions.
  - Budget proposals (for larger events).
  - Selection factors and weighting will be clearly outlined.
- **Application Deadline:** A clear deadline for submitting applications.

### 3. Selection Process:

The CharIN event facilitator (e.g. the CharIN entity named by CharIN e.V. for facilitating the respective event) will evaluate submissions based on pre-defined criteria and provide initial recommendations to the CharIN e.V Board.

- **Selection Criteria:** Applications will be evaluated based on established criteria, which may include:
  - Alignment with event goals and objectives and/or mission and values of the organization
  - Demonstrated expertise and relevant experience
  - Quality of project proposal or contribution description
  - Resource requirements and budget feasibility (for larger events)



- Strategic fit
- Risk
- Sustainability (financial and environmental)
- Transparency and Fairness: The selection process will be documented and transparent, with clear justifications for decisions. Unsuccessful applicants will receive feedback.

#### 4. Partner Agreements:

- For selected partners, formal agreements will be drafted outlining roles, responsibilities, intellectual property rights, and other relevant terms.
- Agreements will be fair and equitable, ensuring all partners benefit from the collaboration.

#### 5. Participation and Communication:

- Clear communication and regular updates will be provided to all partners and participants throughout the event planning process.
- Opportunities will be provided for feedback and suggestions.

#### 6. Standard Set of Rules:

- All partners and participants must adhere to a standard set of rules, including:
  - CharIN e.V. and CharIN entity by-laws, anti-trust rules, code of conduct, and other applicable rules
  - Data privacy and security protocols.
  - Intellectual property rights considerations.
  - Dispute resolution mechanisms.
  - Local, state, and federal laws and regulations.
  - Other rules as established by contract, MOU, or other partner agreement.

#### 7. Review and Revision:

These procedures will be reviewed and updated periodically to ensure continuous improvement and adaptation to changing needs and circumstances.