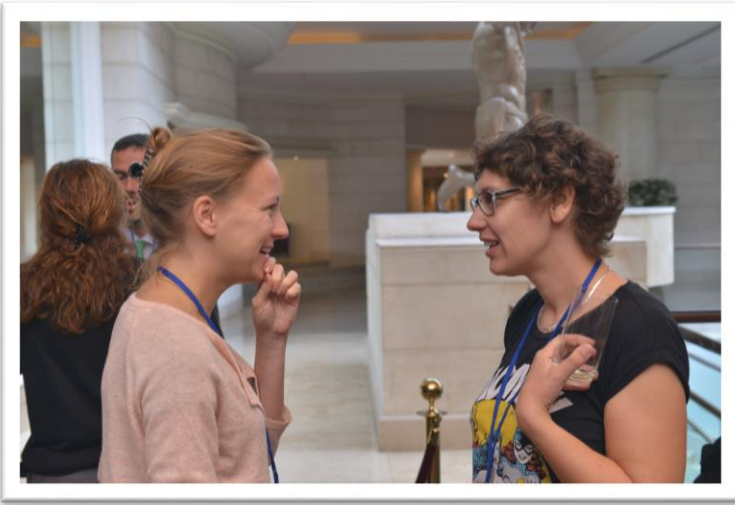


Getting Started: Membership



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TELECENTRE EUROPE 2016



Welcome Message

Dear member,

We are glad to welcome you as our member into the Telecentre Europe's network! With every new member organization we are capable of increasing our impact, effectiveness and profile of all European telecentres, public libraries, NGOs and their associations, municipal centres, government centres and their agencies working to empower people through digital skills. Today more than ever, collaboration is recognized as the most effective way to achieve excellence. Based on this approach, Telecentre Europe's main objective since the beginning has been to create a community where our members do not feel alone in their mission to spread the benefits of the digital society to all citizens. Eight years after its establishment as a European network, Telecentre Europe reunites 55 formal member organizations and hundreds of informal members working together under common values and the shared ambition of promoting digital inclusion and digital empowerment for full participation of all Europeans in the 21st century society.

With every new member organization we are capable of increasing our impact and profile of all European telecentres.

We aim to drive knowledge sharing, provide support and encourage cross-border collaboration among the members. For this reason we have developed a welcome guide that should serve you as a useful source of information about the membership conditions, all opportunities to participate in the governance of the organization, a list of tools available and online channels to connect with us and stay in touch with the latest

We hope that you will find this guide useful at any point of your membership. If you want to reach out for support, the last section including Telecentre Europe's team members will help you decide who to contact best. We welcome your feedback at any time!

Warm welcome from,



Peter Palvolgyi, Acting Managing Director, Telecentre Europe



Mara Jakobsone, Chair of the Board, Telecentre Europe

General Assembly

General Assembly (GA) is composed of all Telecentre Europe's member organisations represented by one chosen delegate and is held once a year. It is dedicated exclusively to our members where each delegate has a voting right on discussed activities, proposals and overall development of Telecentre Europe (TE).

The purpose of GA

- the approval of the proposals of the Board concerning the priorities of the association, its activities and development areas
- the amendment of the statutes
- the nomination and dismissal of the members of the Board and, if applicable, of the financial controllers
- the approval of the budgets and annual accounts
- the adoption and amendment of the bylaws
- the determination of the amounts of the fees
- the voluntary dissolution of the association
- the exclusion of a member.

TE member organizations fall into two categories: members and associate members. Each member, except for associate members, has one vote on each resolution or any other decision making process in the GA. Associate members have an advisory voice only. You will be informed about the upcoming GA and its agenda by receiving a personal invitation. For more details, please refer to the [Statutes](#).

The Board

TE is managed by the Board of seven members selected among the members in the GA. Each member has the right to nominate a candidate for the Board in elections. The Board meets once a year and is elected for the period of two years. If you would like to know the present Board members, please check our [website](#).

Membership terms & conditions



You can find all membership benefits and responsibilities in Membership terms & conditions document [available online](#). We require our members to mention that you are part of TE network by **adding the official TE logo on your website**. Thank you!

The network



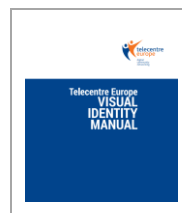
If you would like to learn about Telecentre Europe's network, please check our dedicated member section [on the website](#) with an interactive map including all our current member organisations.

Member login



This area allows you to follow strategic decisions (**File repository**) and keep your contact information up to date (**membership database**). You can find contact info of other members to get in touch with them. Access it on our website: www.telecentre-europe.org/login-area/ (request login if not provided)

TE visual identity manual



We encourage you to use TE logos and banners on your website and other material to promote the telecentre community. Hence, it is important that you take the time to familiarize yourself with the guidelines on how to use TE logos, banners, colors and fonts. All you need to know is in the [visual identity manual](#).

Get Involved: Core Actions, Services & Projects

European Get Online Week



It's an annual digital empowerment campaign that engages people to use technology and the Internet and raises awareness about digital skills. Supported by corporations, NGOs & public authorities, the campaign is organized each year in March by Telecentre Europe since its launch in 2010. Be part of it this year! URL: getonlineweek.eu

Annual Conference (TEAC)



This annual event targets a wider community and all TE stakeholders. Each year in a different location, but with the same mission TE Annual Conference (or TEAC) is a great networking opportunity for those interested in digital inclusion, e-Skills, telecentres and [much more](http://muchmore.org). URL: teannualconference.info

Local and National Coalitions for Digital Jobs



Telecentre Europe supports the development of Local and National Coalitions to respond to the European policy needs to create more ICT jobs and raise awareness for youth on digital skills. [Read more](#)

Skillage



Skillage is an online assessment tool developed with the support from Microsoft to help young people aged 16-24 to understand and evaluate their ICT skills and readiness for the employment. It's a perfect tool to help you promote ICT careers during any local events. Have a look: www.skillage.eu

Funding Alert



This internal service tailored for our member organisations is the starting point in the maze of EU funding opportunities. A summary of open calls for proposals along with the most relevant information will be shared with you regularly. You will receive the Funding alert in the Members group on Basecamp and will be notified by e-mail.

Projects & Events



Telecentre Europe is involved in a number of European projects both as a leading organization and a project partner. To stay informed about the latest projects, please check regularly our [project section on the website](#).

Connect With Us

Join Our Stakeholder Database



Are you working on youth employability? Know how to boost entrepreneurship in Europe? Then have a say and join our I-LINC platform online that is a meeting point for stakeholders and professionals alike: www.i-linc.eu

Get the Latest Info on Basecamp



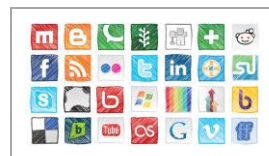
We use Basecamp to manage projects online and discuss them with our members. Separate project groups are open for those involved and one general group for all our members. Make sure you've received a request from us to join Basecamp! If not yet, email us and we'll add you.

Check Official Websites



All the most important information will be published on the main Telecentre Europe website: www.telecentre-europe.org. In addition, you can check the Get Online Week website to keep track of the annual campaign: www.getonlineweek.eu.

Follow Us on Social Media



Let's stay connected on social media too! You can find Telecentre Europe on [Facebook](#), [Twitter](#), [LinkedIn](#), [YouTube](#), [Slideshare](#), and even [Pinterest](#).

Subscribe to Newsletter



On a regular basis we keep our members and other stakeholders informed by sending them our monthly newsletter. If you wish to receive it, please just sign up here: www.telecentre-europe.org/projects/te-newsletter

Join Unite-IT e-Inclusion Network



Unite-IT online platform is open to anyone who is keen on ICT and digital inclusion. Join one of the groups: (1) gender equality, (2) vulnerable groups at risk of exclusion, (3) education, training and certification, (4) youth employability. You can also benefit from webinars, get invited to events, and follow the latest news and practices in other countries. Watch a guide [how to join the groups](#).

Reach Out For Support

Do you have more questions? Our team is here to help you!

Peter Palvolgyi

Acting Managing Director

**Areas of support:**

TE strategy, EC policy, research & funding programmes, finances, budget & accounting, EU projects

Email:

peter.palvolgyi@telecentre-europe.org

Gabriela Ruseva

Projects & Policy Officer

**Areas of support:**

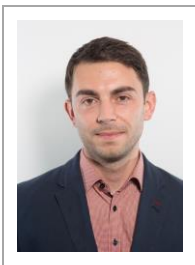
EU grants (funds monitoring, proposal writing, project implementation), policy observatory

Email:

gabriela.ruseva@telecentre-europe.org

Laurentiu Bunescu

Grants & Campaigns Manager

**Areas of support:**

Private grants, membership, Get Online Week & other campaigns, Local and National Coalitions for Digital Jobs, Skillage

Email:

laurentiu.bunescu@telecentre-europe.org

Ilona Griniute

Communication & Campaign Officer

**Areas of support:**

Communication, websites, content, membership, social media, newsletter, Get Online Week & other campaigns, Skillage

Email:

ilona.griniute@telecentre-europe.org