ICLEI Young Writers Network Collaborator Agreement

This Collaborator Agreement has been developed to clarify a Collaborator’s expectations and responsibilities. This Agreement is not legally binding and may be cancelled at any time by either party. This Agreement is between the Coordinator of the ICLEI Young Writers Network and:

__________________________________________________________________________

(name of Collaborator)

Engaging in the position of (e.g. Master’s student):

For the program: The ICLEI Young Writers Network

Commencing on (date):

Context of engagement
The ICLEI Young Writers Network is managed and run by volunteers, housed within the not-for-profit ICLEI Oceania—local governments for sustainability. Collaborators (students or otherwise) should respect that time, resources and experience delivered by Young Writers Network volunteers and staff is largely voluntary, based on goodwill and the pursuit to empower students to communicate and deploy their sustainability research for impact.

Length and Termination of Agreement
The length of the Agreement commences from the date of commencement and ends when the Collaborator has submitted their final outcome (as agreed/decided on with the Young Writers Network). Either party may cancel the Agreement at any time.

Role and Responsibilities
The Young Writers Network team will endeavour to fulfil its commitments to servicing the Collaborator on time, and as agreed in each case. Collaborators have an important responsibility to follow through on agreed upon commitments by the due date and to communicate deviations to allow the Young Writers Network Coordinator and team to prioritise and allocate resources to other Collaborators, events and other responsibilities. In return for support and access to resources/consulting time, Collaborators are expected to deliver an “outcome” (such as an article, report, summary note, map, diagram etc.) based on their research. This outcome will be part of the narrative that the Young Writers Network will share to promote and grow the program. Collaborators should be willing to share the story of their research on the Young Writers Network website and/or in the Young Writers Newsletter.
The ICLEI Young Writers Network will:

● Support strategic direction for research application
● Provide a safe, productive and constructive space for research discussion
● Provide ideas, new perspectives and concepts to assist Collaborators
● Recommend appropriate resources, including websites, templates, tools etc.
● Assist Collaborators to make a positive impact with their research
● Promote and feature Collaborator’s research via appropriate channels
● Assist with professional development in: communications, communication strategy, sustainability communication, research translation and science communication

The ICLEI Young Writers Network will not:

● Provide a free editing service
● Assist with developing research for academic publication
● Be responsible for research concept or research development itself
● Provide excessive time for consultation beyond what is agreed
● Appropriate or take any claim to outcomes of your research without consent

Communication

Collaborators should be respectful of commitments outside of the Young Writers Network and will communicate professionally, respectfully and whenever possible only at appropriate times (i.e. not late at night, early morning, during working hours or holidays etc.). Collaborators as well as Young Writers Network volunteers are expected to respond in a timely manner to emails, messages and phone calls and either party must proactively communicate their ability/ inability to attend meetings and complete tasks.

*By signing below both parties (Collaborator and Coordinator) agree to abide by this Agreement.*

Volunteer

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Young Writers Network Coordinator

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