

Principles of cooperation for the Economy for the Common Good consultants' hub

There are a number of **teams of participants or hubs** which are active in the Economy for the Common Good. These are networks of people, recognised by the delegates' assembly, who have specific activities to pursue across country borders under the goal of the movement as a whole. Each team sends a delegate to the delegates' assembly - which meets annually. Decisions are taken at the delegates' assembly, which are relevant to the whole movement.

The team coordinating the consultants' hub has the following remit:

- communicate with the international coordination team (ICT coordinates the cooperation between the individual hubs and the local chapters)
- clarify the conditions for re-accreditation and recognition
- comply with the principles of cooperation (1 reminder/ year)
- allocate the requests for consultants which are made through the ECG website
- prepare the network meetings (2 x year)
- update the consultants' page

This will take place in conjunction with the consultants' hub.

The principles of cooperation lay the framework for communication between accredited consultants and serve as a guiding light in the team of consultants and in their dealings with customers.

The scope of coverage includes Germany, Austria and Switzerland. Other regions will be encouraged to adopt the principles of cooperation.

Benefits of membership to the consultants' hub:

- listing on the ECG consultants page on the main ECG site
- exchange ideas and best practice as well as further development through network meetings
- use of the internal database and special information (in preparation)
- develop the ECG-Folder
- meeting like-minded people and exploring new opportunities for collaboration
- access to expertise of other consultants and colleagues

The goal of ECG consultancy is to support companies, organisations and local authorities/ regions

- with comprehensive information on the provision of services
- to create a Common Good Balance Sheet and to develop into a common good orientated company/ community/ region.

The type of support offered to draw up a Common Good Balance Sheet depends on the particular knowledge and expertise of the individual ECG consultants. Companies will be matched as closely as possible with consultants to ensure a best fit.

A) Conditions for accreditation

In order to become an ECG consultant, it is essential to complete the ECG consultant-training course.

B) Principles of cooperation

1) Audit process

- Accredited consultants have completed the training successfully.
- They undergo a regular external audit (valid for 2 years) – the audit certificate and the report are published on their own website.
- In consultancy firms with up to 3 employed consultants, there must be clear evidence that each consultant has contributed to creating the Common Good Report. The participation of each consultant should be in the region of 40 – 80 hours per person.
- Above 4 employees, the firm becomes a pioneer company and will be externally audited (the approach will be developed by the Auditors' hub). In this way the quality of the ECG consultancy will be verified.
- Partners of consultancy firms will draw up their own individual Common Good Balance Sheets and will contribute towards the Common Good Balance of the whole consultancy firm.
- Certification of consultants is linked to individuals.
- Consultancy firms cannot be certified as ECG consultants.

2) Ethical marketing

Accredited consultants will be listed on the ECG Website and can advertise details of information events and/or Common Good Balance workshops on the ECG website and in the newsletter. Pioneer companies will not be approached for consultancy/ support.

3) Transparency & Cooperation

- We follow the principle of cooperation not competition.
- Customers have ultimate freedom to choose which consultant they want. Consultants will coordinate with each other before they contact other consultants' customers. Consultants who are from a different region will make sure that they contact the local chapter to let them know of a planned consultancy.
- In the case of a large consultancy project, ECG consultants will make sure to link in accredited consultants from the local chapter.
- The recommended fees for ECG consultancy for Austria and Germany are from ?600 – 1,500. Daily rate plus VAT. (In Switzerland this has to be adjusted to the market). The charging of preparation and follow up time is to be agreed with the client.
- For other regions/ countries, the price range should be adjusted according to local purchasing power. Each consultant can choose to offer

their services at a cheaper rate or for free for individual cases, according to their own discretion.

- It is suggested that consultants set up regional partnerships: i.e an accredited consultant and a trainee consultant support a project together.
- The consultants' hub coordinators recommend that consultants organise regional reflection and feedback groups (face to face or skype). The term 'regional' means the area of the local chapter.

4) Contribution to the positive future development of ECG

Financial contributions

These contributions go towards the maintenance of the ECG structure (website, videos, administration, international structure) and include:

- payment of membership fees to a recognised ECG local chapter
- payment of 10% of consultants' yearly income from ECG services (information events, Common Good Balance Reports, Training, etc). The contribution goes to the central ECG association as development funds. This contribution of 10% will also be collected from all the ECG hubs who earn money through ECG know-how.

No distinction is made between contracts which have been self-generated or assigned by a third party. All consultancy activities which draw on the ECG framework are subject to the 10% contribution payment.

Calculation:

Net income from annual ECG contracts

- minus direct annual expenses (travel, materials)

(excluding pro-rata amount of office rent/ overhead costs)

= Total basis of calculation -> 10% of which is the contribution.

If there is no income, then a nil return can be made. In the case of financial hardship then contact should be made with the coordinating team of consultants to discuss an individual solution.

The coordinating team will send an annual reminder.

Contributions to the coordinating team:

- All accredited consultants will coordinate with each other and will join the relevant regional group of consultants. The term regional relates to the area covered by a local chapter. They will take on voluntary tasks in order to promote joint development and collaborative learning, even across regions where it is of benefit to the whole community of consultants.

Primarily, this includes:

- administrative tasks for the local or multi-regional consultants group
- involvement in decision-making
- presenting at network meetings
- performing duties for the consultants' hub

Contributions to knowledge transfer

- All accredited consultants will take part in knowledge transfer within the consultants' hub and within the ECG (knowledge pool) and will put their support and their experiences at each other's disposal.

This includes:

- development and exchange of materials for consulting with companies and for consultants' professional development
- participating in at least one of the 6 monthly consultants' network meetings
- communicating feedback to the editing team
- maintenance of joint data and information (contact details, documents, presentations, etc., (in development))

Observing the decision-making culture

Dates of both network meetings of the consultants' hub will be published a year in advance.

The agenda for the meeting will be determined in advance and absentees can contribute in writing in advance of the meeting. Those present at the meeting will make the decisions.

The coordination team will reach decisions on behalf of the other groups (eg preparation of the meeting), prepare themes to be discussed and will develop options for an online consensus process.

C) Re-accreditation

Accreditation is valid for three years. For re-accreditation, ECG consultants need to verify the following:

- Current payment of membership fees
- A valid audit certificate
- Annual payment contribution of 10% of consultancy income
- Attendance of at least two of the four network meetings over 2 years
- Evidence of meeting the criteria in relation to ECG consulting activities

This information is to be sent to the country coordinator by email every two years.

Consequences of non-compliance

If the above points are not fulfilled then re-accreditation will be suspended. In this case the consultant concerned will need to give clarification to the coordination team of the consultants' hub.

If after 12 months no agreement has been reached, then the consultant will be removed from the website and the database and the consultants' hub will be closed to them.

The standard of committed and accredited ECG consultants will be raised through compliance with the criteria. It is very important to us to raise the quality of our work through on-going evaluation and reflection of our commitment.

Validity:

The principles have been adopted by the consultants' hub by consent and are valid until a new version is agreed.

This agreement is valid until 31.12.2017.

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Coordination team of consultants

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