FREE TEMPLATE

Network Program Charter

The agreements a network makes before its members start: the common core, who decides what, and how.

1. The program

Program name

Network and secretariat

Members taking part

Program owner at the secretariat

Forum that decides together

How that forum decides

Start date

Charter version and date

2. Tight on the what, loose on the how

What every member does the same way, so the network can see itself, and what each member decides. Keep the left column short.

Area	Common to every member (tight)	Each member decides (loose)
The path		
Indicators		
Rhythm		
Data		
Methods		

3. Decision rights matrix

For each decision, write what the secretariat decides, what is decided together and what each member decides. Leave a cell empty when that party has no say.

Decision	Secretariat decides	Decided together	Each member decides
Framework			
Indicators			
Tools and methods			
Language			
Timelines			
Data sharing			
Recognition			

Two rules: "decided together" always names a forum and how it decides (consensus, consent or a vote), and every row leaves members something to decide. With an empty member column, members will treat the program as the secretariat's, not theirs.

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4. The shared rhythm

When	What happens	Who
Month 1 of each quarter		
Month 2		
Month 3		
Two weeks after the quarter		
Once a year (May)		

5. Languages

Working language of the master text

Languages of the translations

Who translates

Who reviews each translation

Glossary of key terms kept by

Translations updated

6. Data-sharing rules

Data about a member	The member sees	The secretariat sees	Other members see	Public
Its position on the path				
Core indicators				
Evidence and documents				
Review notes				

Results never decide membership or funding without a separate agreement, and no member is ranked publicly against another.

7. Peer learning and recognition

Peer circles: size and how members are matched

Who hosts

What earns recognition

Who confirms it

8. Changing this charter, and sign-off

One change window a year, at the members' meeting. Changes start with the next quarter, never in the middle of a cycle.

For the secretariat (name, role)

For the members' forum (name, role)

Date

Date

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