



# ANGIE

ACADEMIC NETWORK FOR A GREEN & INNOVATIVE EUROPE

## PROCEDURE

### *Academic Network for a Green and Innovative Europe*

#### Procedure to initiate a new activity

SOP#02/INA/2024

## Standard Operating Procedure

General Information	
Process Title: Initiating new activity	Department: Executive Board of ANGIE Network
Contact Info: E-Mail: <a href="mailto:angie.project.2023@gmail.com">angie.project.2023@gmail.com</a> Tel., WhatsApp: +40723684262	SOP ID: SOP#02/INA/2024
Effective Date: 01.10.2024	Revision Number: Rev. #0

### Process Overview

#### Purpose & Scope:

The purpose of this procedure is to establish the process of initiating new activities at the level of the clusters and implicitly at the level of the ANGIE network.

#### Process Description:

##### Who?

Any activity of a cluster is carried out by the members of the cluster with or without the participation of other entities outside the ANGIE network.

The activities are initiated by cluster members.

The Executive Board will be notified of the initiation of a new activity. Notification will be made by the Coordinating Committee of the Founding Member at the center of the cluster.

##### What?

Achieving ANGIE's objectives is possible by carrying out specific activities of the type specified in Annex 2 of the founding memorandum of the ANGIE network. The members of the ANGIE network must identify needs at the level of society that could be solved through actions specific to the ANGIE network.

Based on these identifications, activities can be initiated that will be supported by the entire ANGIE network.

##### How?

The initiation of a new activity will always be based on an identified need. The identification of needs will be carried out by the cluster members and documented in the identification form SOP#02/INA/2024/A.1.IdNec. The document will be sent to the Coordinating Committee for notification.

Each member of the ANGIE network is free to identify potential needs in society and propose new activities.

The task of the member who wants to initiate a new activity is to notify the Coordinating Committee of the cluster about the intention. The notification will be made with the form SOP#02/INA/2024/A.2.NotNA. This notice will contain the following relevant information:

- the participants in the activity
- the period of the activity
- financial support (estimate, potential sources)
- a brief description of the activity
- the necessary support that the initiator member of the new activity expects from the other members of the ANGIE network.

The notification will be sent also to the Executive Board of ANGIE, by the Coordinating Committee.

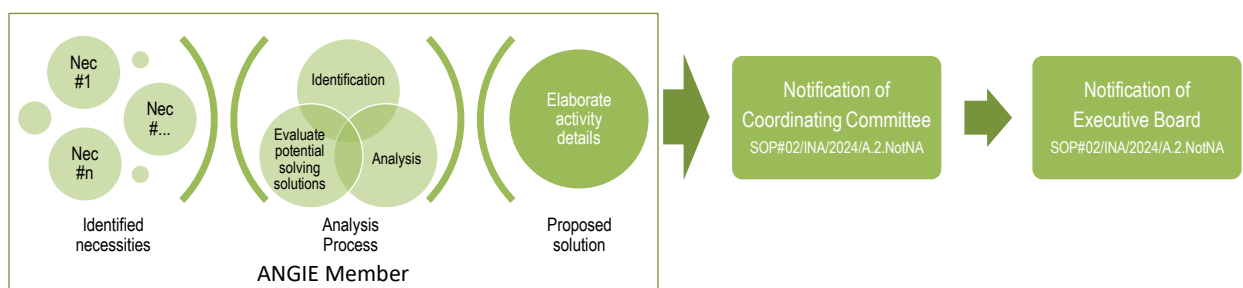


Fig. 1 Initiating a new activity - process

The initiation of a new activity by a member of ANGIE does not have to be approved by the Founding Member of the Cluster or by the Executive Committee of ANGIE. Each member who initiates a new activity shall assume all duties and responsibilities arising from the implementation of that activity.

The main obligation of the ANGIE network, when initiating a new activity, is to identify among its members or external potential sources of support for the proposed activity. This will consist of the dissemination of information related to the new action and by the request by the Founding Members of the nine clusters, to all their members, to support the proposed activity by any means available (experts, teachers and trainers, new projects, potential financial sources for the development activity, providing facilities for ANGIE members, etc.).



Fig. 2 Requesting support from ANGIE - process

The ANGIE member leading the implementation of the new activity will periodically notify on the implementation status. He will specify in this notification if he also requests other types of support from other ANGIE members. If help is still requested from the ANGIE network, the Executive Board of ANGIE will forward this request to the other members.

It is mentioned that the support of an initiated activity is voluntary on the part of the other members of ANGIE. Giving support is encouraged by the ANGIE network but is voluntary. There will be no obligations of any kind on the part of the other members of ANGIE.

At the end of the implementation of the activity, the ANGIE member who led the implementation will draw up a short report on the implementation process and the direct or indirect effects produced by that activity. The report will be made using the activity implementation report form, SOP#02/INA/2024/A.3.ReplA.

#### Next?

The ANGIE member who led the implementation of the activity, as well as the other members who supported the implementation process, will be awarded a Diploma of Gratitude (SOP#02/INA/2024/A.4.DoG) for their efforts.

#### **Definitions & Related Documents:**

The procedure is based on the following documents:

1. Memorandum of understanding for the foundation and statute of the ANGIE network, with related annexes
2. University Charters and Statutes of Founding Members

Annex			
A.1.IdNec – Identification of necessities			
Process Title:		ID:	
Initiating new activity / Identification of a necessity		SOP#02/INA/2024/A.1.IdNec	
ANGIE Member who made the identification		Cluster / Coordinating Committee	
.....		.....	
Issue Date:		Receiving Date:	
Registering number:		Registering number:	

Domain (WATERIC or else):	..... .....
Beneficiary (organization or person name, address, telephone number, E-Mail)	..... .....
Description of the necessity	..... .....
Potential activities to solve the necessity	..... .....
Estimated effects / Impact	..... .....

Date, Location

.....

Signature of the Contact Person of the ANGIE Member who made the identification

.....

Annex			
A.2.NotNA – Notification of the Cluster's Coordinating Committee			
Process Title:		ID:	
Initiating new activity / Proposing new activity		SOP#02/INA/2024/A.2.NotNA	
ANGIE Member who made the identification		Cluster / Coordinating Committee	
.....		.....	
Issue Date:		Receiving Date:	
Registering number:		Registering number:	

Domain (WATERIC or else):	..... .....
Beneficiary (organization or person name, address, telephone number, E-Mail)	..... .....
Members proposed to participate	..... .....
Estimated period of implementation	..... .....
Description of the activity	..... .....
Estimated resources to be involved	..... .....
Required support from ANGIE Network	..... .....

*Note: When the activity starts a copy of this document will be sent to the Executive Board for notification*

Date, Location

.....

Signature of the Contact Person of the ANGIE Member who proposes the activity

.....

Annex			
A.3.ReplA – Report on implementation			
Process Title:		ID:	
Initiating new activity / Reporting on implementation		SOP#02/INA/2024/A.3.ReplA	
ANGIE Member who made the identification		Cluster / Coordinating Committee	
.....		.....	
Issue Date:		Receiving Date:	
Registering number:		Registering number:	

Domain (WATERIC or else):	..... .....
Beneficiary (organization or person name, address, telephone number, E-Mail)	..... .....
Members proposed to participate	..... .....
Estimated period of implementation	..... .....
Description of the activity	..... .....
Estimated resources to be involved	..... .....
Required support from ANGIE Network	..... .....

*Note: A copy of this document will be sent to the Executive Board for notification*

Date, Location

.....

Signature of the Contact Person of the ANGIE Member who leads the implementation of the activity

.....

## Annex

### A.4.DoG – Diploma of Gratitude

Process Title:

Initiating new activity / Awarding

ID:

SOP#02/INA/2024/A.4.DoG

       	   <h2>DIPLOMA OF GRATITUDE</h2>  <p><i>is awarded to</i></p> <p><i>UNIVERSITY / PERSON</i></p>  <p><i>in recognition of outstanding work carried out under the umbrella of the Academic Network for a Green in Innovative Europe to promote SUSTAINABLE DEVELOPMENT</i></p>   <p><i>On behalf of ANGIE Network</i> Jon, Johnson, Prof.</p> <p><i>Date</i> August 1, 2024</p>
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