

CONTRACT
regarding the relations between

KEKS support organisation.

Acronym: KEKS
Organisation number: 802449-3929
Legal status: NGO, non-profit
VAT-nr: SE802449392901
Seat: Gothenburg
Address: KEKS, Linnégatan 21, 413 04 Gothenburg, Sweden

and

Name of organisation:
Acronym:
Organisation number:
Legal status:
VAT-nr¹:
Seat:
Address:

In the capacity of: (Please see explanations of different forms of membership below)

A – members B – members C – members
D – members E – members F – members

First year of membership: _____

Contract conditions

All the below information, including notes and appendices, is part of this contract and should be read before signing.

This contract runs from the 1st of January until the 31st of December on a yearly basis. If it is not terminated, as at the latest, on October 15, it will automatically be extended by one year at a time.

This contract is signed under Swedish legislation and eventual conflicts that cannot be resolved through discussions shall be settled by Swedish court.

For the signing organisation:

Place and date

Title and name

For KEKS support organisation:

Gothenburg, _____
Place and date

Secretary General, Jenny Haglund

KEKS organisation and membership

KEKS organisation consists of two interlinked parts;

- An informal² network, KEKS, of organisations³ engaged in the provision of youth work⁴. The network is governed by its main board, consisting of one member appointed by each regional board⁵.
- and
- A non-profit NGO, KEKS support organisation⁶, where only the members of the main board of the network are members.

The members of the NGO and the main board of the network are subsequently the same persons. All major decisions regarding aims, economy and organisation are taken jointly by the central board of the KEKS network and the general assembly of KEKS support organisation. This way the member organisations of the network have full control over the decisions of the NGO. The board of the NGO functions as employer of KEKS Secretary general who is responsible for the implementation of decisions taken and for the KEKS office and staff. For a more detailed description of KEKS organisation and the various tasks and responsibilities, please see annex 2, "KEKS organisation".

Through paying the below stated fee for services provided by KEKS support organisation the paying organisation simultaneously becomes member⁷ of the informal KEKS network. The list of the various forms of membership and their respective rights and obligations is found below, and are all parts of this contract.

Membership in KEKS is open to:

- ✓ Municipal departments for youth work⁸
- ✓ Non-profit NGOs
- ✓ Umbrella organisations⁹

Membership in KEKS is not open to:

- ✓ Single municipal youth centres or youth work units within a municipal department. (I.e. the municipal department needs to be member.)
- ✓ Single youth centres or youth work units within an NGO. (I.e. the NGO needs to be member.)

Other organisations, such as cooperatives or foundations, might be members after approval of KEKS secretary general.

KEKS common ground

(This is also to be found in appendix 1.)

The overarching aim of KEKS is to support the further development of youth work. Our foundation is the Council of Europe recommendation on youth work (CM/Rec(2017)4) and the European Charter on Local Youth Work.

We believe:

- that the over-all aim of youth work is to support the personal and social development of young people.
- that the mission of youth work is to stimulate and support activities that are based on and requires young people's active engagement and responsibility.

We see:

- youth work as an arena for non-formal and informal learning.

- youth centres and projects, as well as different kinds of culture and leisure activities, as means for reaching our aims.

We know that in order to do this we must:

- base our activities on the needs, interests, ideas and experiences of young people as perceived by themselves and meet them as capable individuals and resources.
- be actively inclusive and reach out to and welcome all groups of young people.

We argue:

- that participation is a process that should be owned and run by young people.
- that participation leads to health and resilience, and to the development of the knowledge, skills, attitudes and values that young people need in order to form their own future and to be active citizens.

We claim that this participatory process and the learning it creates is, and should be seen as, the main aim and core outcome of youth work.

In order to promote knowledge based youth work and a reflective practice, KEKS has developed The Logbook, a web based system for documentation and follow up of youth work. The basic idea behind The Logbook is to gather information about both quantitative and qualitative aspects of the youth work carried out by the users – information related to our overarching aims that is then to be used for analysis and the further development of youth work.

The use of The Logbook is crucial to the further development of youth work and it also forms the basis for knowledge based advocacy and the further strengthening and recognition of youth work. All members are therefore expected to actively use The Logbook. However, for some non-Swedish members there might be acceptable reasons for not using The Logbook. Exceptions from this requirement might therefore be done if so decided by KEKS secretary general. (Please see D- and E-members below.)

KEKS main activities

In order to support the further development of youth work KEKS main activities are focused on the further development of competence, methods and organisation. Our target group is all levels of our member organisations, from politicians to managers and youth workers.

Some examples of these activities are:

- ✓ KEKS annual conference
- ✓ Regional and local seminars, workshops and trainings on various themes.
- ✓ Thematic networks (e.g. for heads of organisations, business developers and youth workers working with LGBT+ young people). These thematic networks are based on the engagement and responsibility of their members, and are only to be supported, not run, by KEKS office.
- ✓ Production of different kinds of support material, such as manuals, videos, etc.
- ✓ Advocacy and information activities on European, national, regional and local level.
- ✓ External lectures and consultancy.

The Logbook

The Logbook (www.thelogbook.eu) is a web-based system for documentation and follow up of youth work, consisting of two main parts:

1. The documentation part is a system for continuous documentation of statistics and notes regarding open, spontaneous, youth work in, for example, youth centres, and of group

activities and projects. It also contains a report function and the possibility to up-load documents.

2. The follow up part contains two different questionnaires to young people regarding how they perceive youth work, a template for key figures and a system for compiling the results from the questionnaires and the key figures into an annual result.

The Logbook is owned by KEKS support organisation and all eventual changes and modifications of The Logbook are decided by KEKS Secretary General. KEKS are at all times free to make changes in The Logbook and these eventual changes does not in any way affect the conditions or validity of this contract.

The Logbook user organisation

A user organisation is an organisation that has signed this contract with KEKS support organisation, i.e. a member of the KEKS network. The user organisation might be a public body or an NGO. The user organisation might be a direct provider of youth work or/and be responsible for the carrying out of youth work by others, that in turn might be part of their own organisation or being bound by some kind of contract.

User unit

A user unit is an entity under the umbrella of a host organisation, carrying out youth work.

Purpose and limits

The purpose of The Logbook is to do documentation and follow up of youth work, as defined in this document. For some organisations The Logbook might also be suitable for the documentation and follow up of other kinds of activities (e.g. the provision of leisure services) and/or for activities aimed at other target groups (e.g. younger children). However, this kind of usage is not included in the fee and is not allowed without the consent of KEKS office and it might also ask for an additional fee.

Member organisations are not free to give access to The Logbook to other users than those that are covered by this contract.

Fees for getting access to services provided by KEKS support organisation

- ✓ The fee for organisations using The Logbook contains two parts; one fix part and one part based on the number of young people, 13 to 19 years of age, living in the area to be covered by the organisations youth work provision (for municipal departments the number of young people living in the municipality).
 - The number of young people used for this calculation is from 31 December two years before, i.e. the fee for 2022 is based on the number of young people in the area 31 December 2020.
- ✓ The fee for non-Swedish municipalities that are not using The Logbook is a fix fee for small, medium and big municipalities/cities respectively¹. (D-members, please see below.)
- ✓ The fee for non-Swedish NGOs that are not using The Logbook is a fix fee for small, medium and big NGOs respectively². (E-members, please see below)

¹ Small municipalities; less than 30 000 inhabitants, medium municipalities: 30 000 – 100 000 inhabitants, big municipalities: more than 100 000 inhabitants.

² Small NGOs: less than 5 full time employees, medium NGOs: 5 – 10 full time employees, big NGOs: more than 10 full time employees.

- ✓ The fee for umbrella organisations is the sum of the fees that should have been paid by their members if they would have been single members, minus 20 %.
- ✓ The fee for non-Swedish members is 75 % of the corresponding fee for a Swedish member, and adjusted in accordance with European PPP-index.

Yearly fee for users of The Logbook, 2022, is:

- ✓ Fix part: 2 646 €
- ✓ Part based on number of young people: 0,58 € per individual young person

Yearly fee for non-Swedish municipalities that are not using The Logbook, 2022, is:

- ✓ Small municipalities: 500 €
- ✓ Medium municipalities: 1 000 €
- ✓ Big municipalities: 1 500 €

Yearly fee for non-Swedish NGOs that are not using The Logbook, 2022, is:

- ✓ Small NGOs: 250 € 500
- ✓ Medium NGOs: 500 € 1000
- ✓ Big NGOs: 750 € 1500

These fees are being adjusted each year in accordance the Swedish consumer price index.

Please note that the fees are decided by the general assembly of KEKS support organisation and might therefore be due to changes related to both grounds for calculation and to fixed amounts. For up-to-date information, please contact the KEKS office. The fee for the coming year is to be set before October 15.

Different forms of memberships in the KEKS network and their respective rights and obligations.

All members must:

- ✓ Stand behind the common ground of KEKS, as stated in this contract.
- ✓ Display information about their membership on their web site and in their facilities.
- ✓ Provide KEKS with up-dated contact information and other relevant information regarding their organisation.
- ✓ Inform KEKS about their upcoming international projects and activities.
- ✓ Pay the annual fee.

All members will:

- ✓ Get continuous information (in English) about KEKS upcoming international projects and activities.
- ✓ Have their contact information and short information regarding their organisation published at KEKS web-site.
- ✓ Get information about their upcoming international projects and activities published at KEKS web and Facebook page. (When provided in English.)

Members using The Logbook must also:

- ✓ See to that all information gathered through the system is continuously and actively used as basis for analysis of the youth work carried out and for its further development, involving youth workers as well as young people in the process, having young people's participation and learning as main focus.

- ✓ If not already done, translate all parts of The Logbook, including the user manual and other documents, into the native language(s) of their user units, and agree that KEKS can freely use all translations made.
- ✓ Handle the system in accordance with the document The Logbook terms and conditions. Please see www.thelogbook.eu when given test login.
- ✓ See to that their user units follow the terms and conditions.
- ✓ Manage all relations to their user units, including inviting and introducing new users.
- ✓ Provide KEKS support organisation with a regularly updated list of its user units.
- ✓ Appoint a person responsible for giving the user units adequate support in using The Logbook and to function as contact person in relation to the KEKS office, including forwarding suggestions for improvements coming from the users.
- ✓ Not use own support material related to The Logbook before having it approved by KEKS office. KEKS should have the right to use all support material produced.

For members using The Logbook, the fee to KEKS includes:

- ✓ Maintenance of The Logbook
- ✓ Five hours per year of technical support regarding issues that could not be resolved through the user manual. Eventual extra hours of technical support will, after agreement, be invoiced at actual cost.
 - Technical support is provided by e-mail during office hours Monday to Friday.
 - A critical technical problem that makes it impossible to use The Logbook should be handled without delay by KEKS.
 - Response time regarding other technical issues is as soon as possible, guaranteed answer within a week.
 - During weekends, summer and major holidays only support regarding critical technical errors is guaranteed.

In addition to this the following applies:

A-members are Swedish municipal departments for youth work using The Logbook.

A-membership includes:

- ✓ A seat in one of KEKS regional boards
- ✓ Free access to The Logbook
- ✓ Free access to all other tools provided by KEKS
- ✓ Free access to all activities provided by KEKS (Costs for facilities, travels, food, external resources, etc. excluded.)

B-members are non-Swedish municipal departments for youth work using The Logbook

B-membership includes:

- ✓ A seat in one of KEKS regional boards
- ✓ Free access to The Logbook
- ✓ Free access to all other tools provided by KEKS
- ✓ Free access to all activities provided by KEKS (Costs for facilities, travels, food, external resources, etc. excluded.)

C-members are NGO's using The Logbook

C-membership includes:

- ✓ An observatory post¹⁰ in one of KEKS regional boards

- ✓ Free access to The Logbook
- ✓ Free access to all other tools provided by KEKS
- ✓ Free access to all activities provided by KEKS (Costs for facilities, travels, food, external resources, etc. excluded.)

D-members are non-Swedish municipal departments for youth work that are not using The Logbook

D-membership includes:

- ✓ A seat in KEKS advisory board¹¹
- ✓ Access to consultancy and support at actual cost
- ✓ Free access to information and contacts
- ✓ Access to KEKS' activities at reduced price

E-members are non-Swedish NGOs that are not using The Logbook

E-membership includes:

- ✓ A seat in KEKS advisory board
- ✓ Access to consultancy and support at actual cost
- ✓ Free access to information and contacts
- ✓ Access to KEKS' activities at reduced price

F-members are umbrella organisations

F-membership includes:

- ✓ If it contains municipal departments using The Logbook – a seat in one of KEKS regional boards
- ✓ If it does not contain municipal departments using The Logbook – an observatory post in one of KEKS regional boards.

For their members that are using The Logbook:

- ✓ Free access to The Logbook
- ✓ Free access to all other tools provided by KEKS
- ✓ Free access to all activities provided by KEKS (Costs for facilities, travels, food, external resources, etc. excluded.)

For their members that are not using The Logbook:

- ✓ Access to consultancy and support at actual cost
- ✓ Free access to information and contacts
- ✓ Access to KEKS' activities at reduced price

Annex 1.

KEKS common ground

The overarching aim of KEKS is to support the further development of youth work. Our foundation is the Council of Europe recommendation on youth work (CM/Rec(2017)4) and the European Charter on Local Youth Work.

We believe:

- that the over-all aim of youth work is to support the personal and social development of young people.
- that the mission of youth work is to stimulate and support activities that are based on and requires young people's active engagement and responsibility.

We see:

- youth work as an arena for non-formal and informal learning.
- youth centres and projects, as well as different kinds of culture and leisure activities, as means for reaching our aims.

We know that in order to do this we must:

- base our activities on the needs, interests, ideas and experiences of young people as perceived by themselves and meet them as capable individuals and resources.
- be actively inclusive and reach out to and welcome all groups of young people.

We argue:

- that participation is a process that should be owned and run by young people.
- that participation leads to health and resilience, and to the development of the skills, attitudes and values that young people need in order to form their own future and to be active citizens.

We claim that this participatory process and the learning it creates is, and should be seen as, the main aim and core outcome of youth work.

In order to promote knowledge based youth work and a reflective practice, KEKS has developed The Logbook, a web based system for documentation and follow up of youth work. The basic idea behind The Logbook is to gather information about both quantitative and qualitative aspects of the youth work carried out by the users – information related to our overarching aims that is then to be used for analysis and the further development of youth work.

The use of The Logbook is crucial to the further development of youth work and it also forms the basis for knowledge based advocacy and the further strengthening and recognition of youth work. All members are therefore expected to actively use The Logbook. However, for some non-Swedish members there might be acceptable reasons for not using The Logbook. Exceptions from this requirement might therefore be done if so decided by KEKS secretary general.

Annex 2.

KEKS organisation

The main idea and aim of KEKS is to cooperate on the further development and strengthening of youth work in accordance with our common ground.

The regional boards of the KEKS network

- A regional board needs to have at least five member organisations/seats. Exceptions from this can be made, if approved by KEKS secretary general (see below).
- The members of the regional boards shall be heads of their respective organisations. They can however appoint replacements with full mandates for single meetings.
- The regional boards can co-opt other persons for single meetings when needed

- The regional boards shall meet at least twice a year
 - The meetings shall be planned in cooperation with the KEKS office that also shall take part in at least one meeting per year.

The main purpose and task of the regional boards is to discuss needs and ideas regarding youth work development in their organisations, in the region and in general, and, when relevant and feasible:

- Come up with suggestions to the central board
- Arrange, in cooperation with KEKS office, regional activities (e.g. seminars, trainings, etc.)

The regional boards shall:

- Appoint two representatives, one regular and one substitute, to the central board for a period of one or two years.
 - These representatives shall be heads of their respective organisations
 - These representatives cannot have replacements.
 - These representatives are responsible for
 - ✓ Preparing, convening and conducting meetings in their respective regional boards.
 - ✓ Represent their regional boards in the main board and
 - Report regarding regional meetings and activities
 - Report back from these meetings.

The joint main board of KEKS (the informal network) and the General assembly of the NGO KEKS support organisation:

- Shall meet at least twice a year
- Among its members appoint chair, vice chair and treasurer of KEKS support organisation. These form together the executive committee of the board
 - The executive committee shall act as employer for KEKS Secretary general
- Discuss and decide on KEKS overarching aims and strategies for the coming year(s)
- Discuss and decide on KEKS activity plan and priorities for the coming year, taking into account the reports from the regional boards.
- Decide on KEKS budget for the coming year, including fees for using The Logbook and other services

- The guiding economical principle shall be that resources shall be allocated where they are best needed for the overall development of youth work and KEKS as organisation
- Decide on eventual changes in KEKS organisation

Please see also the statutes for the NGO KEKS support organisation

KEKS advisory board

- KEKS advisory board shall consist of representatives of D- and E-members of KEKS, plus by the secretary general specially invited experts and representatives of other organisations.
- The purpose of the advisory board is to give input on how KEKS can (better) contribute to the further development of youth work (including the support for D- and E-members), and how the organisation as such can be further developed.
- The advisory board should meet at least once a year.
- The meetings should be chaired by the secretary general.

The Secretary general of KEKS support organisation

- Is responsible for the management of KEKS finances and administration
- Shall hire and function as employer vis-à-vis KEKS staff
- Shall act as rapporteur and co-chair at the meetings of KEKS main board
- Shall chair KEKS advisory board
- Represents KEKS in relation to other organisations and actors
- Decides on the approval of new member organisations and their affiliation to regional boards
- Decides on the design of the regions

The main tasks of KEKS office are

- To carry out decisions taken by the main board
- To handle economy and business reports
- To prepare proposals for budget and business plan
- Maintenance and further development of The Logbook
- To support KEKS member organisations, thematic networks and regional boards in their work
- To inform about KEKS, our ideas and organisation, to other organisations and stakeholders
- To contribute in all possible ways to the further development and recognition of youth work

Annex 3.

Stadgar för KEKS stödförening Statutes for KEKS support organisation

Föreningens namn / Name of the organisation

- KEKS stödförening
- KEKS support organisation

Föreningsform / Form of organisation

- KEKS stödförening är en ideell, icke vinstdrivande, förening
- KEKS support organisation is a non-profit NGO

Föreningens syfte är / The overall purpose of the organisation is

- Att stödja utvecklingen av den öppna ungdomsverksamheten i enlighet med dokumentet "KEKS gemensamma grund" och/eller beslut tagna i KEKS-nätverkets centrala styrgrupp
- To support the development of youth work in accordance with the document KEKS common ground and/or decisions taken by the main board of the KEKS network

Föreningens säte / Seat

Göteborg

Adress: Linnégatan 21
413 04 Göteborg

Medlemskap/Membership

- Medlemskap är öppet för medlemmar i KEKS nätverkets centrala styrgrupp
- Membership is open to the members of the central board of the KEKS network

Styrelse/Board

- Styrelsen skall bestå av ordföranden, vice ordföranden och kassör
- The board shall consist of chair, vice chair and treasurer
- Styrelsen väljs vid årsmöte för en tid av ett år
- The board is elected by the general assembly for a period of one year
- Styrelsens uppgift är att verkställa årsmötets beslut samt att i övrigt besluta om och verkställa åtgärder som gynnar föreningens syfte
- The task of the board is to implement the decisions of the general assembly and to otherwise decide on and implement measures that benefit the association's overall purpose
- Styrelsen har att upprätta verksamhetsberättelse och bokslut för det gångna året
- The board shall establish an annual report and a financial statement for the past year
- Styrelsen har att lämna förslag på verksamhetsplan för det kommande året
- The Board shall submit proposals on a work program for the coming year.
- Styrelsemötena skall vara öppna för samtliga föreningsmedlemmar
- Board meetings shall be open to all members of the organisation

Firmatecknare / Legal signature

- Föreningens Generalsekreterare och av denna utsedd kanslipersonal är firmatecknare var för sig
- The Secretary general of KEKS and the office staff appointed by it shall have the right to sign for the company separately

Verksamhetsår / Financial year

- Verksamhetsår är lika med kalenderår
- The financial year equals calendar year.

Revisor / Auditor

- Föreningen skall ha en auktoriserad revisor. Denne väljs vid årsmötet för en tid av ett år.
- The organisation shall have an authorized public auditor. This is elected at the general assembly for a period of one year.

Medlemsavgift / Membership fee

- Medlemsavgiftens skall vara 0 kronor
- The membership fee shall be 0 €

Årsmöte / General assembly

- Årsmöte skall hållas senast den 31 maj varje år
- The general assembly shall be held before the 31 of May each year
- Årsmöte skall utlysas skriftligen senast en månad i förväg
- The general assembly shall be convened in writing at least one month in advance.
- På årsmötet skall följande frågor behandlas:
- At the general assembly, the following issues shall be addressed:
 - ✓ Fråga om årsmötets behöriga utlysande
 - If the meeting has been convened in accordance with the statutes
 - ✓ Val av mötesordförande
 - Election of chair for the meeting.
 - ✓ Val av mötessekreterare
 - Election of secretary for the meeting
 - ✓ Val av protokollsjusterare
 - Election of attester of the minutes
 - ✓ Redovisning av bokslut och verksamhetsberättelse
 - Presentation of financial statement and annual activity report
 - ✓ Revisorernas granskning av bokslut och verksamhetsberättelse
 - The auditors' review of the financial statements and the annual activity report
 - ✓ Fråga om styrelsens ansvarsfrihet
 - The discharge of the board for the past year
 - ✓ Val av föreningens ordförande för ett år
 - Election of chair for the organisation for a period of one year
 - ✓ Val av föreningens vice ordförande för ett år
 - Election of vice chair for the organisation for a period of one year
 - ✓ Val av föreningens kassör för ett år
 - Election of treasurer for the organisation for a period of one year
 - ✓ Val av föreningens revisor för ett år
 - Election of auditor for the organisation for one year
 - ✓ Beslut om verksamhetsplan för det kommande året
 - Decision on work program for the coming year
 - ✓ Beslut om budget för det kommande året
 - Decision on budget for the coming year
 - ✓ Övriga frågor. Övriga frågor skall inkomma skriftligen senast 14 dagar före årsmötet

- Other issues. Other issues shall be send in in writing at least 14 days before the general assembly
- ✓ Mötets avslutande
- Closure of the meeting

Extra årsmöte / Extra general assembly

- Extra årsmöte skall genomföras om minst hälften av föreningens medlemmar så önskar
- An extra general assembly shall be held if at least half of the members request it

Uteslutning / Exclusion

- Medlem som uppenbart brutit mot dessa stadgar kan uteslutas om en majoritet av årsmötet så beslutar
- A member that obviously violates these statutes may be excluded if a majority of the general assembly so decides

Stadgeändring / Change of statutes

- Dessa stadgar kan ändras om en majoritet på årsmötet så beslutar. Fråga om stadgeändring måste vara väckt som övrig fråga och skall därför inkomma skriftligen senast 14 dagar före årsmötet
- These statutes can be changed if a majority at the general assembly so decides. A suggestion regarding the change of statutes must be handled under 'other issues' and should therefore be submitted in writing no later than 14 days before the general assembly

Föreningens upphörande/Dissolving the organisation

- Föreningen kan upplösas om en majoritet på årsmötet så beslutar. Föreningens eventuella tillgångar skall då fördelas proportionellt bland KEKS-nätverkets medlemmar.
- The organisation may be dissolved if a majority at the general assembly so decides. Eventual assets shall then be allocated proportionally among the members of the KEKS network.

Notes

¹ Organisations that does not have a VAT number will have 25 % Swedish VAT added to their fee.

² Informal in the sense of not being a legal body.

³ Any kind of non-profit organisation (i.e. public body or NGO) that is responsible for the provision of youth work and/or being youth work providers and/or coordinating such organisations can be members of KEKS.

⁴ As defined in the report from the EU expert group on youth work quality systems *Quality Youth Work – a common framework for the further development of youth work* (2015): “Actions directed towards young people regarding activities where they take part voluntarily, designed for supporting their personal and social development through non-formal and informal learning.”

The definition of “young people” in terms of age varies from country to country, as does the age span of the target group between different organisations. KEKS defines young people as persons between 13 and 19 years of age. Due to practical reasons our questionnaires as well as the support to our members cover the age range 12 – 25 years of age. Support for follow up and development of activities for other age groups, such as younger children, might occur but is in no way included in the membership in KEKS and the fee.

⁵ Please see annex 2, “KEKS organisation”

⁶ Please see annex 3, “Statutes KEKS support organisation”

⁷ Since the KEKS network is not a legal body, and different types of organisations, e.g. municipalities, in different countries have different rules and practices for becoming members, the decision to join the network can be taken on any organizational level, e.g. political or administrative, that is eligible to pay the corresponding fee to KEKS support organisation.

⁸ Since municipalities and their administrations are differently structured and organized throughout Europe and that, due to this fact, youth work have both different names and placing's within these structures and could be more or less integrated in units that handles also other issues the term “municipal departments” should not be taken too literary.

Membership in the network is open to any kind of unit within a municipality that is responsible for youth work, regardless of its name or formal position in the municipality concerned. “Responsible” is here defined as having to answer to a political level on questions regarding youth work. I.e. The department can carry out youth work by itself and/or support youth work carried out by NGO's or groups of young people.

Having organisations as members also means that the membership is not personal.

⁹ Umbrella organisations are organisations that contains other independent organisations and that can act on their behalf. Umbrella organisations might be public bodies or NGOs and (if to be members of KEKS) needs to contain at least five independent organisations that could be municipalities and/or NGOs.

Umbrella organisations can join KEKS on behalf of all their members or just some, with a minimum of five of them.

Umbrella organisations can both have members that are using The Logbook and members that are not using The Logbook

Please note that a single youth centre that is part of a bigger organisation, municipal or NGO, is not an independent organisation. Independence asks for an own business ID (or similar) and an own governing board.

¹⁰ An observatory post gives the right to take part in discussions and to make suggestions, but not to take part in formal voting.

¹¹ Please see annex 2, KEKS organisation.