

naKnow Internal Rules

I. Members

I.1. Membership & Engagement

All members must comply with the Articles of Association and sign the Membership Agreement. Individual members and representatives of member organizations are encouraged to actively engage by joining a working group, attending regular meetings, or participating in physical events.

Alternative forms of engagement (e.g., data, resources, visibility) must be accepted by the Board of Director and written into the Membership Agreement.

Members unable to sustain active engagement must inform the Board of Directors to renew their membership.

I.2. Access & Resources

Members have access to internal tools (Zulip, Nextcloud, naKnow.lib), internal documents, and the Association Assets.

The Association Assets are:

- naKnow Lib (Knowledge base),
- naKnow Calc (calculation engine),
- naKnow Rep (Repository of parametric models).
- naKnow DB (LCIA database),

Access is regulated by the Executive Office, via an individual account for each natural person representing the Member.

Members are invited to external events and have annual access to the General Assembly.

I.3. Onboarding process

New members attend an onboarding meeting and receive a welcome guide (mission, values, projects, working groups, benefits, participation), access to internal channels, access to the Association Assets.

They are invited to general meetings and information channels.

A satisfaction survey is sent three months after joining. Detailed procedures are available on the internal Wiki.

II. naKnow's organization

II.1. General Assembly

The role & competence of the General Assembly are defined in the Articles of the Association.

II.2. Board of Directors

The role & competence of the Board are defined in the Articles of the Association.

The Board meets 4 times a year physically or online depending on the directors' availability. It is convened by the President or the CEO.

The Board of Directors can validate exceptional expenses.

Conflict of interest:

Members of the Board are individual, if they are affiliated with a member of naKnow they can represent them. Board members can share internally with their organization the information concerning it, including topics relevant to the collaboration (for example fees, licensing, or the use of its data), unless a member explicitly flags a specific piece of information as confidential.

Board members must abstain from voting on decisions directly involving organization affiliated to them.

II.3. Executive Office

The role and competencies of the Executive Office are defined in the Articles of the Association.

Role: Execute the Board's strategy and ensure the day-to-day operations of the association.

Specifically, the Executive Office is responsible for:

- Executing the mandate given by the Board, within the budget approved by the General Assembly
- Recruiting new members and negotiating membership agreements in the best interests of the association
- Representing the association
- Validating the association's expenses
- Negotiating partnerships in the best interests of the association
- Proposing an annual budget
- Carrying out operational and administrative tasks delegated by the Board or General Assembly

Daily Operations: The Executive Office is led by the Chief Ecosystem Officer (CEO). The CEO is accountable for all operational decisions, and all expenses must be validated by the CEO.

II.4. Projects & Working groups

Role: Maintain and expand the assets of the association.

Projects:

- Each project is led by a designated Project Lead.
- Expenses are validated by the contributing members.
- Decisions regarding a project are made by the members involved. They may seek advice from the community, the Executive Office, or the Board.

Working Groups:

- Joining a working group requires a request to its leader, who may accept or decline (a refusal must include specific reasons).
- Accepted members are introduced to the group, invited to its meetings, and contribute according to their skills, availability, and interests.
- Participation in a working group is generally considered a valid in-kind contribution to the association.
- Meeting frequency is defined by each working group.

III. naKnow details

III.1. Communication

Members are encouraged to communicate about the Association and participate in events, provided they explicitly state their status as members and not as official representatives.

III.2. Language

The official language of the Association is English (UK), all external communications must be available in English at least. French, German or Italian translation may be produced to the relevant Swiss authorities.

IV. Data Protection & Confidentiality

IV.1. Data Collection & Processing

With member consent, the Association collects the following personal data: first name, last name, email, phone number, zip code, city, country, time zone, organization, and membership type.

TLP:CLEAR

The Association acts as the Data Controller, and a Data Protection Officer (DPO) can be appointed.

Data is retained for the duration of membership and until 3 years after the end of the membership unless specified otherwise.

IV.2. Rights & Compliance

Members may exercise their rights of access, rectification, erasure, and objection at any time. Data is not transferred outside Switzerland and the European Union unless in compliance with Article 45 of the GDPR.

Internal data governance is governed by the licensing, contribution, and non-disclosure agreements signed upon joining.

Applicable licenses are detailed in the Membership Agreement.