Cluster master record and handover list

This template has been created to maintain the institutional memory of the cluster and should be regularly updated, particularly when there is a change in leadership or membership in the cluster.

Name of the EUNIC cluster

Outgoing Cluster President

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| EUNIC member organisation (country and city) |  |
| Function in EUNIC member organisation |  |
| E-mail address |  |
| Phone number |  |

Outgoing Cluster Co- or Vice-President

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| EUNIC member organisation (country and city) |  |
| Function in EUNIC member organisation |  |
| E-mail address |  |
| Phone number |  |

Incoming Cluster President

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| EUNIC member organisation (country and city) |  |
| Function in EUNIC member organisation |  |
| E-mail address |  |
| Phone number |  |

Incoming Cluster Co- or Vice-President

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| EUNIC member organisation (country and city) |  |
| Function in EUNIC member organisation |  |
| E-mail address |  |
| Phone number |  |

Cluster Coordinator / Further contact person

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| EUNIC member organisation (country and city) |  |
| Function in EUNIC member organisation |  |
| E-mail address |  |
| Phone number |  |

**Full Members**

*List all Full Members which form the cluster. Specify if any of the member organisations received a mandate from headquarters of EUNIC members to be Full Members in the cluster. Any new full member should also sign the Cluster Charter.*

**Associate members at global and cluster level**

*List Associate Members both at global level (British Council, etc.) and cluster level of the cluster.*

**Partners**

*List partners which collaborate with the cluster, including the EU Delegation or European Commission Representation.*

**Other relevant information**

*Provide details of any other relevant information, such as for example names and passwords for social media accounts or budgetary details.*

**Documents and information to be handed over to the new president of the EUNIC cluster:**

|  |  |
| --- | --- |
|  | Signed EUNIC Cluster Charter |
|  | Four-Year Cluster Strategy |
|  | Cluster master record and handover list |
|  | Minutes of the previous meetings and cluster archive |
|  | Relevant documents related to present and past projects, activities and events |
|  | Communications material including logo files, leaflets, templates, roll-ups, etc. |
|  | Contracts with EU Delegation or other partners (if relevant) |
|  | Other relevant documents and information |

**Inform EUNIC on change of presidency:**

|  |  |
| --- | --- |
|  | Send contact details of the new Cluster President(s) including full name, function at EUNIC member organisation, email address and phone number to the EUNIC office at clusters@eunicglobal.eu.  If no new president has been elected yet, assign an interim contact person for all communication with the EUNIC office. |