

Internal Protocol of the Reference Group

(Draft v1)

Preamble

The Reference Group serves as the coordinating organism of the Global Cultural Embassy.

It exists to safeguard the founding principles of care, dignity, transparency, continuity, and shared governance. Its role is not symbolic. It carries responsibility.

Membership in the Reference Group is a position of trust and collective accountability.

1. Role and Mandate

The Reference Group:

- Safeguards the ethical framework of the GCE.
- Confers affiliation in coordination with the Berlin representatives.
- Guides strategic direction and governance.
- Ensures coherence between regional hubs and the broader Assembly.
- Protects the integrity of representation in relation to the Humboldt Forum and the Stiftung Preußischer Kulturbesitz (SPK).

The Reference Group does not function as a personal platform, advisory board for private projects, or fundraising vehicle.

2. Responsibilities of Members

Members of the Reference Group commit to:

A. Ethical Stewardship

- Upholding the principles of dignity, transparency, continuity, and care.

- Acting in the collective interest of the GCE.
- Avoiding conflicts of interest.
- Disclosing any potential conflicts in writing.

B. Communication and Transparency

- Informing the Reference Group of any representation, fundraising, or public engagement undertaken in connection with the GCE.
- Not initiating financial solicitations in the name of the GCE without prior collective consultation and written authorization.
- Ensuring that all official communication aligns with agreed institutional positions.

C. Coordination with Regional Hubs

- Meeting regularly with their respective regional hub.
- Maintaining structured communication between the Reference Group and the hubs.
- Consulting the hub before presenting or proposing projects under the GCE framework.
- Working in coordination with designated alternates to ensure continuity and accountability.

No project may be presented externally in the name of the GCE by a Reference Group member without prior consultation and documented alignment with the relevant regional hub.

D. Relationship with the Humboldt Forum Foundation (SHF) and SPK

- Reference Group members may enter into additional contractual or professional engagements with the Humboldt Forum Foundation (SHF) and the Stiftung Preußischer Kulturbesitz (SPK).

In such cases:

- The member must disclose the engagement in writing to the Reference Group prior to acceptance.

- The designated alternate shall assume the responsibilities and functions of the Reference Group member for the duration of the engagement.
- Upon completion of the external contract, the original Reference Group member may resume their role.
- This measure ensures clarity of roles and prevents overlap between individual professional engagements and collective governance responsibilities.

E. Compensation and Collective Resources

The Reference Group operates as a non-remunerated governance body.

Where financial resources are generated in connection with GCE-related activities, programs, or productions:

- Such resources shall not be individually appropriated without prior disclosure and collective agreement.
- Where appropriate, funding shall be allocated to a shared GCE resource pool to support collective activities, coordination, and future programming.
- The determination of allocation shall be made by the Reference Group on a case-by-case basis, ensuring transparency and fairness.
- No member may independently negotiate or retain financial compensation derived directly from GCE representation or collective positioning without prior consultation.

The Reference Group is not self-appointed nor self-renewing; its legitimacy derives from the regional hubs convened within the Assembly framework.

3. Term

Members shall serve a defined term (recommended: three years).

At the conclusion of a term:

- A member may be re-nominated by their regional hub.
- Reelection or extension must be confirmed during the subsequent Assembly.
- No automatic renewal shall occur without formal nomination.

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To encourage both continuity and renewal, no member may serve more than two consecutive terms unless exceptional circumstances are approved collectively.