



## A Quick Guide to the EUniverCities Network

The EUniverCities Network was established in 2012, and the membership has changed over time, with city tandems leaving, and new ones joining on a rolling basis. It is a compact, self-funding Network involving city administrations and higher education institutions from medium-sized cities across Europe. More information about the current membership, our ethos, priority themes and ways of working of the Network can be found on our [website](#). A more detailed guide to how the Network operates and our current priorities can be found in our [2023-2025 Strategy](#).

### • Membership Criteria

The Network is made up of city administrations (councils) and universities from each city area, and these work together as city-university *'tandems'*. The tandem structures are a distinctive characteristic of the Network and having both council and university representation is essential to being a member. Our cities are typically medium sized, rather than the very large urban centres.

Tandems can involve more than one higher education institution per city, or more than one city administration if they are geographically close and share a relationship with the corresponding university.

### • Fees and other costs

Annual membership fees are banded according to a country's economic performance based on the EC developed regions categories: - Transition Regions, Less Developed Regions, and More Developed Regions. The fees for 2025 are below.

- Transition regions € 1,500 each per year
- Less developed regions/ convergence zones € 1,250 each per year
- More developed regions/ competitiveness zones € 1,750 each per year
- External non-EU partners (e.g. Norway, Switzerland) € 1,750 each per year

Fees are payable by every individual organisation during the first half of each calendar year, (or on joining).

The membership fees cover the Network's expert advisor costs, secretariat support, contributions towards the hosting of two face-to-face (thematic) events per year, plus the cost of publications and periodic decision-makers' meetings etc.

Members must cover their own costs for travel and accommodation relating to face-to-face events.

### • Procedure to become a member

When a new city-university tandem expresses an interest in joining the Network, the secretariat informs the membership, and the prospective new members can be invited to join a meeting to observe. Existing Network members decide collectively whether to admit the new tandem.

To formalise their application, the new city-university tandem submits a Declaration of Membership letter to the secretariat, signed by their City Mayor and the Rector of their university (or authorised substitutes).

- **Commitment from members**

Each city council and university must nominate an individual to act as their liaison officer (i.e. their EUniverCities Network coordinator). This person represents their organisation in the coordinators' meetings (CM) and acts as a single point of contact to exchange information between their organisation and the Network.

The secretariat organises 5 - 6 coordinators meetings throughout the year, including one during each of the two face-to-face meetings. The remainder are online meetings. Meetings are scheduled for up to 1.5 hours. These are important opportunities for members to discuss the Network's priorities and to set future direction.

Members may also wish to be involved in small working groups, for example helping to design the programmes for thematic meetings or working on collaborative projects with other Network members. This work is conducted through online meetings as required.

Coordinators are strongly encouraged to attend the Network's face-to-face thematic meetings and are responsible for identifying colleagues and other experts who might also have an interest in the topic, as well as students from their institutions who will often have the opportunity to work together in a dedicated session during the programme.

The secretariat maintains a [website](#) and social media channels, plus a monthly newsletter. Members are requested to provide news articles on a regular basis for publication online and in the newsletter. These should exemplify the close working relationship between their tandem organisations.

- **Contact information**

The secretariat is the main point of contact for the Network. Please feel free to get in touch if you have any further questions.

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