COOPERATION AGREEMENT

The island committee of………………………………… Island, created on the …………………………………, (date), represented by Mr(s)………………………….. (name, organism and role),

**On the one hand,**

**And**, the SMILO Association, represented by Mr. Prodromides, in quality of President;

**On the other hand,**

**Preamble:**

**The island committee of ………………………………… Island**, permanent liaison body with the SMILO association office, is in charge of the technical management and monitoring of operations related to obtaining and maintaining the Sustainable Island label.

**The SMILO association,** leads the sustainable islands network and provides support, expertise and competences to facilitate the implementation of a diagnosis and a strategic plan and provides support to facilitate the implementation of measures in favour of the sustainable development of small islands.

Therefore, the Island Committee and the SMILO Association agree to cooperate under this agreement and as such they have agreed as follows:

**1 -** By taking part in the SMILO process for small sustainable islands, the **Island Committee** commits to:

* 1. **Sending all the necessary documents to the Secretariat of the SMILO association** for the labelling applications to be processed.
	2. **Leading the island’s participative & collective diagnosis according to the processes developed by the SMILO association. It commits** through its members to collect, compile, produce and provide all the documentation, as well as to mobilise the men-hours and material necessary to carry out a complete assessment of the knowledge and measures implemented on the island. Its members commit to involving, at this stage of diagnosis, the local populations, through its associative and/or communal representatives (such as district/sector leaders), through their traditionally mobilised communication channels, adapted to local constraints: meetings, workshops, public debates and other cultural, civic and artistic events, use of community radios, public display, forums on web pages, etc.
	3. Based on this diagnosis, **cooperatively elaborating and validating the island’s strategic plan**, which will help to prioritise the objectives to be achieved, the plan will then be sent to the Secretariat of the SMILO association and analysed by the assessment committee.
	4. Based on this **strategic plan**, implementing measures which will allow to achieve these priority objectives, in order to improve sustainability and obtain the Sustainable Islands label.
	5. **Insuring that the requests for access to the Islands Fund are consistent with the island’s strategic plan, that they be known, recognised and approved by its various members.** There can be two scenarios:
1. The Island Committee has a legal personality and the necessary administrative and financial management capacity to receive grants. It will be able to apply directly for financial support for the pilot measures through the Islands Fund (see document to be completed "5. Application for access to the Fund").
2. The Island Committee does not have a legal personality or the necessary administrative/financial management capacities, then applications for subsidies will be made directly by one of the members who has them.
	1. **Monitoring, supervising and participating in the organisation of on-site operations carried out by the SMILO facilitators, experts and assessors.** Committee members commit to providing facilitators, experts and assessors with accommodation, transportation (sea and land) and food free of charge, as far as possible. The duration and scope of these operations will be calibrated in a concerted manner with the Secretariat of the SMILO association.
	2. **Actively contributing to the momentum of the international SMILO network and, for example, enhancing the experience of its members by:**
3. Contributing to the writing of good practice worksheets for the web page;
4. Contributing to the writing of articles for the network’s bi-annual newsletter (Islands Journal);
5. Taking part in the yearly “Celebrate Islands” campaign (during the week of the 22nd of May).

**2 -** By integrating **the Island Committee into the SMILO** process for small sustainable islands**, the SMILO Association** commits to:

**2.1. Supporting the Island Committee** during the various steps of the labelling process by:

1. appointing a referent within SMILO’s Secretariat for all matters relating to the SMILO process and to deal with the documents related to labelling;
2. appointing, on a case per case basis, a SMILO facilitator (see document “E. Facilitator roadmap”);
3. providing one or more sector experts to respond to one or more of the island’s priority issues;
4. giving access to the Islands Fund to finance measures to achieve one or more priority objectives, within the limits of available funds;
5. providing assessors for the intermediary and final assessments;
6. providing the SMILO board of directors to award the label.

**2.2. Facilitating the exchange of knowledge and experience** between the islands of the network by:

1. highlighting the island’s good practices carried out by the Island Committee on the SMILO website;
2. highlighting news from the island, provided by the Island Committee, in the Island Journal and on the SMILO program’s various digital media;
3. highlighting the island’s initiatives during the “Celebrate Islands” campaign and on SMILO’s Facebook page and website;
4. organising and inviting an Island Committee member to the annual SMILO conferences.

Island Committee representative President of the SMILO association

Last name – First name Last name – First name

Signature Signature