



MENTORING PROGRAM

Mentoring-Agreement (PLEASE FILL IN BLOCK CAPITAL LETTERS)

Between MENTOR

(Name of the Mentor)

Union _____

Sector _____

Country _____

Position _____

Address

Street _____

Zip Code, City _____

Tel. _____ Fax _____

eMail _____

and MENTEE

(Name of the Mentee)

Union _____

Sector _____

Country _____

Position _____

Address

Street _____

Zip Code, City _____

Tel. _____ Fax _____

eMail _____

Frequency of Meetings

The Mentor and the Mentee agree to meet on a regular basis via:

- Telephone
- eMail
- Skype
- Messaging Apps
- Face-to-face meetings
- WhatsApp
- Other

Interval of meetings: _____
(It is recommended to meet at least every 2 weeks)

Aims of the tandems

Aims of the Mentoring tandems (multiple answers possible):

- Training in collective bargaining
- Advice on trade union leadership and career development opportunities
- Preparation for future (leadership) roles
- Guidance on and introduction to the structures of the trade union work and women's issues at trade unions
- Exchange of contacts; introduction to relevant networks
- Mutual motivation
- Mutual support on personal development
- Participation in meetings, seminars and workshops
- Advice concerning a better reconciliation of work, family and private life
- Participation in organizing activities
- Creation of gender equality offices/ preparation of gender equality officers
- Implementation of the program
- Creation of new tandems
- Implementation of gender mainstreaming in unions
- Other

Name some activities would you like to work on during this program

The agreed terms and dates are considered to be binding for the signing parties. The mentee is responsible for contacting the mentor in due time.

The tandem undertakes to put the abovementioned steps into practice. Furthermore, they will schedule the meetings and document all their progress. For the meetings, each one will prepare specific questions and discussion topics.

The mentor commits to giving advice, support and contacts to the mentee during her development as well as access opportunities to the structure of the trade union and networks. In the context of the Mentoring Program she agrees on creating a constructive environment for the implementation of the program.

Consulting, Information, Constructive consultation on conflicts

Further consulting and/ or information requirements will be assisted by the UNI Head and Regional Offices. This also to any applies to any disagreements or other issues that might arise during the implementation of the Mentoring Program. This also includes the non-compliance of this agreement.

Termination/Dissolution of the tandems

Sometimes there are various changes which can result in the termination of the tandem. In such case, both parties have the possibility to dissolve the agreement. If this case arises, both the UNI Head and Regional Offices must be notified in due time about the termination stating its reasons.

Continuity

With the signature of this agreement, the participating tandems agree to work with this program for a definite amount of time. To guarantee continuity, tandems must remain the same throughout the implementation of the program.

Report on Activities

In order to follow up on the progress of the tandems, all tandems are required to present a report on activities between every 2-4 months. In order to collect this information, a special questionnaire will be sent out for the tandems to complete. With all the information gathered, UNI Head of Equal Opportunities and Regional Offices will create a consolidated report to share with all other tandems participating in the program. Only those tandems that comply with this obligation, will be allowed to continue to participate in this program.

Confidentiality agreement

All the parties participating in this program pledge themselves to discretion. This also applies to the partnership between Mentor and Mentee.

Likewise Mentor and Mentee commit themselves to discretion concerning all information that is exchanged within the mentoring program as well as diplomacy and confidentiality towards one another.

We accept all terms of the mentoring agreement.

Place, Date

Signature Mentee

Signature Mentor