# Basic Rules for the Utilisation of the Training, Consultancy, Coaching, and Change Management Instruments Developed by PREMAnet e.V. *(27102023)*

PREMA is an eye-opening way to reduce production costs and gain competitive advantage, manage change in resource use effectively, and to become an environmentally and socially responsible organisation, which is prepared for future challenges, such as climate change and SDGs, as well as opportunities, i.e. of circular and green and inclusive economy.

**PREMA training and consultancy programmes** lead to four types of benefits:

* **Economic**→ *gain competitive advantage and resource-efficient innovation* reducing production costs and costs per unit (thus enhancing productivity)
* **Environmental** → *adapt green business practices by enhancing resource efficiency* (raw material, water, and energy), minimizing carbon and water footprints, and using materials and energy preferably from renewable sources
* **Organisational** → *agile and resilient business operations****,*** effective implementation of improvements, and bottom-up/cost-effective achievement of certification (e.g. PREMA, ISO, etc.)
* **Social** → *improve risk management and working conditions*, retaining satisfied and productive employees and positive relationship with customers and the community.

The implementation of PREMA enables micro, small­ and medium­sized (MSME), large enter-prises with untapped optimisation potentials, as well as institutions, such as offices and schools, to achieve these four wins through combined training and consultancy, and local Communities of Practice (CoP) which offer PREMA Group Consultancy.

PREMA training and consultancies are implemented by national and international PREMA facilitators (trainers, consultants and coaches) trained and licensed by PREMAnet e.V., a non-profit association registered in Germany. Originally sponsored by BMZ/GIZ, the PREMA approach has been applied in over 40 countries through a variety of modules and languages.

The ***PREMAnet international network and Community of Practice*** (CoP) disseminates the methodological approach, develops new applications and materials in order to ensure the quality of the training, consultancy, coaching offered, of the licensed facilitators’ performance, as well as the response to new demands in the market.

To ensure the quality of PREMA services, facilitators follow a proven capacity­building and licensing system (*see documents “PREMA training history\_name”, Biotemplate-PREMAnetCV\_name, Membership\_Application\_rev5\_27102023-d-e-f.docx*), and receive a numbered license which confirms the fulfillment of agreed requirements, and the respect of the PREMA basic rules. PREMAnet e.V. also has the right to withdraw a license under conditions specified in the PREMA statues, or by PREMAnet Board or General Assembly decision.

The **following support is offered** to PREMA trainers and consultants by PREMAnet e.V.:

* In accordance with the capacity­building system (*latest version*) PREMAnet issues certificates for participation in training measures or grants the right to do so.
* A license is issued in line with the proven qualification as PREMA trainer or consultant documented in the “PREMA training history”.
* The name of paying member trainers are included into the list of trainers on www.premanet.net
* Members have the right to use the PREMA documents. It is expected that copyrights are properly applied/observed.
* Members have access to PREMAnet e.V. CoP documents stored in Google docs and Dropbox, as well as to the Youtube channel.
* Members can have an email address x.n.@premanet.net free of charge.
* Members can become member of the PREMA whatsapp and facebook groups.
* Members receive the Newsletters and can ask for methodological advice of the CoP when marketing PREMA and organizing PREMA training, consultancy or coaching.
* Members are encouraged to communicate PREMA training, events etc. in advance to the Board / the CoP, in order to avoid overlap, to ensure support, and also to use the website and newsletter for announcements and short summaries of the outcomes.
* Members are expected to share learning with the CoP , to observe basic requirements for environmentally-friendly practice when organizing events and to practice gender sensitive behaviour.
* Members are encouraged to seek exchange and advice for new projects from the PREMAnet Board, Eminent Peer Group or interested members of the CoP, within their available capacities as honorary PREMAnet members.
* Members can also seek support when applying for calls or to form a consortium with PREMAnet e.V. when bidding for projects.

**Members of PREMAnet e.V.** **are expected to**

* Pay the yearly membership fee by March 1st, each year: 100 € members of global North, 60 € members of global South, 45 € for passive membership) or via a local network.
* Transfer Voluntary Trainer contributions (VTC) when organizing PREMA application (15 % of net remuneration if request was channeled through PREMAnet e.V., 10 % if acquired independently, 5% in case of follow-up contracts).

In case of non-respect of basic rules, the Board or General Assembly may revoke a license.

I agree to the Basic rules for utilisation of PREMA established by PREMAnet e.V.

(Date) (Signature) (Name in block letters)