



## LETTER OF INVITATION GENTELEMENS' AGREEMENT REGARDING RELATION ARRANGEMENTS FOR

Dear \_\_\_\_\_,

By decision of the Board of the Future Worlds Center (FWC), Cyprus Neuroscience and Technology Institute (CNTI), and of Ekkotek Ltd. and/or GNOUS Ltd. it is hereby confirmed that you have been invited to [join / continue ] your association with the CNTI/FWC/Ekkotek/GNOUS family starting \_\_\_\_\_ provided you honor and accept the rights and responsibilities appertaining to this membership by signing this letter. The term associate is used to describe any relation including that of employee, subcontractee, intern, volunteer etc. The rights and responsibilities listed here may not form a legally binding document, but they nevertheless constitute the building principles of a fruitful and professional collaboration of equals, that aims to promote personal, institutional and communal wellbeing and facilitate advancement. Compliance with these principles will be used among other parameters to guide personnel evaluation and decision for renewal of this relationship.

- Associates have the right to communicate and use their relation and affiliation with the organization in their daily professional endeavors. They also have the responsibility to use every occasion to propagate and promote the vision, aims and projects of the organization as widely as possible. They have the right to distribute professional institutional cards with their name, as long as such cards use the standard format, logos and insignia of the organization. They must follow the same design as business cards of full-time personnel, adding personal mobile or fixed line phone.
- Associates have the right to participate in all events, workshops, seminars and other activities of the organization(s). They also have the responsibility to support with their active presence all events, activities and initiatives of all units of the institute.
- Associates have the right to initiate and/or participate in new ventures or grant applications provided there is no internal or external conflict of interest. The institute has the right to include their names and their curricula in the institutional reports and applications without consulting with them every time.
- Associates have the right to benefit financially from projects they initiate/participate. They also have personal and collective responsibility to secure required institutional and co-funding costs for their specific projects by organizing and/or participating in fund raising activities. They have the right but also responsibility to ensure that contributions made by their circles of friends and family are properly documented and receipts are properly issued.
- Associates have the right to access and use information available at the institute, such as that posted in various portals (public or restricted) or distributed through newsletters. However, they also have the responsibility to take extreme care in protecting proprietary information and knowledge that gives the organization competitive advantages.
- Associates have the right to use the know-how and infrastructure (virtual or real) of the organization in the context of their respective projects. In exchange for the services and benefits, which they enjoy, they have the responsibility to (a) respect and protect institutional assets and participate actively in their maintenance and renewal, and (b) contribute some of their time and effort in the projects of other associates as a gesture of solidarity and mutual support.
- Associates accept the obligation to follow the instruction of the financial officer regarding official project assignments and sign all relevant paperwork, which is required by the certain project such as service contract, timesheet, payment slip.
- Associates have the right to participate in EU/UN or other funded projects that result in financial benefits. At the same time they agree that if such projects are only partly funded they will have individual and team responsibility to secure the percentage of co-funding needed.

It is therefore with great pleasure that the Board, and all your future CNTI/FWC/Ekkotek/GNOUS colleagues, welcome you in our team. We look enthusiastically forward to your passionate presence, wish that you enjoy your work, and find all options and opportunities for you to develop both professionally and as an individual. This short letter documents what we have agreed.

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### Specific issues regarding our agreement

- Your agreement will be based on a \_\_\_\_\_-month period, followed by an evaluation made by both parties.
- Your financial benefits will be according to contributions in project contracts in which you participate and will be paid as [ Gross / Net at hand ]. Possible leaves without pay will be excluded.
- You agree to use all group's cloud infrastructures (e.g., Calendars, FWpedia, Dropbox, Google Drive, Github, Trello, etc.) to store your work.
- You agree to sign an NDA, post contractual obligations, keys, confidentiality, and every other document required by the organization.
- You will have the rights all benefits and especially the freedoms that characterize our organization and the possibility to participate in multiple projects and travel like everybody else.

### Your primary tasks

1. Tasks will be agreed with your mentor, \_\_\_\_\_, but will involve collaboration with the members of the team working on similar projects and reporting to the corresponding Task Manager.
2. Your primary projects are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Both projects will engage you in new learning and technological tasks that will improve all relevant skills important in our organization and will help you acquire new knowledge and command the underlying theory of your work.
4. Improve your knowledge and command of the underlying theory of your work.
5. You agree to prepare a self-evaluation report at the end of the period.
6. Efficient and explicit prioritization of tasks and supervision and support of other members of your team

In sum, as members of a visionary, high-performance and socially responsible team, associates recognize that they belong in a privileged community, which shares social and scientific values, opens new opportunities, creates and channels new business ideas and carriers opportunities as related to their field of interest. Every associate/intern has the responsibility of informing other associates and the Institute's board on new opportunities for personal and institutional development that might come to their attention.

By signing this "Letter of Acceptance", the signer declares that her/his complete agreement with the above, all Constitutional values and Policies and Procedures as detailed in Future Worlds wiki and in particular:

- Policy: Joining Future Worlds Center
- Policy: Signing a Letter of Invitation and a Gentlemen's Agreement
- Policy: Signing an Honor Declaration
- Policy: Signing a Confidentiality Agreement
- Policy: Signing a Nondisclosure Agreement
- Policy: Signing Consent for Telephone Itemized Bills and for Keys
- Policy: Self and Peer Evaluations
- Policy: Co-Funding
- Policy: International Travel

On behalf of the Board,

On behalf of the Associate,

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Name & Signature

Date: