



NORDIC FOLKECENTER for Renewable Energy

Danish Center for Renewable Energy – Nordisk Folkecenter for Vedvarende Energi

DK-7760 Hurup Thy, Denmark

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Transfer of EURO:

Iban nr. DK22 8401 000 3812 338

SWIFT: MEKUDK21

Transfer of other currencies:

Iban DK92 8401 000 4200 533

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Contract for Folkecenter's Trainees

ACCEPTANCE OF GENERAL CONDITIONS FOR A TRAINING PROGRAMME AT NORDIC FOLKECENTER FOR RENEWABLE ENERGY, DK-7760 HURUP THY, DENMARK

The aim of Nordic Folkecenter for Renewable Energy's training programme is to allow post graduate students, senior staff or persons having a thorough knowledge, background, and interest in the field of renewable energy and/or ecology to participate in our research, testing, communication, and development programmes within renewable energy and ecology technologies.

GENERAL DESCRIPTION

The general aim of the programme is to provide improvement of scientific and technical capabilities within specific and/or general aspects of renewable energy, ecology, and associated disciplines in combination with cross-disciplinary and cross-cultural activities.

Improved insight and understanding of a variety of technologies and principles will be obtained with special regard to the Danish renewable resource base. The disciplines to be carried out by a trainee will in principle be on a teamwork basis as well as individual under the leadership of a professional adviser, and will include practical as well as theoretical activities, presentations, study excursions, and field studies.

REQUIREMENTS FOR TRAINEES

Participation in Folkecenter training programme is based on formal application and confirmation in writing. Conditions given in this document have priority to any other agreements given before or during the traineeship at Folkecenter. Nullifying of aspects within this document has validity only with the formal agreement of the executive director of Folkecenter.

Setting the standards and requirements within the programme, trainees must have abilities of good co-operation, creativity, open-mindedness, and be committed to do studies and training in location of a rural district including researchers, trainees, and staff of several walks of life, cultures, religions etc.

Good co-operation and understanding will be of mutual interest, so the first month of the training programme will be considered a test month. Trainees can stay for minimum three months, which is a "normal" period of stay, and maximum six months. Prolongation for 6 months has to be agreed upon with Folkecenter's executive director.

Good knowledge of English language is important as English is daily working language.

At the end of your trainee period we expect that you make out a final report in English on your tasks which can be included in our publication list.

FINANCIAL ASPECTS

The training programme with Nordic Folkecenter for Renewable Energy includes only a modest payment for accommodation and food services. The trainee pays 55 DKK per day for food and 1250 DKK per month for accommodation.

Excursions planned by Folkecenter will be considered as part of the training programme. Excursions of private interest and planned by the trainee are at own cost.

RULES AND GUIDELINES AT FOLKECENTER

Folkecenter has rules for use of automobiles, a guest policy, and other guidelines in order to obtain smooth but regulated daily routines. It is expected that trainees respect these guidelines of which some express Danish culture and tradition.

Trainees are expected to take turns to cook the dinner, typically once a week to keep the costs of board at the present modest level. National specialities are much appreciated.

REGARDING CONFIDENTIAL INFORMATION ABOUT WIND TURBINES AND OTHER

Nordic Folkecenter performs various tests, design and R&D at the commercial basis for wind turbine, solar power and other companies. The knowledge that is obtained is confidential.

To prevent misuse and damage trainees and staff at Folkecenter are not allowed to pass on any of this information to persons, media and others outside Folkecenter via pictures, text or in any other type of communication during their stay and later. Only information available through public media and in final reports with the written permission of the company that has commissioned the activities in question can be used for dissemination and publication.

RESIDENCE PERMIT, INSURANCE

Residence permit if necessary must be applied for and obtained BEFORE arrival at Folkecenter and is the trainee's own responsibility. This cannot be obtained when in Denmark. (Except for European Union (EU) citizens).

Folkecenter will supply an official invitation on request when needed for visa application.

Insurances will be the trainee's own responsibility except for activities arranged by Folkecenter.

TRANSPORTATION

Transportation to and from Folkecenter is the trainee's own responsibility. Special transportation and excursions can be organised when staying at Folkecenter.

Nearest airports are Billund, Thisted and Karup. There are frequent train connections to and from Copenhagen and other cities. Two times per day run trains without change Copenhagen Airport to Ydby (direction Thisted). For details see www.rejseplanen.dk or www.db.de. Local bus to the railway station at Hurup is available Monday to Friday, 7 times per day. Order train tickets to Ydby.

Private transportation and private telephone conversations are at own expenses. Trainees are welcome and encouraged to bring own vehicle/bicycle. Access to automobile at Folkecenter cannot be expected.

GENERAL ASPECTS

Danish tradition and culture represents in principle great openness with regard to access to offices, libraries, telecommunication, computers, and other facilities. Any abuse of services will be met with requirement of reimbursement and appropriate sanctions.

FOLKECENTER STAFF CONNECTED TO THE TRAINEES

As supervision for trainees at Folkecenter there are a professional adviser, a curator, and an administrative person. The guidelines issued by these persons should be followed.

Acceptance by the trainee:

Please, consider the following points before deciding whether to mark or not the privacy aspects:

- Data storage: we are not a commercial company and we do not have any interest to distribute your data to others. What we ask for is to allow us to keep your contacts, so that we can reach you in the future as well. Trainees in Folkecenter become part of a network, where we exchange information and possible job opportunities; being out of this network would lower the Folkecenter experience;
- Pictures and videos: we are a public NGO and the trainee program exposes us to considerable investments (excursions, events, etc.) which need to be documented for our supporters. The way we can do it is through pictures and videos posted on our channels (social media, newsletters, promotional material, etc.); it is therefore crucial for us to be allowed to use this material;

Name and Surname (Capital letters): _____

- I hereby allow Folkecenter to store my data for future communication between the center and me
- I hereby allow Folkecenter to use pictures/video taken to me for marketing, information and dissemination purposes

(Please, note: Folkecenter's full privacy policy can be found on <http://www.folkecenter.eu/policy.html>)

Place: _____

Date: _____

Signature: _____

Please, send the signed contract to Daniele Pagani, dp@folkecenter.dk