EANM EXECUTIVE OFFICE
Schmalzhofgasse 26 | 1060 Vienna | Austria

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✉ office@eanm.org
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AGREEMENT
EANM Mentorship Programme

Name of Mentor: _____   Name of Mentee: _____

As part of the EANM Mentorship Programme (the "*Programme*"), we would like to work together as a team. To this end, we agree

- that we will meet regularly _____ weekly/monthly (for a period of 1 year, from the starting date)
- and take _____(time in hours) per virtual/online meeting, depending on the topic
- that _____(Mentee) contacts via email, and _____(Mentor) replies within (time in day)_____.

We commit to discuss in good faith and, where appropriate, modify and amend this schedule mutually based on our experiences and requirements during the ongoing Programme.

Mutual expectations for the collaboration during the mentoring period:

Mentee towards the Mentor: What can the Mentor offer (e.g. professional and personal skills, strengths, experience, network, etc.)	**Mentor towards the Mentee:** What is important to the Mentor that Mentee brings (e.g. punctuality, commitment, etc.)
Expectations for Mentoring	Expectations for Mentoring
Goals for Mentoring	Goals for Mentoring
Topics of the Mentoring	Topics of the Mentoring

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My contribution to the Mentoring	My contribution to the Mentoring

Agreement on objectives

<u>Mentee's personal goals</u> (What are the Mentee's personal goals during the mentoring phase?)

The <u>Mentee's professional goals</u> for the mentoring year:

Main Goal	"Measurable" intermediate goals Which intermediate steps lead to the main goal?	Measures taken by Mentee/support from Mentor	Evaluation Have the interim goals/is the main goal achieved? Date?

We are both ready,

- to take responsibility for the success of the mentoring partnership and to treat all discussions with absolute confidence,

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- accept the boundaries of the partner,
- respect different points of view,
- address any problems, disruptions or uncertainties that arise and look for possible solutions together in a constructive and respectful manner (with the support of the Programme management if necessary),
- endeavor to give open and constructive feedback.

We confirm that we have taken note of and agree with the EANM Mentorship Programme General Terms and Conditions, including the Guiding Principles & Rules as set forth in the General Terms and Conditions, and commit to comply with these at all times during the course of the Programme.

The Mentor-Mentee relationship shall be restricted to the purpose and scope of the EANM Mentorship Programme and shall not constitute, or be deemed to constitute, an employment relationship, agency relationship, service agreement, (legal) partnership, (legal) joint venture or similar legal relationship.

Ending of the Programme

The collaboration between Mentor and Mentee as a team is usually ended with a final discussion when we have achieved the agreed goals or when the one-year (from the starting date) Mentorship Programme period has ended.

If, despite our efforts to resolve any disputes or differences in a constructive and amicable manner, we are unable to continue a sustainable, trusting and effective mentoring relationship, we will schedule one last virtual meeting for a final discussion in which we thank each other for the collaboration and say goodbye to each other.

This also applies if we have achieved our agreed objectives or one party (Mentor or Mentee) no longer wishes to continue our mentorship relationship within this framework for other reasons.

The EANM Office shall be informed of any such termination of the mentorship relationship without delay.

Data Privacy

The parties are responsible that all personal data is handled confidentially and processed within all applicable current and future data privacy and security laws, including without limitation the General Data Protection Regulation ("GDPR").

The parties acknowledge that EANM is not responsible for the processing of personal data by either party and that EANM will not observe the compliance of the parties' data processing with the applicable regulations.

The parties agree that either party may forward any information (including personal data) that is necessary for the party's participation in the EANM Mentorship Programme to EANM. EANM will process all forwarded personal data within all applicable current and future data privacy and security laws, including without limitation the General Data Protection Regulation ("GDPR") and according to its privacy regulations (https://eanm.org/data-privacy/).

EANM represents and warrants that: (i) any personal data processed will only be processed for the review of the application and participation in the Programme; (ii) EANM will maintain effective information security measures to protect personal data from unauthorised disclosure or use; (iii) EANM will delete or return all personal data at the parties' request and upon termination of the Agreement; and (iv) if the consultants, employees or agents of EANM have access to the personal data under the terms of the Programme, EANM will ensure that such persons with access to the personal data will keep it confidential.

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Disclaimer

The EANM Mentorship Programme is provided free of charge to bring together (if possible) Mentors and Mentees. Mentors and Mentees may participate on a voluntary basis at their own cost and risk. The EANM Mentorship Programme does not constitute any legal claims or liabilities between EANM, a Mentor and/or Mentee. Any responsibility or liability of EANM, the EANM Young Professionals Council, the EANM Office as well as other EANM institutions, organs and employees shall be explicitly excluded. EANM reserves the right to discontinue the Mentorship Programme and all benefits hereunder, as well as to terminate and/or exclude participants not meeting the required criteria and principles at any time. The mentorship itself takes place directly between the Mentor and the Mentee; EANM is not a party to this relationship, nor can EANM assume any responsibility, warranty or liability for the success of the Programme.

Date, place,

Mentor signature   Mentee signature