



TANDEM – CULTURAL MANAGERS EXCHANGE  
Tandem Al Emarat  
2018-2020

**FAQ**

**1. What is Tandem?**

Tandem is a cultural collaboration programme in Europe and beyond, that offers a space to build real, meaningful and sustainable relationships that can grow through shared artistic interests, enthusiasm for creative discovery and the joy of making things happen together. Since its inception in 2011, Tandem has supported long-term collaborations, knowledge development and networking opportunities for more than 300 cultural managers from over 200 cities across the wider Europe. There are currently six Tandem editions which focus on different regions and topics.

Tandem Al Emarat allows cultural professionals from many different disciplines to acquire skills required for engaging in long-term partnerships. The Tandem process provides hands-on possibilities for getting real insights into the cultural scenes in the 7 Emirates. Participants gain practical experience by collaborating within rapidly changing fields in the UAE.

- ✦ Partner Forum (10-14 December 2018 // Dubai)
- ✦ Kick-off Meeting (03-07 March 2019 // Abu Dhabi)
- ✦ Mutual 12 day working visits (placements) of the Tandem partners
- ✦ Interim Meeting & Training (08-11 October 2019 // tbc)
- ✦ Final Meeting (March 2020 // Abu Dhabi)

**2. What is the 'Partner Forum' that you call for?**

The 4-days 'Partner Forum' (Travel days not included) will take place 10-14 December 2018 in Dubai. Here we will bring together up to 24 selected cultural managers. The main aim of the Partner Forum is for the selected cultural managers to find a partner suitable to their organisation and strategy. Once the partner is found, you hand in a joint collaboration application. The applications will be evaluated and up to 8 tandems will be selected to take part in the full programme.

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3. What are the compulsory activities provisioned in the programme framework after the Partner Forum?

- ✦ **Kick-off Meeting (5 days):** Tandem partners get to know each other better, attend skill-building workshops, detail their collaborations, and learn about social and cultural ecology of the city visited.
- ✦ **Placements (12\*2=24 days for placement):** Partners travel to each other's cities for 12 days each, job-shadow, and get to know the host city and its cultural actors.
- ✦ **Implementation of a Tandem collaboration/project:** The content, frame and duration of this depend on your plans for a joint collaboration/project with your Tandem partner.
- ✦ **Interim Meeting (4 days):** The cultural managers meet mid-production and evaluate their collaboration's progress, receive feedback, share experiences from their placements and cooperation, and learn about social and cultural ecology of the city visited.
- ✦ **Final Meeting & Presentation (5 days):** The cultural managers present their collaborations, share experiences and evaluate the overall Tandem programme scheme.

4. I took part in the 'Partner Forum'. Does this mean that I will be part of all the activities to be realised in the framework of Tandem programme?

No. After you have found a partner, you submit a joint application for your Tandem collaboration. Of the submitted applications, a maximum of 8 collaboration proposals will be selected to take part in the programme and receive the grant.

5. I would like to apply, however I don't work for an institution. Do you accept individual applications?

No. In order to be accepted to the programme, you should be working for an institution, NGO, association, initiative or collective. If you do not have a relation to an organisation type listed above, you are not eligible.

In case you are a part of a non-institutional initiative or collective, you have to secure a partnership with a registered organisation for legal necessities for everything that follows the Partner Forum.

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**6. Is the programme also open for artists?**

No. However, if you are an artist and cultural manager at the same time, you can take part as a cultural manager.

Unfortunately, we cannot offer the participation in the whole programme for "freelance" artists. A way for them to participate in the programme could be to follow the projects that will be implemented within the programme. Please check our website frequently, in order to see, which institutions are involved in the programme and contact them directly.

**7. Is there an age limit for the project manager? What are your other prerequisites for application?**

No, there is no age limit. Cultural managers should have institutional experience, and be also open to new ideas, interested in new input and improving themselves to be part of this programme.

**8. What language skills are generally needed?**

A good command of English is needed in order to follow programme documents, evaluation meetings and trainings. However, the working language within the cooperation is determined based on the language skills of the two partners.

**9. Is it compulsory to take part in all the activities of the programme?**

Yes, it is compulsory to take part in the programme as a whole, including all the meetings and activities mentioned above. Participation in only one part is not possible. The aim of the Tandem programme as a whole is to build up cooperation between cultural managers and partner organisations throughout one year and thereby create a long-term cooperation beyond the Tandem programme. As a cultural manager by applying for a tandem collaboration, you apply for the whole programme.

**10. How many persons per organisation can take part in the programme?**

Tandem is designed for one cultural manager from each organisation taking part in the whole programme as project coordinator.

Colleagues from the organisations can get involved and get to know the Tandem partner during the placements (working visits) in their organisations and/or through the joint Tandem project.

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**11. Can we apply twice in the name of one institution?**

Yes, it is possible to apply twice in the name of one institution, if there are two cultural managers in your organisation who are interested to take part in the programme but just one project manager might be selected. However, please contact us for further details before applying.

**12. Can I apply with an already started project?**

No, we don't support a project that has been already started. You can only apply with a project proposal co-designed with your Tandem partner.

**13. Do I need to find my partner beforehand?**

No. If you have already a partner in mind, you might indicate this in the application form. But please keep in mind that your future partner needs to fill in the application form and apply to our programme. This is why we organise the Partner Forum where we will support you to find a suitable partner taking your interests into consideration.

**14. I have already an existing partnership; can I apply with our existing/started cooperation?**

It is ok if you have already created a tandem with another cultural institution. However, we will not support a project that has been started; you need to come up with a new proposal with your tandem. Please also consider again that your possible partner needs to apply separately to the programme.

**15. What is the maximum fund that you will provide for the joint project? What if we need more?**

We provide a start-up funding of up to AED 6,500.00. You will need to raise the funds you need for your Tandem collaboration.

**16. Who will cover the travel expenses for the programme activities?**

Accommodation, meals, transportation will be covered during the compulsory Tandem programme's activities (i. e. Partner Forum, mutual 12-day placements of the tandem partners in their cities etc.) by the Tandem programme.

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17. When will we know who will take part in the Partner Forum in December 2018?  
Who does the selections?

We will inform you about the results latest by early November 2018. The selection committee is composed of the implementing partners.

18. What are the criteria for selection to the Partner Forum?

When we evaluate we consider, next to quality (motivation, experience)

- ✦ Matching potential (with a relevant partner in different UAE Emirate);
- ✦ That the organisation is not-for-profit;
- ✦ If the application is not part of an already implemented or started project idea;
- ✦ If the applicant (cultural manager and organisation) requires capacity development;
- ✦ The applicant's command of English.

19. Do you need a copy of the organisation registration certificate from our institution?

No, at this stage we will not be asking for those documents. Nevertheless, for the Tandem application, which will be submitted after the Partner Forum, at least one of the partner organisation's registration certificate will be demanded.

20. For any other concerns whom can I get in touch with?

For more information, please do not hesitate to get in touch with us:

Khamael Al Nuaimi [khamael.Alnuaimi@admaf.org](mailto:khamael.Alnuaimi@admaf.org)

For further information on the programme, conditions of participation and the application form please go to: [www.admaf-tandemalmarat.org](http://www.admaf-tandemalmarat.org)

For more info about Tandem please go to: [www.tandemforculture.org](http://www.tandemforculture.org)

*Tandem Al Emarat is an initiative of the Abu Dhabi Music and Arts Foundation, European Cultural Foundation and MitOst.*



**MitOst**

