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The money makers: The institutionalisation of alternative currencies in North-West Europe

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Citation
Kanters, C. L. (2021, April 1). *The money makers: The institutionalisation of alternative currencies in North-West Europe*. Retrieved from https://hdl.handle.net/1887/3158167

Version:	Publisher's Version
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Note: To cite this publication please use the final published version (if applicable).

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Author: Kanters, C.L.
Title: The money makers: The institutionalisation of alternative currencies in North-West Europe
Issue Date: 2021-04-01

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Annex: (non-disclosure) agreements

1. STRO: 'Vrijwilligersovereenkomst STRO'.
2. STRO: 'Geheimhoudingsovereenkomst.'
3. Qoin: 'Bilateral confidentiality and non use agreement (NDA).'
4. Bristol Pound: 'Volunteer agreement with Coco Lisa Kanters.'
5. My research: 'Informed consent agreement.'

1. STRO

STRO
SOCIAL TRADE ORGANISATION

Vrijwilligersovereenkomst STRO

De vrijwilligster
Naam: Coco Kanters
Adres: [redacted]
Postcode + Woonplaats:
Telefoon:
E-mail:
Geboortedatum:
Burgerservicenummer:

verbindt zich om mee te werken bij stichting STRO
als vrijwilligster voor: .....
vanaf: 15/02/2017
voor 2 dagen per week,
met als vaste dagen: .....
De volgende taken zijn afgesproken: .....

De begeleider van de vrijwilligster is: .....

1. STRO

Voor deze overeenkomst gelden de volgende voorwaarden:

Werk:

1) De begeleider en de vrijwilligster stellen in samenspraak een heldere taakstelling en tijdsplanning op voor de afgesproken functie.
2) De begeleider zorgt voor het inwerken en het begeleiden van de vrijwilligster. Er wordt een afspraak gemaakt over een vast begeleidingsmoment en over hoe en hoe vaak de vrijwilligster rapporteert over de vorderingen in het werk.
3) De vrijwilligster neemt verantwoordelijkheid voor haar taken. Wanneer de vrijwilligster inhoudelijke problemen en/of problemen met de taak of in de samenwerking ervaart, brengt ze die zo snel mogelijk in gesprek.
4) De vrijwilligster heeft het recht om taken die buiten de boven omschreven taakstelling vallen, te weigeren. De vrijwilligster kan in de loop van de tijd andere werkzaamheden op zich nemen, nadat met de begeleider is onderzocht welke consequenties dit heeft voor de afgesproken taken en planning.

Deelnemen aan de organisatie:

5) Bij onderlinge klachten en/of meningsverschillen waar vrijwilligster en begeleider onderling niet uit komen, kunnen zowel de vrijwilligster als de begeleider zich wenden tot de eerstvolgende direct leidinggevende, die als onafhankelijk arbiter zal fungeren.

Praktische zaken:

6) De vrijwilligster heeft recht op vergoeding van na overleg gemaakte onkosten voor zaken als vervoer, porto, telefoon en literatuur. De lunch is gratis.
7) De vrijwilligster is verzekerd voor ongevallen die in verband met of gedurende het werk plaatsvinden. De vrijwilligster is tevens WA-verzekerd.

Verbinding:

8) De vrijwilligster verbindt zich om het intellectueel en zakelijk eigendom van STRO te respecteren, ook nadat deze overeenkomst beëindigd is. Zij zal niet zonder toestemming STRO-specifieke kennis of contacten opgedaan in het kader van haar werk voor STRO, te gelde maken of te gelde doen maken, op straffe van het schadeloos stellen van STRO voor gedorven inkomsten en toegebrachte schade.
9) Na twee tot vijf maanden volgt een evaluatiegesprek waarin beide partijen aangeven of ze door willen.
10) Over onderbreking of beëindiging van dit contract dienen vrijwilligster en begeleider elkaar onder normale omstandigheden minimaal twee weken van tevoren in te lichten.
11) Om de interne processen in de organisatie van STRO open te kunnen uitvoeren, belooft de vrijwilligster hier alleen over te publiceren als deze niet herleidbaar / herkenbaar zijn en algemeen genoeg zijn, of als er door de directie van STRO toestemming is verleend voor publicatie ervan.

Ondertekening:
De vrijwilligster verklaart hierbij met deze voorwaarden bekend te zijn en ermee akkoord te gaan.

Opgemaakt op:

	Namens STRO:	Vrijwilligster:
Naam:	[redacted]	Coco Kanters
Handtekening:		

2. STRO

Geheimhoudingsovereenkomst

Ondergetekende partijen:

Stichting Social TRade Organisation (STRO)
[redacted]
Vertegenwoordigd door [redacted] directeur STRO

Hierna '**STRO**'

Naam …….

Adres …….

Postcode/plaats …….

Land ……

Hierna '**Ontvanger'**

In overweging nemende dat:

STRO en de Ontvanger een samenwerking aangaan om gemeenschappen (*communities*) te realiseren waarin leden elkaar onderling betalen met termijn-euro's, gebruikmakend van de betalingssoftware Cyclos welke is ontwikkeld door- en eigendom van STRO. (Hierna '**het doel**'). De exploitatie, gebruikmaking en het beheer van Cyclos biedt inzicht in het betalingsverkeer, de transactiestromen en de handelsrekeningen van deelnemers, alsmede persoonlijke en/of bedrijfsgevoelige gegevens van deelnemers waaronder, maar niet beperkt tot, contactgegevens en leveranciers.

Deze overeenkomst omvat de condities voor de ontsluiting en de bescherming van deze informatie.

Er wordt overeengekomen dat:

1. **Definities**

1.1. Vertrouwelijke informatie betekent elke informatie in welke vorm dan ook die wordt verkregen in het kader van werkzaamheden ten behoeve van het bovenstaand beschreven doel of die wordt ontsloten vanuit een beheerdersrol in Cyclos. Uitgesloten van deze definitie is informatie die a) zich tijdens de ontsluiting ervan aantoonbaar in het publieke domein bevindt; b) na de ontsluiting aantoonbaar onderdeel wordt van het publieke domein, uitgezonderd informatie die vrijkomt als resultaat van het breken van deze overeenkomst; c) verkregen is van een derde partij zonder geheimhoudingsplicht; d) bekend was voorafgaand aan de ontsluiting, of

onafhankelijk is ontwikkeld voorafgaand aan de ontsluiting; e) verplicht moet worden vrijgegeven op basis van wettelijke orders door juridische of politieke autoriteiten.

2. Verplichtingen partijen

2.1. STRO en de Ontvanger komen overeen specifieke vertrouwelijke informatie met elkaar te delen, schriftelijk of anderszins, volgens de voorwaarden beschreven in deze geheimhoudingsverklaring, ten behoeve van het doel zoals hierboven beschreven.

2.2. STRO en de Ontvanger bewaken de gedeelde vertrouwelijke informatie in onderling vertrouwen en geven deze niet vrij aan derden zonder eerder verkregen schriftelijke toestemming van STRO, en gebruiken de vertrouwelijke informatie voor geen enkel ander doeleinde dan het hierboven beschreven doel.

2.3. STRO en de Ontvanger zullen de gedeelde vertrouwelijke informatie naar eer en geweten beschermen tegen vrijgave aan derden.

2.4. Het is de Ontvanger niet toegestaan om transacties en persoonsgegevens afkomstig uit de betalingssoftware Cyclos op te slaan of te exporteren naar een bestand of ander systeem zonder vooraf verkregen schriftelijke toestemming van STRO. De tweede partij kan STRO een verzoek hiertoe sturen. In dit verzoek staan a) het doel van de export of opslag en b) de maatregelen ter waarborging van de gegevens. Wanneer STRO toestemming verleent blijft het de verantwoordelijkheid van de Ontvanger om deze gegevens vertrouwelijk te behandelen conform de artikelen in deze overeenkomst.

2.5. De Ontvanger zal meewerken indien STRO besluit audits uit te voeren ter bescherming van de vertrouwelijke informatie.

3. Eigendom vertrouwelijke informatie

3.1. Elke vorm van verstrekte vertrouwelijke informatie blijft eigendom van de verstrekkende partij.

3.2. Niets in deze overeenkomst kan worden geïnterpreteerd als een toekenning van rechten of eigenaarschap over de verstrekte vertrouwelijke informatie.

4. Ontsluiten vertrouwelijke informatie

De Ontvanger zal onmiddellijk STRO op de hoogte stellen wanneer vertrouwelijke informatie is vrijgegeven aan, of gebruikt door, een ongeautoriseerde derde partij en zal direct actie ondernemen om verdere verspreiding en schade te beperken.

5. Teruggave vertrouwelijke informatie

Bij het beëindigen van de relatie tussen STRO en de Ontvanger, zal de Ontvanger op verzoek van STRO a) alle documenten, gegevens en materialen met vertrouwelijke informatie teruggeven aan STRO, of b) alle documenten, gegevens en materialen met vertrouwelijke informatie vernietigen en, in beide gevallen, een verklaring aanleveren dat er geen kopie van de vertrouwelijke informatie in eigen bezit is, of in het bezit van derden.

2. STRO

6. Duur overeenkomst

Deze geheimhoudingsovereenkomst blijft geldig tot drie jaar na de tekendatum.

Deze geheimhoudingsovereenkomst omvat de volledige overeenkomst tussen STRO en de Ontvanger betreffende het vrijgeven en gebruik van vertrouwelijke informatie en vervangt alle gesproken of geschreven overeenkomsten, correspondentie, en aannames betreffende de vertrouwelijke informatie. Geen van de condities in deze overeenkomst kan worden overtreden of zal vervallen zonder de geschreven toestemming van STRO.

Voor akkoord

Plaats ……

Datum ……

Namens STRO,

Namens de Ontvanger,

Naam: [redacted]

Naam ……...

Titel: Directeur

Titel ……..

3. Qoin

BILATERAL CONFIDENTIALITY AND NON USE AGREEMENT (NDA)

BETWEEN: **Qoin BV**, with registered office at [redacted]

Represented by [redacted] in his capacity of CEO

Hereafter called «**Qoin**»,

AND: Company name ……..(please fill in)

Contact name ……..(please fill in)

Address ……..(please fill in)

Code & Town ……..(please fill in)

Country ……..(please fill in)

Hereafter called «**Other Party**»,

Hereafter individually called as the case may be the "**Party**", the "**Receiving Party**" or the "**Disclosing Party"**, or collectively the "**Parties**",

WHEREAS:

Each of the Parties owns certain information of confidential nature that the parties are interested in receiving from each other for the sole and exclusive purpose of commencing or continuing discussions and exchanging mutual advice related to the evaluation of a possible business relationship between Parties whereby Qoin offers consultancy and development services concerning the implementation, hosting and support of an alternative currency system. (hereafter "the **Purpose**").

This agreement contains the terms and conditions of the disclosure and the protection of this information.

IT IS AGREED AS FOLLOWS:

1. Definitions:

- "**Affiliate**" means any entity which directly or indirectly controls, is controlled by or is under common control of a Party to this agreement; the term 'control' as used herein shall mean the possession of the power to direct or cause the direction of the management and the policies of an entity, whether through the ownership of a majority of the outstanding voting rights or by contract or otherwise.

- "**Confidential Information**" means all information of whatever nature including, but not limited to, plans, reports, analyses, studies, drawings, designs, models, specifications, video material, demonstrations and presentations, communicated by the Disclosing Party to the Receiving Party under whatever form, or obtained during a visit at the other Party's

3. Qoin

premises, or otherwise obtained from the other Party, before or after execution of the present agreement, which is information the nature of which is such that it would normally be considered confidential or proprietary except for the information which the Receiving Party can prove (a) is, at the time of disclosure, in the public domain, or (b) after disclosure, becomes part of the public domain by publication or otherwise, except by breach of this agreement by the Receiving Party, or (c) is obtained by the Receiving Party from a third party not in breach of any obligation of confidentiality, or (d) was known or used by the Receiving Party prior to the date of the disclosure by the Disclosing Party, except by breach of this agreement, or which, based on written evidence, has been independently developed by the Receiving Party prior to the disclosure, except by breach of this agreement, or (e) is required to be disclosed by the Receiving Party pursuant to any applicable law or judicial or governmental order, provided that the Receiving Party shall give immediate written notice of such requirement to the other Party with the view to agreeing the timing and the content of such disclosure. The Party alleging the existence of one of these exceptions shall have to provide evidence thereof.

However, information shall not be deemed to be public knowledge or known on the ground only that a) the general principle is public knowledge or known to the Receiving Party if the particular practice is not itself public knowledge or so known, or b) it constitutes a combination of or can be drawn from information which is public knowledge or known to the Receiving Party unless the combination itself and its principle and mode of operation is also public knowledge or known to the Receiving Party.

2. Parties' obligations

2.1 Parties agree to exchange certain Confidential Information they own, by written or any other means, according to the terms and conditions defined hereunder and for the Purpose described here above.

2.2 Each of the Parties undertakes to (i) hold the Confidential Information of the other Party in confidence and not disclose it to any third party without the prior written consent of the other Party, and (ii) not use the Confidential Information for any purpose, except the Purpose.

2.3 The Receiving Party undertakes that it will only disclose Confidential Information to those of its officers, employees, Affiliates, sub-contractors and professional advisers who need to know the Confidential Information for the Purpose, provided these officers, employees, Affiliates, sub-contractors and professional advisers are bound by confidentiality and non-use obligations at least as restrictive as the ones contained in the present agreement and shall be made aware, prior to disclosure, of the confidential nature of the Disclosing Party's Confidential Information.

2.4 The Receiving Party shall use its reasonable best efforts to protect the Confidential Information from use or disclosure to third parties, being not less than the same level of care that Party exercises to prevent the use or disclosure of its own confidential information.

2.5 Nothing contained in this agreement shall be construed, by implication or otherwise, as an obligation to enter into any further agreement.

3. Ownership of Confidential Information

3.1 All rights, title, and interest to and in the Confidential Information of the Disclosing Party shall be and remain the property of the Disclosing Party.

3.2 Nothing in this agreement shall be construed, by implication or otherwise, as a grant of license, right, title or interest to or in any information (including Confidential Information) that may become known to the Receiving Party in connection with the Purpose, or to or in any trademark, trade name, or any other intellectual property right of either Party.

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4. Feedback

The Receiving Party may provide suggestions, comments or other feedback to the Disclosing Party with respect to the Confidential Information (hereinafter referred to as "Feedback"). Such Feedback is and shall be entirely voluntary and shall not create any confidentiality obligation for the Disclosing Party unless agreed otherwise in writing. The Disclosing Party shall be free to disclose and use such Feedback as it sees fit, entirely without obligation of any kind to the other Party.

5. No representations or Warranties

Confidential Information is communicated “as is”. No representations or warranties express or implied, are made by the Disclosing Party as to the accuracy, fitness for a particular purpose, completeness or reasonableness of the supplied Confidential Information. The Disclosing Party assumes no liability with respect to the Confidential Information supplied or the use made by the Receiving Party thereof.

6. Disclosure of Confidential Information

6.1 The Receiving Party shall immediately notify the other Party when becoming aware that the Confidential Information has been used or disclosed to an unauthorised third party and shall take all measures necessary to avoid any further unauthorized use or disclosure.

6.2 In case of disclosure by the Receiving Party of Disclosing Party’s Confidential Information in breach of the present agreement, the Receiving Party will compensate the Disclosing Party for damages incurred as a consequence of such breach.

7. Return of Confidential Information

Upon termination of the contractual relationship between the Parties, the Receiving Party shall, upon written request of the Disclosing Party and at the Disclosing Party’s option, either a) return to the Disclosing Party all documents and other materials in whatever form containing or relating to the Confidential Information, or b) destroy all documents and other materials in whatever form containing or relating to the Confidential Information and, in each case, deliver to the Disclosing Party a certificate ascertaining that no copy containing such Confidential Information remains in its possession or in the possession of its Affiliates.

8. Duration

This confidentiality agreement shall remain valid for five years after the signing date of this agreement.

9. General

9.1 Neither Party shall assign or transfer any of its rights, or delegate any of its obligations under this agreement without the other Party’s prior written consent (which shall not be unreasonably withheld or delayed).

9.2 This agreement may not be amended or modified in any way, except in writing and signed by an authorised representative of each Party.

9.3 The provisions of this agreement are severable and the unenforceability of any provision will not affect the enforceability of any other provision.

9.4 Failure or delay by either Party in enforcing any term under this agreement will not constitute a waiver of such term.

3. Qoin

9.5 This agreement shall be construed and interpreted according to the laws of The Netherlands and any dispute regarding its execution or interpretation shall be submitted to the exclusive jurisdiction of the Dutch courts.

This Agreement constitutes the full and entire understanding and agreement between the parties with regard to the subject matter hereof, and supersedes all oral or written agreements, correspondence and understandings with regard to such subject matter. No waiver, permit, consent or approval of any kind or character on the part of any party of any breach under this Agreement, nor any waiver on the part of any party of any provisions or conditions of this Agreement, shall be valid unless made in writing and signed by the party to be charged therewith, and shall be effective only to the extent specifically set forth in such writing. The parties each acknowledge and agree that any breach of this agreement is not susceptible of redress by damages alone, and therefore agree not to interpose an objection to a party's attempt to obtain injunctive relief therefore based upon the alleged existence of an adequate remedy existing at law.

Done digitally,

Place .....(please fill in)

Date: ..... (please fill in)

For and on behalf of Qoin,

[redacted]

Name: [redacted]

Title: CEO

For and on behalf of Other Party,

Name: ..... (please fill in)

Title: .....(please fill in)

Confidential / NDA between Qoin and Other Party 4

4. Bristol Pound

Volunteer Agreement with Coco Lisa- Kanters

Job Specification

Job Role: Community and asset building volunteer
Pay scale: Voluntary with out of pocket expenses of £5 per day with receipt
Hours: Suggested 12 hours per week, over 2 days per week for 6-month period
Duration: February—August 2018
Position type: Voluntary

Bristol Pound CIC operates within a framework of equal opportunities to ensure that all of our activities and projects are accessible to all. As a volunteer, you have certain rights and responsibilities that serve to protect you and facilitate your position. These are outlined below. If at any point you feel that you are being asked to work outside of their limits please inform [redacted] our CEO.

Your rights as a volunteer:

- information about the tasks that you will be expected to undertake before you start them.
- equal treatment in recruitment, placement, training and support.
- an appropriate role in Bristol Pound CIC's decision-making procedures.
- to be respected and safe and to be able to say 'no' at any time.
- to claim out of pocket expenses, up to £5 per day with receipts
- to enjoy your role and have fun.
- not to be used to replace paid staff
- to be respected and supported by all volunteers and staff of Bristol Pound CIC.
- to receive an induction and request ongoing training.
- to know who you are accountable to for your actions on projects and during activities.
-

Your responsibilities as a volunteer:

- to be honest about your suitability for specific projects and activities.
- to develop skills and attend training required for a project.
- to try to commit at least two months to the project on our agreed schedule of days and hours
- to familiarise yourself and act in line with relevant Bristol Pound CIC policies.
- to be reliable and turn up when you say you will.
- to work as part of a team, respect confidences, support other volunteers.
- to recognise that whilst volunteering you are a representative of Bristol Pound CIC.
- to only to use the Bristol Pound Logo and any associated design or mark or any other intellectual property belonging to Bristol Pound CIC for the purposes of your role as an intern.
- to not to use the Bristol Pound member database or any other information obtained during your time as a volunteer for any other purpose other than those arising from your role as a volunteer.
-

4. Bristol Pound

Neither of us intend any employment contract to be created either now or at any time in the future. This is a voluntary position offered on a temporary basis. Both parties agree to abide by the rights and responsibilities outlined in this agreement.

Signed…….…….. Coco Lisa- Kanters
Signed …… [redacted] on behalf of Bristol Pound CIC Dated……..

5. My research

Informed Consent Agreement

Purpose of the research study: The purpose of the study is to understand how community currency initiatives in North-West Europe are professionalising, and in what way they interact with processes of governance at the municipal, the national and the European level. It aims to advance a critical view on citizenship and political-economic agency amidst increasing uncertainties concerning the future of national capitalism and the nation-state as organising principles of society.
What you will do in the study: To understand the professionalisation and institutionalisation of community currencies, the researcher will conduct participant observation in three locations across the Netherlands and the United Kingdom. In the second phase, this study involves interviews. The number and length of these will be decided in mutual agreement during the course of the study. During these interviews you can skip any question that makes you uncomfortable and you can stop the interview at any time.
Data linked with identifying information: Any information that you give in the study will be handled confidentially. Your information will be assigned a code number. The list connecting your name to this code will be kept in a locked file. When the study is completed and the data have been analysed, this list will be destroyed. Your name will not be used in any report.
Anonymous data: The information that you give in the study will be handled confidentially. Your data will be anonymous, which means that your name will not be linked to the data. Because of the qualitative nature of the data it may be possible to deduce your identity; however, there will be no attempt to do so and your data will be reported in a way that will not identify you. Any information received from organisational documents will be used solely for the purpose the research as stated above; no confidential or sensitive material will be used for any end other than 1) participation of the researcher in the organisational context and its associated activities and 2) answering the research questions as anonymised data.
Voluntary participation: Your participation in the study is completely voluntary.
Right to withdraw from the study: You have the right to withdraw from the study at any time. If you want to withdraw from the study, please inform the researcher. Your data will be destroyed.

If you have questions about the study, contact:
Coco Kanters
C.L.Kanters@uu.nl

Agreement:
I agree to participate in the research study described above.

Signature: _____ **Date:** _____