



(formerly known as GEF-NGO Network)

Revised
Rules and Procedures
for the Operation and Management
of the GEF-CSO Network

Version 2
(18 October 2015)

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1. Introduction

1.1 Nature of the GEF-CSO Network

The Civil Society Organization (CSO) Network of the Global Environment Facility (GEF), known as the GEF-CSO Network, was established in May 1995. It was the result of a GEF Council decision to strengthen dialogue and partnership between CSOs worldwide and the GEF Secretariat, the GEF Council, the GEF Assembly and various partner agencies. The GEF-CSO Network is made up of member organizations comprising organizations accredited by GEF between 1995-March 2010 and which had updated their information with the GEF Secretariat as at March 2010 as well as new members admitted directly by the Network after March 2010 whose work in the environment and sustainable development is aligned with the GEF mandate.

The GEF-CSO Network is overseen by a Coordination Committee (CC) composed of focal points from different geographic regions and Indigenous People's Focal Points from three regions. The work of the Network is coordinated by an elected Chair/Vice Chair and supported by a Secretariat.

These Rules and Procedures for Operation and Management of the GEF-CSO Network (hereinafter referred to as the Rules) apply to all current and future member organizations of the Network as well as all representatives, focal points, etc. They supersede all earlier such Rules and are effective from the date of adoption by the GEF-CSO Network Coordination Committee on 18 October 2015.

The main text and the annexes are of equal validity. In case of any difference in interpretation of the rules or conflicts in the different parts of the Rules, the CC shall be the sole arbitrator.

1.2 Vision, Mission, and Objectives :

The Vision, Mission and Objectives of the GEF-CSO Network are as follows:

Vision:

“A dynamic civil society influencing policies and actions at all levels to safeguard the global environment and promote sustainable development”

Mission:

“To safeguard the global environment through strengthening civil society partnership with GEF by enhancing informed participation, contributing to policy development and stimulating local action.”

Objective 1: To enhance the role of civil society in safeguarding the global environment.

Objective 2: To promote effective engagement of civil society in GEF operations.

Objective 3: To strengthen the capacity of the Network and CSO members to participate in GEF-related activities.

2. Membership and Structure of the GEF-CSO Network

2.1 Membership of the Network

In line with the decision of the GEF Council in November 2008, the accreditation system for Civil Society organizations operated by the GEF Secretariat is replaced by a membership system operated by the Network. The membership admission/accreditation process and maintenance of the membership database is thus the responsibility of the Network. Organisations which are admitted as members of the Network will be eligible to attend GEF Consultations and Assembly meetings in a similar manner to formerly accredited organizations.

Detailed criteria and procedures for membership of the Network are described in Annex 10.

The main criteria for membership selection include:

- The organization must be a non-profit organization;
- The organization shall be registered or recognised in its country of origin,
- The organization must have a proven track record of addressing environmental management issues relevant to one or more focal areas of the GEF for three or more years.
- Willingness and ability to contribute to the work of the Network

By becoming members of the Network, organizations will:

- Receive updates on the activities of the policy making and activities of the Global Environment Facility (GEF) as well as the GEF-CSO Network;
- Be notified from time-to-time of funding and capacity building opportunities as well as upcoming GEF meetings and events;
- Have the opportunity to contribute to the policy making of GEF and raise any concerns on GEF processes or implementation
- Be able to participate in GEF-CSO Consultation meetings and GEF Assembly Meetings
- Be eligible for consideration to attend GEF Council meetings as observers.

Members of the GEF-CSO Network must meet certain obligations including:

- Contribute to the development and implementation of GEF policies and programmes
- Share their expertise and experience with other members of the Network and the GEF family.
- Participate as appropriate in activities organized by the Network
- Maintain their non-profit status and a level of activity and involvement in activities related to the GEF focal areas.

2.2 Governance Structure

2.2.1 Network Coordination Committee (CC)

The GEF-CSO Network is overseen by a Coordination Committee made up of up to sixteen (16) Regional Focal Points (RFP) with one (1) from each different geographic regions. (The list of geographic regions and associated countries is enclosed as **Annex 1**) and three (3) Indigenous Peoples' Focal Points (IPFPs). The Coordination Committee acts as the final ruling body of the Network and makes decisions on its behalf. The Terms of Reference of the Coordination Committee is in **Annex 2**. The Coordination Committee will be supported by a Secretariat.

2.2.2 Sub-Committees and Task Forces

Sub committees are established by the Coordination Committee to assist with its work or undertake work between meetings. The main sub committees are as follows:

1. Governance, Membership and Elections Sub-Committee
2. Communication, Knowledge Management and Capacity Development Sub-Committee
3. Strategy and Planning Sub-Committee
4. Technical Sub-Committee

The governance structure and the sub-committees and task forces are described further in **Annex 2**.

2.2.3 Management Team

The Management Team comprises of the Chair, Vice-Chair and the Head of the four Sub-committees and described further in **Annex 2**.

2.2.4 Regional Focal Points

The members of the Network in each region elect a member CSO to act as a representative, called a Regional Focal Point (RFP). The elected CSO designates a senior individual to represent it at meetings of the Coordination Committee and other functions. The RFP may also appoint another alternative representative in case the main representative is unable to attend a given meeting. The terms of reference and role of the RFP are given in **Annex 3**. The procedures for elections of the RFPs are described in **Annex 6**.

The RFPs represent their regions in the Coordination Committee and are considered the formal representative of the GEF-CSO Network in their respective regions.

2.2.5 Indigenous Peoples Focal Points

Three Focal Points (IPFP) representing indigenous people's organizations are appointed or elected by Indigenous peoples' groups from three main regions – Asia Pacific, Africa and the Americas. The terms of reference and nomination process of the IPFPs are given in **Annex 4**.

2.2.6 Chair and Vice Chair

The Coordination Committee elects two of the RFPs/IPFPs to function as the Chair/Vice Chair. The work of the Coordination Committee is facilitated by a Chair, elected for a two (2) year term from among the members of Coordination Committee who will be assisted by an elected Vice Chair as well as the heads of the four Network sub-committees. The terms of reference and role for the Chair and Vice Chair are attached as **Annex 5**. Election Procedures are provided in **Annex 6**.

2.2.7 Secretariat

The Network is supported by a Secretariat. The role of the Secretariat is to support the work of the Network both at the time of CC and GEF council meetings as well as between meetings. The terms of reference and selection process for the Secretariat are attached as **Annex 7**.

2.2.8 Country Contact Points (CCP)

In countries with a large number of members in the Network or where the Network wishes to enhance membership or activities, the CC may designate a country contact point to facilitate links with the members in that particular country. Such contact points would have the role of disseminating information at the country level and maintain contact with the GEF-CSO members. Country contact points should be nominated by the RFP in their respective regions, and designated by the Coordinating Committee. Their role is not as a formal representative of the Network but a contact point to facilitate communication between the RFP/IPFP and the members in the countries concerned. The terms of reference and appointment procedure of CCP are given in **Annex 8**. Depending on experience this role may be reviewed over time.

3. Elections

The Regional Focal Points are elected by the Network members in the respective regions whilst the election/appointment of Indigenous Peoples Focal Points is by indigenous peoples organizations in the respective regions. Elections are all carried out in an open and transparent manner by an Election Task Force established by the Governance Sub-Committee and overseen by the Coordination Committee. The Chair and Vice Chair are elected by and from among the members of the Coordination Committee.

The period of office of the Regional Focal Points and Indigenous People's Focal Point (IPFP) is four years (48 months) from the time of election. Neither RFP nor IPFP may serve more than two consecutive terms. The Chair and Vice Chair would be elected from among the members of the Coordination Committee (i.e. RFPs/IPFPs) for a term of 2 years and it may be re-elected once. However, the term is up to end of the respective term as RFP/IPFP. The period of office of Chair, Vice Chair/RFPs/IPFP may be reviewed by the Coordinating Committee from time-to-time and adjusted if necessary. Further details of election procedure are given in **Annex 6**.

4. Representation

If meetings with relevance to the GEF-CSO Network are organized within a region, and where the Network's presence is requested, representation on behalf of the Network should be carried out by the region's RFP. In a case where the elected RFP is unable to participate, that RFP may nominate a suitable replacement from one of the member organizations in his/her region.

RFPs/members from the Network may participate in the same global conferences or meetings, working groups, etc. However, if the Network is asked to be represented in an official capacity at such a meeting, this representation will be confirmed by the Chair through consultation as appropriate with the Management Team/Coordination Committee. Representatives should be selected with a view to the relevance of their particular areas of knowledge and region in relation to the purpose and focus of the conference or meeting the network is invited to attend.

5. Performance and Code of Conduct

Member organizations, Regional Focal Points, Indigenous Peoples' Focal Points, Country Contact Points, The Chair and Vice Chair, members of the Coordination Committee, Sub-committees, Task Forces and Secretariat as well as other officers and representatives of the GEF-CSO Network, should adhere to the Network Code of Conduct (see **Annex 9**).

By becoming a member of the Network or accepting the position as an elected RFP, IPFP, Chair or Vice Chair, it is understood that the members accept, in principle, the ideas, operating principles, practices and ethics embedded in the foundation of the GEF as well as the GEF-CSO Network.

6. Financial Management and Procedures

Resources allocated specifically for the benefit, work and operations of the GEF-CSO Network must be managed in a completely transparent, ethically correct and appropriate manner at all times. Procedures for Financial management are described in **Annex 11**.

Decisions on procedures for management of financial resources as well as overall budget setting will be taken by the Coordinating Committee. At present, the Network does not have its own legal basis. Therefore, funds made available to the Network must be managed on behalf of the Network by the organization appointed as the Secretariat under the guidance of the Management Team.

Reports on the general allocation and use of financial resources of the Network should be prepared by the Secretariat every six months for reporting and review at the regular meetings of the Coordination Committee. Consolidated reports of specific expenditure made on behalf of the Network should be prepared by the Secretariat in coordination with any other Network organizations responsible to manage the funds. This should be consolidated as appropriate on an annual basis. An audit of expenditure undertaken directly by the Network will also be conducted on an annual basis by a qualified and experienced external auditor. Responsibilities for the detailed accounting of grants received by the Network will depend on the respective agreements.

7. Communication Procedures

Official documents of the Network include: Rules and Procedures, Guidelines, Governance documents, Working documents of the Coordination Committee, Sub-Committees or Task Forces, Project and Overall Accounts, Annual Reports and Minutes of Meetings.

These official documents should be clearly indicated as such and securely maintained by the Secretariat and members of the CC, Sub-committees and Task Forces as appropriate. Final documents will be distributed to the members of the Network and made available as required on the web site of the Network (www.gefcsso.org). Draft or working documents should clearly be designated as such and their distribution restricted to those working on or contributing to the drafts, until considered, ready for distribution or consultation. Where consultation with the member organizations is required, draft documents may be circulated for feedback.

The Network will also generate other technical or outreach documents such as

- Technical publications
- Brochures, leaflets information materials

These should be widely distributed to the members of the Network.

8. Changing the Rules

The Rules may be reviewed on a formal basis every 2 years (involving appropriate consultation with the membership) or updated or revised as appropriate, when agreed by the Coordination Committee.

The Coordination Committee may from time to time consider a review or clarification of specific provisions of the Rules to enhance clarity or improve governance. Any requests for clarification of the Rules may be submitted by any Network member to the Secretariat in writing within a time frame of a minimum of six (6) weeks prior to a regular Coordination Committee meeting. The Secretariat will ensure that the issue is included in the agenda of the next CC meeting for consideration. If fundamental changes are proposed, consultation with members is required. Approval of changes to the Rules will require a two-thirds majority for approval by the Coordinating Committee.

After any approval of changes to the Rules by the Coordination Committee, all members of the Network must be informed (by emailing to their contact details as included in the membership database) and revised Rules posted on the GEF-CSO Network web site.

9. Complaints, Disciplinary Actions and Termination of Officers and Members

Disciplinary action may be taken against any member organization, representative, officer or associate of the Network who may abuse its/his/her position or role in or responsibilities to the Network contrary to the Code of Conduct. Further, any inappropriate and negative actions or conduct while publicly representing the GEF-CSO Network may be grounds for instituting disciplinary actions.

A complaint against a member or officer in relation to a breach of the rules of conduct must be presented in writing for review through an open and deliberative process and procedure by the Governance Sub-Committee. In case of a complaint against a member or representative of the Network they will be given an adequate opportunity to clarify or respond in writing to the allegations. Actions taken on complaints may include written advisories and warnings, termination from posts or membership and other disciplinary action. Actions recommended by the Governance sub-committee will need to be endorsed by the majority of the Coordination Committee before being implemented.

Any member of the GEF-CSO Network that has a complaint about any aspect of the working of the GEF-CSO Network should follow the Complaints procedure described in **Annex 12**.

10. Reporting and Evaluation

The Secretariat will be responsible to produce an Annual Report on the activities undertaken by the Network in the previous GEF Financial year. This should be completed within 4 months after the end of the reporting year and made available and presented at the time of the next GEF Council meeting. A report on the Network accounts should also be prepared and made available by four months after the end of the previous Network Fiscal year.

Each RFP and IPFP and each of the Sub-committees and Task Forces, will also provide reports on their activities and proposed plans for future on an semi-annual basis or when requested by the Chair or Coordination Committee.

The Network will establish its own procedure for monitoring and evaluation of its work.

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ANNEX 1: GEF-CSO Network Regions

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Africa	Countries*
1. Western Africa	Benin, Burkina Faso, Cape Verde, Chad, Cote d'Ivoire, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, The Gambia, Togo
2. Central Africa	Burundi, Cameroon, Democratic Republic of Congo, Central African Republic, Congo, Gabon, Equatorial Guinea, Sao Tome and Principe
3. Eastern Africa	Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, South Sudan, Tanzania, Uganda
4. Southern Africa	Angola, Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia, Zimbabwe.
5. Northern Africa	Algeria, Egypt, Libya, Mauritania, Morocco, Sudan, Tunisia

Asia Pacific	Countries
6. South Asia	Bangladesh, Bhutan India, Maldives Nepal, Pakistan, Sri Lanka
7. South East Asia	Brunei, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, Timor-Leste, Viet Nam
8. North east Asia	People's Republic of China, Republic of Korea, Korea DPR, Japan, Mongolia
9. West Asia	Afganistan, Bahrain, Iran, Iraq, Jordan, Kuwait, Lebanon, Oman, Palestine, Qatar, Saudi Arabia, Syria, Turkey, United Arab Emirates, Yemen
10. Pacific	Australia, Cook Islands, Fiji, Samoa, Kiribati, Marshall Islands, Micronesia, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Solomon Islands, Tonga, Tuvalu, Vanuatu

Europe	Countries
11. Europe	Albania, Andorra, Austria, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, FYR Macedonia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Norway, Poland, Portugal, Romania, Serbia, Slovak Republic, San Marino, Slovenia, Spain, Sweden, Switzerland, The Netherlands, United Kingdom, Vatican City
12. Eastern Europe and Central Asia	Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyz Republic, Moldova, Russian Federation, Tajikistan, Turkmenistan, Ukraine, Uzbekistan

Americas	Countries
13. Mesoamerica	Costa Rica, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Venezuela
14. South America	Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay
15. Caribbean	Antigua & Barbuda, Barbados, Bahamas, Belize, Cuba, Dominica, Dominican Republic, Haiti, Grenada, Guadeloupe, Guyana, Jamaica, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Suriname, Trinidad & Tobago, Virgin Islands
16. North America	Canada, United States

Representatives from the Indigenous People's Organizations

Indigenous People's Focal Point Asia Pacific
Indigenous People's Focal Point Africa
Indigenous People's Focal Point Americas

* NOTE: the countries in the regions as well as the regions will be adjusted from time to time.

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ANNEX 2 : Role and ToR of the Coordination Committee, Management Team and Sub-committees

ANNEX 2: Role and Terms of Reference (ToR) of the Coordination Committee, Management Team, Sub-committees, and Task Forces

Coordination Committee

The Coordination Committee (CC) is the overall governing body of the GEF-CSO Network. The purpose of this body is to oversee the GEF-CSO Network and its activities. The RFPs from all regions and Indigenous People's Focal Points, constitute the Coordination Committee.

The Coordination Committee meets twice a year in conjunction with the GEF Council meeting or when required; and conducts its meeting in an orderly manner according to accepted rules of procedure. A Chair and Vice Chair of the Network will be elected from among the Coordination Committee Members. The Chair acts as the leader of the Network and facilitates the meetings of the Coordination Committee.

Only the Coordination Committee may make decisions that can commit the whole GEF-CSO Network. Decisions taken by the Coordination Committee are binding on all members of the Coordinating Committee both present and absent.

Agendas for Coordination Committee meetings will be proposed by the Chair/Secretariat, at least three weeks in advance, by circulation. Final draft agendas and any relevant papers should be circulated two (2) weeks in advance of meetings. Additional agenda items may only be included in the formal agenda at the time of the meeting by consensus of the Coordination Committee.

A quorum is established when at least half of the Coordination Committee members are present.

In case that the normal representative of the RFP is unable to attend, the designated alternate representative of the RFP may attend the meeting provided they notify in writing the Chair, Secretariat or Coordination Committee in advance.

The method for decision making will be based on consensus during Coordination Committee meetings. On rare occasions when all attempts at consensus have not been successful – decisions can be made by majority voting of the attending Coordination Committee members. In case of decisions relating to governance of the Network – a two thirds majority of attending Coordination Committee members is required. Dissenting votes may be recorded in the minutes if requested.

In-between Coordination Committee meetings, decisions may be made through a process of circulation of a proposed decision by the Chair/Secretariat to the Coordinating Committee members with a specified deadline to respond (normally at least two (2) weeks). A positive support by a majority of CC members is needed for approval by circulation. Non-reply by any Coordination Committee member within the timeframe means agreement to whatever decision is arrived at by those that have sent replies. If more than two members raise significant concerns on the issue, it may be deferred to the next Coordination Committee meeting and automatically be part of the agenda. A summary of decisions made by circulation (together with the record of votes) will be provided to the next meeting of the Coordination Committee.

The work of the Coordination Committee is supported by the Secretariat.

Management Team

Role:

- Oversee the Network activities between the formal Coordination Committee meetings.
- Facilitate coordination between the work of the sub-committees and Secretariat and the Coordination Committee.
- Oversee preparations and follow-up of CC Meetings.
- Oversee preparations and input to GEF Council meetings; including approving the final list of sponsored participants
- Monitor and propose enhancement of relations with GEF Secretariat and Agencies
- Oversee fundraising, audit and financial management.
- Monitor and guide the work of the Secretariat
- Support the work of the Chair.
- Other tasks as allocated by the CC

Team Composition:

Network Chair, Vice Chair and heads of the Governance Sub-committee; Strategy Sub-committee; Outreach Sub-committee and Technical Sub-committee.

Sub-Committees

Sub-committees are established by the Coordination Committee to assist with its work or undertake work between meetings. Each Sub-committee will organize and support their own activities. The main sub-committees are as follows:

1. Governance, Membership and Elections Sub Committee

Role:

- Oversee the development and administration of the membership of the Network
- Oversee and organize elections for RFPs and the Chair/Vice Chair
- Maintain database for membership and expertise of the Network
- Monitor implementation of the Network guidelines and review proposals for modification.
- Develop governance options to enhance links with other relevant NGO/civil society networks and groupings.
- Periodically assess effectiveness and propose modifications to the governance of the network as required.
- Review complaints, disputes, discipline issues raised by any CC member or by any Network member and recommend specific courses of action.
- Develop and review financial procedures for the Network,
- Conduct internal audit.
- Other tasks as allocated by the CC

Sub-committee Composition:

Up to seven (7) members drawn from the CC including preferably at least one from each of the main regions – Asia Pacific/Africa-Europe/Americas. Headed by a CC member.

2. Communication, Knowledge Management and Capacity Development Sub-Committee

Role:

- Develop and oversee implementation of awareness, communication and capacity building strategies and activities for the Network.
- Oversee internal and external Network communication procedures and processes.
- Coordinate and support implementation of work by the Network related to outreach and capacity building.
- Develop and oversee maintenance of Network web site and network information and communication materials and activities.
- Support the building of relations with partners, donors and other supporters.
- Assist in generating resources to implement outreach and capacity building strategies.
- Monitor and guide the work of the Secretariat in relation to outreach, communication and capacity development

Sub-committee Composition:

Up to seven (7) members drawn from the CC and/or member organizations. Headed by a CC member.

3. Strategy and Planning Sub Committee

Role:

- Coordinate the development of strategies and operation plans for the Network.
- Coordinate preparation of annual workplans and budgets for the Network.
- Oversee and support the implementation and updating of Network strategies and Plans.
- Undertake/facilitate monitoring, evaluation and reporting of activities of the Network.
- Coordinate input to development of strategies and plans for engagement of civil society in GEF activities
- Monitor and guide the work of the Secretariat in relation to implementation of the Strategy and Action Plan
- Other tasks as allocated by the CC

Sub-committee Composition:

Up to seven (7) members drawn from the CC and/or member organizations. Headed by a CC member.

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4. Technical Sub Committee

Role:

- Review and guide the activities of the network in relation to GEF related conventions (CBD, UNCCD, UNFCCC, Minamata Convention, etc.) and decisions on the financial mechanism.
- Review linkages between decisions of the conventions and the GEF in particular the GEF replenishment process.
- Coordinate the review of GEF documents with regards to the implementation of the conventions decisions.
- Coordinate the development of the Network comments and positions on the focal area strategies and other GEF programs
- Coordinate the Network Strategy to provide input to the GEF Council and the GEF replenishment.
- Monitor and guide the work of the Secretariat in relation to engagement in GEF related Conventions.
- Other tasks as allocated by the CC

Sub-committee Composition:

Up to seven (7) members drawn from the CC and/or member organizations. Headed by a CC member.

Meetings

The Sub- committees will preferably meet a minimum quarterly – both back to back with the GEF Council and in the intersessional period. Intersessional meetings will normally be virtual. Regular activities will be undertaken through email and skype.

Task Forces

Task Forces (TF) may be established from time to time to address key technical or operational issues. Task Force members may be drawn from the RFPs, IPFPs as well as other members of the Network or external experts. The task forces play a role developing specific activities to be undertaken by the Network and Network members, and generating strategic input to GEF programs and activities. Task forces will be monitored by the respective Sub-committees.

Members and Chairs of the Sub-Committees and Task Forces are appointed by the Coordination Committee for a specific term. The normal term of members of each sub-committee is two (2) years or (for members of the Coordination Committee) until the expiry of the term of the member on the Coordination Committee if it comes earlier. The term on the Sub-Committee may be renewed.

All activities of the Sub-Committees and Task Forces are coordinated with the Chair and the Management Team with the support from the Secretariat. The Sub-committees and Task Forces report to the Coordination Committee.

ANNEX 3: Terms of Reference (ToR) of the Regional Focal Points (RFPs)

The Regional Focal Points (RFPs) are member organizations of the GEF-CSO Network which are elected by members in their respective region to coordinate and facilitate GEF-CSO Network activities in that region in consultation with the Chair/Secretariat. Each Regional Focal Point will appoint a senior representative to represent it at the GEF-CSO Network Coordinating Committee.

Specific responsibilities of the RFP include:

1. Representing and promoting the GEF-CSO Network in their respective regions and working to implement the short term plans and long term strategies of the Network in their regions.
2. Providing within their region, in a timely fashion, information to accredited CSOs and other stakeholders concerned with the GEF, on all relevant and appropriate GEF-related activities, including GEF-CSO Consultations and GEF Council meetings.
3. Developing, collating and providing reports on regional activities and issues relevant to ongoing GEF processes and upcoming GEF activities, to the Secretariat, on an as needed basis, for archival purposes, for meetings, for preparation of Annual Reports by the Secretariat and for distribution to the Network and to the GEF Secretariat, where and when appropriate.
4. Communicating and coordinating regularly with membership in the respective regions, the Chair, the Secretariat and other Regional Focal Points(RFPs) to develop and produce relevant and timely input into GEF policy documents and processes, information dissemination concerning and affecting GEF-CSO objectives, operations, logistics, and, meetings.
5. Collecting, compiling, and providing brief reports in consultation with member organizations in the relevant regions), as needed and requested by the Secretariat, on regional concerns relevant to the upcoming GEF meeting for distribution to Consultation participants.
6. If funds are available, coordinating the nomination and selection of additional regional participants in GEF activities and meetings, in coordination with the Chair and the Secretariat.
7. Participating actively in the GEF-CSO consultation meetings prior to each council meeting as well as the council sessions.
8. Providing appropriate and timely input to reporting of these events.
9. Reporting back to the members in the respective region on GEF Council Meetings through the distribution of the CSO report on the meetings.
10. Facilitating the participation of CSOs in the region in the processes of the GEF, through information and analysis and sharing of experiences and of lessons learned, encouraging and assisting CSOs in the process of accreditation to the GEF.
11. Supporting the CSOs in the region in planning and implementing regional and national outreach activities for awareness raising and promotion of GEF-related activities.

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ANNEX 3: Terms of Reference of the Regional Focal Points (RFPs)

12. Developing, updating and maintaining a comprehensive list of, and appropriate information on, relevant individuals, organizations, CSOs, institutions and government entities, (including GEF-CSO Network members, government focal points and representatives from Implementing Agencies) within their region to coordinate and cooperate with for successful implementation of GEF activities and projects.

In executing their duties and responsibilities, the RFPs will ensure that they conduct themselves, in all respects, in their leadership positions according to the GEF-CSO Network Code of Conduct.

Term of office and replacement of RFP

The initial term of office for the RFP is four (4) years, and it may be re-elected one additional time. In the case of a RFP having been in its position for two consecutive terms, encouragement is to be given to member organizations from other countries in the region to stand in the elections. However the decision of the election of the next RFP will be left to the member organizations in the relevant region.

If an RFP fails to undertake a reasonable number of appropriate and relevant activities after being elected, or fails to perform according to standards of performance and conduct adhering to guidelines set by the Coordination Committee (i.e. attending necessary CC or GEF Council meetings, initiating and coordinating activities in its respective region, providing reports on activities, representing the GEF-CSO Network appropriately) or breaches the code of conduct, the RFP will be asked to formally explain what steps it is taking to rectify the situation within a reasonable time frame. If it is unable to meet the necessary requirements as RFP, then the situation will be reviewed by the Coordination Committee who will make a decision on the need to declare the position vacant and call new elections in the region concerned.

If the designated individual representative of the RFP does not undertake their duties in an appropriate manner, the Coordination Committee may request the RFP to rectify the situation or appoint another representative within an appropriate time frame, failing which election for a new RFP can be initiated.

If a RFP is unable to complete its full term, the RFP must immediately inform the Chair who, with the cooperation of the Coordination Committee, will organize and facilitate the process of electing a new RFP in the region.

In case the nominated representative of the RFP resigns from the organization or is unable to continue with their work, the RFP will notify the Coordination Committee through the Chair and may propose another senior representative with equivalent experience and skills to undertake this role, subject to agreement by the Chair and a majority of the members of the CC. In case such agreement is not obtained, elections for a new RFP will be initiated.

If the elected organization is not able to continue performing its responsibilities as RFP, it should notify the Coordination Committee through the Chair. The Coordination Committee will declare the position vacant and organize elections for this the region.

Transitional Arrangements

RFPs leaving their positions will prepare a set of documents to guide the new RFP. The RFP will work with and share their acquired knowledge and experiences with the new incoming RFP, and, do all they can to assist the smooth transition from one to the other. The RFP will normally serve

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ANNEX 3: Terms of Reference of the Regional Focal Points (RFPs)

from the time of their election for four years and their term will end once a new RFP is elected. If for some reason the election could not be completed in the allotted period and has been postponed or reorganized, the CC will make a decision on the status of the RFP.

ANNEX 4 : Terms of Reference of the Indigenous Peoples Focal Points (IPFPs)

Specific responsibilities of the IPFP include:

1. Representing and promoting the GEF-CSO Network to Indigenous Peoples' organizations in their respective regions.
2. Providing within their region, in a timely fashion, information to Indigenous Peoples organisations (IPOs), on all relevant and appropriate GEF-related activities, including GEF Projects and programmes, GEF-CSO Consultations and GEF Council meetings.
3. Developing, collating and providing reports on IP's activities and issues relevant to ongoing GEF processes and upcoming GEF activities, to the Secretariat, on an as needed basis, for archival purposes, for meetings, for preparation of Annual Reports by the Secretariat and for distribution to the Network and to the GEF Secretariat, where and when appropriate.
4. Communicating and coordinating regularly with the IPOs in the respective regions, the Chair, RFPs and the Secretariat to develop and produce relevant and timely input into GEF policy documents and processes related to IPs.
5. Collecting, compiling, and providing brief reports in consultation with IPOs in their regions, as needed and requested by the Secretariat, on IPs concerns relevant to the upcoming GEF meeting for distribution to consultation participants.
6. If funds are available, coordinating the nomination and selection of additional IPs participants in GEF activities and meetings, in coordination with the Chair.
7. Participating actively in the GEF-CSO consultation meetings prior to each council meeting as well as the council sessions.
8. Providing appropriate and timely input to reporting of these events.
9. Reporting back to the IPOs in the respective region on GEF Council Meetings through the distribution of reports on the meetings.
10. Supporting the CSOs in the region in planning and implementing regional and national outreach activities for awareness raising and promotion of GEF-related activities as well as engagement in GEF related projects and programmes.
11. Educate and create awareness in the GEF-CSO Network and GEF SEC about the implementation of the UNDRIP in the context of the conventions for which GEF is the financial mechanism - Convention on Biological Diversity (CBD), United Nations Framework Convention on Climate Change (UNFCCC), UN Convention to Combat Desertification (UNCCD) and the Stockholm Convention on Persistent Organic Pollutants (POPs)
12. Support the promotion, implementation and further development of the GEF Guidelines on Engagement with Indigenous Peoples and related mechanisms.

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ANNEX 4: Terms of Reference of the Indigenous Peoples Focal Point (IPFPs)

13. Facilitate coordination with RFPs and indigenous peoples' organizations in their respective regions

Term of Office

The term of office of each focal point is limited to a maximum of four years.

Nomination Process

- The coordination committees of the regional indigenous caucuses¹ will call for interested candidate applications for the position of Indigenous Peoples Focal Point of GEF-CSO network. The three regions are: Asia/Pacific, Africa and Latin America/Caribbean.
- The selection will be decided by the main indigenous networks in their regular regional caucus.
- The nomination will be communicated in writing to the Central Focal Point of the GEF-CSO Network

Candidate profile

- An indigenous person from the respective region supported by his/her institution
- Demonstrated track record on environmental issues, also experience in environmental policy advocacy is preferred
- Must have experience in issues related to GEF
- Preferably be able to demonstrate knowledge of UNDRIP and other international obligations that concern indigenous peoples
- Able to perform basic communications in spoken and written English
- Has regular access to internet and is able to communicate over email
- Will be able to commit the time necessary to provide information on GEF to their respective regional caucuses
- Will be able to commit to soliciting input from indigenous caucuses on issues related to GEF

¹ These regional caucuses may be hosted by one regional organization or rotate among different indigenous organizations in different countries.

ANNEX 5: Terms of Reference (ToR) of the Chair and Vice Chair of the GEF-CSO Network

The Chair and Vice Chair of the Network should be elected from among the members of the Coordination Committee (i.e. RFPs/IPFPs). The Chair will be assisted by a Vice Chair and the heads of the four Network sub-committees who together will form the Management Team.

Chair

Role and responsibility

The Chair will represent the interest, mission and values of the Network during his/her term in line with strategies and plans agreed by the Coordination Committee. His/her activities will be supported by an elected Vice Chair and the heads of the Subcommittees, for the specific thematic and strategic issues. The Chair will also receive operational and logistic support from the Secretariat.

The role of the Chair during his/her term would include:

- Chair the meetings of the Coordination Committee (once every 6 months)
- Chair the meetings of the management team to oversee the work of the Network between CC meetings (every 1-2 months)
- Work with the Vice Chair and Management team to oversee the Secretariat and guide the work of the Network
- Oversee the proper functioning of the Network and provide leadership to create an enabling environment that facilitates engagement of all its members,
- Represent the Network in official engagement (negotiation, formal correspondence and communication) with GEF Secretariat, Agencies, partners and other stakeholders
- Oversee and give policy guidance to the Secretariat
- Other roles and responsibilities allocated by the Coordination Committee from time to time

Vice- Chair

The Vice Chair would be elected from among the members of the Coordination Committee (i.e. RFPs/IPFPs).

Role and responsibility

The Vice Chair will represent the interest, mission and values of the Network during his/her term in line with strategies and plans agreed by the Coordination Committee. The role of the vice-chair during his/her term would include:

- Support the Chair in preparing for and chairing the meetings of the Coordination Committee (once every 6 months)
- Support the Chair in preparing for and chairing meetings of the management sub-committee to oversee the work of the Network between CC meetings (every 1-2 months) including chairing of the meetings in the absence of the chair

Revised Rules and Procedures for the GEF-CSO Network (18 October 2015)

ANNEX 5: Terms of Reference of the Chair and Vice Chair of GEF-CSO Network

- Work with the Chair and Management Team to oversee the secretariat and guide the work of the Network
- Support the Chair in overseeing the proper functioning of the Network and providing leadership to create an enabling environment that facilitates engagement of all its members,
- Deputise for the chair in representing the Network in official engagement (negotiation, formal correspondence and communication) with GEF Secretariat, Agencies, partners and other stakeholders
- Support the Chair in overseeing and giving policy guidance to the Secretariat
- Other roles and responsibilities allocated by the Coordination Committee from time to time

Criteria

The Representative of the RFP/IPFP who wants to stand for election must

- a) Be experienced in the work of the Network and GEF
- b) Have prior experience in organizational leadership
- c) Have capacity and time to undertake the necessary responsibilities
- d) Have at least 1 year left in his/her term of office as RFP/IPFP.

In executing these responsibilities, the Chair and Vice Chair will ensure that at all times activities are conducted in line with the GEF-CSO Network Code of Conduct.

In no circumstances should the Chair or Vice Chair directly use its position to raise funds for him/herself or any other organization other than the GEF-CSO Network. Doing so would violate the GEF-CSO Network Code of Conduct.

The term of office for the Chair/Vice Chair is up to two (2) years from the time of election, and he/she may be re-elected once. The term as Chair/Vice Chair is up to end of their respective RFP/IPFP's term. The Chair/Vice Chair may be assisted as appropriate by other staff of his/her organization. The Coordination Committee encourages a system of rotation of the Chair/Vice Chair position to all regions covered by the Network to ensure equity and participation.

If the organisation of the Chair/Vice Chair ceases to be a member of the Network or an RFP/IPFP or the Chair/Vice Chair leaves his/her organization or the organization decides to appoint another representative to the CC - then the term of office of the Chair or Vice Chair will cease.

In case of sudden resignation or removal of the Chair/Vice Chair as well as prior to the election of the first Chair/Vice Chair an interim Chair may be appointed to undertake the tasks of the Chair, while the necessary arrangements are made for the election of the next Chair.

ANNEX 6: Election Procedures

The procedures for the election of the Regional Focal Points (RFPs) and the Chair/Vice Chair are as follows:

Regional Focal Point (RFP) Elections

Among all member organizations in a region, one is elected as Regional Focal Point (RFP). The CSO nominates a senior representative to take on the regular responsibility of carrying out the duties assumed as RFP described in **Annex 3**. Only an active member organization may nominate itself and participate in the election within each region. To be nominated as an RFP, the member CSO should have the institutional capacity and commitment to accept and execute the duties and responsibilities of this position.

The process of elections is conducted by an Elections Task Force established by the GEF-CSO Network Governance, Membership and Elections Sub-Committee and overseen by the GEF-CSO Network Coordination Committee.

Timing of call for elections

The election will take place in the time period of approximately six months between successive GEF council meetings so as to enable the newly-elected RFP to attend the next Council meeting. The elections process will start immediately after the last council meeting that is attended by the outgoing RFP or other such date as may be determined by the Coordination Committee. Three months before the elections, the Network should start to contact members in the respective region to update the contact information of the member organizations,

Call for Elections

- a.) The call for Elections will be undertaken by the Chair who would send out an email to the designated contact points of the member organisations in the region concerned, announcing the elections for the Regional Focal Point, This notice should include information on the composition and the role the Election Task Force that would facilitate the elections process. This announcement should be placed on the website of the Network.

The Elections Task Force

- a.) The Elections Task Force would be appointed by decision of the Coordination Committee based on a recommendation of the Governance Sub-committee prior to the start of the election process.
- b.) The Elections Task Force would comprise of 3-5 members who have no active involvement in the region(s) concerned.
- c.) The Elections Task Force would comprise a majority drawn from the members of the Governance sub-committee and a minority of those from outside of the Sub-committee, but are familiar with the election procedures.
- d.) The Task Force would not include the Chair/Vice Chair.
- e.) The composition of the Task Force should not be changed during the election period except due to the incapacity or non availability of one of the members.

Nomination of candidates

- a.) The Chair of the Task Force shall send out a ‘Call for Nominations’ no more than 2 weeks after the Call for Elections. The package would include a request for nominations, a Nomination Form, a copy of the Election procedures and the Terms of Reference for the Regional Focal Point of the GEF-CSO Network. This announcement should be placed on the website of the Network
- b.) A period of up to one month may be provided for nominations. In case of low response the nomination period may be extended in consultation with the Governance Subcommittee.
- c.) A reminder to submit nominations should be sent out by the Elections Task Force to all the member organizations at least one week before the deadline to submit nominations.
- d.) Organizations wishing to nominate themselves as RFP should submit the following documents:
 - (i) Completed Nomination Form and confirmation of agreement to follow election rules and guidance/decisions of the election Task Force, Governance Subcommittee and Coordinating Committee.
 - (ii) A letter signed by the Chairman/President or member of the Board of Governors (or equivalent) of the organization confirming the organisation’s commitment to undertake the tasks the RFP if elected.
 - (iii) A document describing the experience of the organization and its experience related to GEF and the focal areas of GEF.
 - (iv) A work plan on how the candidate organization intends to meet the responsibilities of an RFP
 - (v) The name and qualifications of the designated person proposed to represent the RFP at the Coordinating Committee and oversee the implementation of the RFP’s responsibilities.
 - (vi) Certification of non-profit status, annual report and accounts for the most recent year
 - (vii) A list of members of the board/management committee and name and contact details of the Chair of board and most senior staff member.

The RFP is a very important position in the Network with significant responsibilities and so the eligibility for an organization to be a candidate shall be verified where possible, in consultation with the national GEF focal point or other agency, on the basis of the following:

Requirements:

Organisation

- Submission of required documents
- Non-profit status
- Period of operations of at least 3 years
- Executive staff and experience in program/project implementation,
- Sound financial and accounting systems.
- Proven track record on environment management issues

Representative

- Senior person with experience of management and policy issues
- Fluent in written and spoken English (considering the requirements of GEF).
- Familiar with the GEF-related matters

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ANNEX 6: Election Procedures

In order to avoid any perception of conflict of interest, CSOs which have been accredited as GEF Project Agencies are not eligible to stand as Regional Focal Points.

The Task Force shall remind the contesting candidate only once to submit any incomplete or incorrect information. If the candidate organisation fails to submit the required information they would be considered ineligible,

The Election Task Force on receiving all the documents listed above shall include them in the package of materials to be circulated to the eligible voters in the region to help them select the appropriate candidate.

Eligibility of existing RFPs to stand for election

- (i) Elected RFPs are eligible for one re-election, provided that they have satisfactorily met their basic obligations during their first election period.
- (ii) Organisations which have served two consecutive terms as RFP will not be eligible for re-election.
- (iii) Notwithstanding the option for re-election of RFPs, the rotation of the position of RFPs among eligible organizations in the respective region is encouraged.

e) Screening of candidates

The Elections Task Force should review and verify the documents. A period of up to two weeks is provided for the Elections Task Force to screen candidates based on the documents provided and to confirm that candidates meet eligibility criteria. Consultation may be made as necessary with appropriate sources to verify the credentials of the candidate organizations. Any organizations found to have submitted false or misleading information may be barred from the election and subject to disciplinary action. The Elections Task Force will confirm the list of eligible candidates. In the case of only one eligible candidate for the election, they may be declared the winner without a voting session.

1. Elections

- a) The Elections Task Force shall send out a 'Call for Voting' including the documentation of the eligible candidates and the Voting forms/slips to the accredited organizations of the region at least 21 days before the end of the election period
- b) The election period would last for 21 days, during which the voting organizations would submit their votes electronically to the designated email(s) on the specified Voting forms/slips sent to them. If for some reason the designated email becomes inoperable during the voting period the Elections Task Force shall immediately inform eligible voters of an alternate email address.
- c) The Elections Task Force shall send a reminder to all the accredited organizations in the region at least 10 days prior to the deadline for voting. Any vote received by the Task Force after the deadline (date and time) will automatically be invalid.
- d) All votes will be acknowledged electronically (automatically) or by the designated member of the Elections Task Force to the official contact of the voting organization within 48 hours of receipt.

2. Voting eligibility

- a) Only active organizations (as defined in the membership procedures) are eligible to vote.
- b) Only members of the GEF-CSO Network as of the last day of May or November (whichever is later) preceding the election period will be considered eligible for voting.

ANNEX 6: Election Procedures

- c) A list of such (as qualified in para 6.a and 6. b above) will be posted on the Network web site prior to the election period
- d) The candidate CSOs are also allowed to vote

Validity of Votes

- a) Only the votes received on the formal voting slip and from the designated representative of the organization and sent to the designated email would be considered valid.
- b) The votes should be sent to the email(s) designated by the Elections Task Force in their 'Call for Voting' notice.
- c) The votes received from the emails other than the ones registered would be considered only after proper verification.

Counting of votes and declaration of the results

- a.) The Elections Task Force will receive and count all votes received from the accredited CSOs in the region. The Elections Task Force would review the voting results and prepare a report on results within 3 days of the voting deadline. The report would be submitted to the Governance Sub-Committee for endorsement. The endorsed result together with information on the voting procedure will then be submitted to the Chair for announcing the result to the members in the region and the CC. The announcement of the results would be made by the Chair within 10 days of the completion of the voting period.
- b.) In case a candidate withdraws from the election after the initiation of the voting process the voting process should be restarted with the reduced number of candidates. In case of election with only two candidates, the other candidate can be declared the winner.
- c.) In order to be declared a winner, an organization must receive the most number of votes of the votes cast.
- d.) In the case of an election where the votes are tied between the two or more candidates after the designated voting period an extension of the election period of up to one week can be granted by the Governance Sub-Committee.
- e.) In case the results of the election are still not clear the matter should be referred to the Coordination Committee for a decision on the way forward.

Complaints and procedures for lodging complaints

- a) Any candidate who is not satisfied with the result of the election must lodge a written complaint to the Chair of the Network Governance sub-Committee with a copy to the Chair within 14 days of the date of the announcement of the elections results. Any election-related complaint would be acknowledged in writing within one week indicating the process to address the complaint.
- b) The Governance sub-Committee will consider the complaint and prepare a report within 14 days of the expiry of the deadline for submission of complaints. The Governance Sub-Committee will then transmit its response to the complainant. The complainant may within seven days of the date of transmission of the response indicate in writing to the Chair any aspects of their complaint on which they are not satisfied by the explanation of the Governance Sub-committee, This further complaint will be submitted by the Chair to be reviewed by the Coordination Committee at its next ordinary meeting or (if considered urgent) by circulation. The Coordination Committee may if appropriate, set up a separate Task Force to review the complaints received. The ruling of the Coordination Committee will be considered final.

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ANNEX 6: Election Procedures

- c) If the complaint is received in the middle of the election process, the Elections Task Force shall seek guidance from the Governance Sub-Committee on whether to wait until the elections are over to address and or investigate the complaint. No anonymous complaint will be considered, nor can the source of the complaint be maintained confidential in all cases, as the affected candidate will have to be given an opportunity to present his/her response to the allegations.

Compliance with the elections procedures

- a) Each member of the Election Task Force shall abide by the procedures laid down such as verification of the membership, nominations, voting information, voting mail address, tally of votes to ensure the holding of fair elections.
- b) The details of the votes received each different candidate would not be revealed in any circumstances to either the candidates or the voting organizations in the regions concerned.
- c) No member of the Coordination Committee other than the members of Elections Task Force shall have access to the vote information on votes cast during the election process. In case of a complaint needing the CC intervention the information will be shared with the CC on a need-to-know basis.
- d) Any member of the Task Force who violates these rules may be subject to disciplinary procedure
- e) An incumbent or outgoing RFP should not use their position to inappropriately influence the Elections Task Force, Coordination Committee or otherwise influence the conduct of the elections.
- f) Any Candidate who violates the rules or acts in an inappropriate manner to secure votes may be subject to disciplinary action or disqualification.

Election for the GEF-CSO Network Chair and Vice Chair

The Chair and Vice Chair are elected from among the organizations serving as RFPs or IPFPs every two years. An elected Chair or Vice Chair is eligible for one re-election, provided that the Chair or Vice Chair has satisfactorily met its basic obligations during its first period of office. The term is up to end of the respective term as RFP/IPFP. The RFP/IPFP who wants to stand for election must have capacity and time to undertake the necessary responsibilities and at least 1 year left in his/her term of office as RFP/IPFP.

The process of election of the Chair and Vice Chair will be overseen by an election task force comprising CC members who are not eligible to stand for election supported by the Secretariat.

At least three months prior to the completion of the term of office of the Chair or Vice Chair, a formal notification for the election of Chair or Vice Chair should be distributed to all RFPs and other members of the Coordination Committee to invite them to submit their expression of interests.

The RFP/IPFP organization should submit to the CC, in a formal document, its interest for its representative to act as Chair or Vice Chair as well as a document describing the capability of the representative to undertake the work and vision of the candidate to undertake the role. The organization should make a commitment to provide the necessary support and resources for its representative to carry out all duties of the Chair/Vice Chair.

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ANNEX 6: Election Procedures

The Election Task Force will assess the expression of interests for the position of Chair/Vice Chair and confirm that they meet the requirements. The documentation of the eligible candidates will then be circulated to the members of the Coordination Committee at least two weeks (2) before the election is to take place at the CC meeting.

The election of the Chair/Vice Chair will take place during the Coordination Committee's regular meeting or by electronic communication. If by circulation, the election process is set to last twenty one (21) days or till all members have voted or one candidate has received votes from more than 50% of the CC members, if earlier. If the voting takes place during the Coordination Committee meeting - those members who are unable to attend may appoint proxies to vote on their behalf. The election will be based on the votes by the members of the Coordination Committee. One vote per Coordination Committee member will be considered. When casting a vote, the Coordination Committee member should specify who is voting within the organization and for whom the Coordination Committee member is voting. The candidate that receives the majority of votes from the members of the Coordination Committee provided that this comprises more than fifty percent (50%) of the votes cast will be selected and confirmed to act as Chair/Vice Chair for a two year (24 months) period from the time of election. In the case that none of the candidates received more than fifty percent (50%) of the votes cast, a second round will be organized which will include the two candidates with the most votes. In case that the elections for chair and vice chair are to be held at the same time – they should be held sequentially.

In the case of an election dispute, the Coordination Committee will review and adjudicate the dispute, reaching a final decision based on the majority view of all CC members.

The elected Chair/Vice Chair will continue to maintain its responsibility as an RFP/IPFP until the end of their elected period for its region.

If the Chair/ Vice Chair is unable to continue with his/her role, it should provide notice of two (2) months to the Coordinating Committee. Election for a new Chair/Vice Chair will be held during this notice period.

If the organisation of the Chair/Vice Chair ceases to be a member of the Network or as an RFP/IPFP or the Chair/Vice Chair leaves his/her organization or the organization decides to appoint another representative to the CC - then the term of office of the Chair or Vice Chair will cease.

If a Chair or Vice Chair fails to undertake the appropriate and relevant activities after being elected, or fails to perform according to standards of performance, Terms of Reference and Code of Conduct set in these rules, the Chair/Vice Chair may be asked to improve the situation within a maximum of two months. If the Chair/Vice Chair does not comply, the Chair/Vice Chair may be asked to step down or may be removed from this position by a majority decision of the CC. Election for a new Chair/Vice Chair will be instituted.

In case of sudden resignation or removal of the Chair/Vice Chair as well as prior to the election of the first Chair/Vice Chair an interim Chair may be appointed to undertake the tasks of the Chair, while the necessary arrangements are made for the election of the next Chair.

If an existing head of sub-committee is elected as Chair or Vice Chair, they will cease to be head of sub-committee and a replacement appointed..

ANNEX 7: Terms of Reference and Selection Process for GEF-CSO Network Secretariat

Role and responsibility

The role of the Secretariat would be to support the work of the Network both at the time of CC and GEF Council meetings as well as between meetings especially:

House keeping functions

- Administration/updating of the membership;
- Administration and reporting of use of funds of the Network;
- Organizing and reporting on meetings of the CC;
- Undertaking outreach and communication for the Network including website and newsletter.
- Undertaking day-to day tasks of the Network including liaison with the GEF secretariat, response to enquiries, implementation of project tasks;
- Serve as a repository of information on the Network
- Prepare regular reports on the work of the Network for consideration by the CC
- Facilitate translation and editing of documents

Functions related to the content and purpose of the Network

- Facilitation of process to prepare reviews of policy papers and statements
- Support for the RFPs, IPFPs and Sub-committees
- Identify issues of strategic importance for the network to become involved

Functions related with Network sustainability

- Support for election processes for RFPs and Chair
- Fundraising
- Other tasks allocated by the Coordination Committee or Chair.

Oversight and evaluation of the Secretariat

The Secretariat will be overseen by the Chair on behalf of the CC and their work will be evaluated by the Management Team.

The work of Secretariat will be undertaken by full time or part time staff funded by the Network and/or the hosting organization, together with any volunteers, interns etc.

Process for Selection of Institutions to host GEF-CSO Secretariat

The Network will call for Expressions of Interest in hosting or providing the Secretariat which would be open to capable members of the GEF CSO Network.

Criteria for selection

1. Well established institution with at least 10 years of experience
2. Experience in undertaking similar roles
3. Professional staff to conduct the task

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ANNEX 7: Terms of Reference and Selection Process for GEF-CSO Network Secretariat

4. Transparent financial management and high standards, including ability to manage funds (as stated in Article 2 Annex 11)

The Secretariat shall be registered as a legal entity in its country of its origin giving it

- Non Profit recognition such as a Society, Trust, Foundation, etc.
- An eligibility to receive foreign funds under the resident country's rules
- Eligible for Tax exemption (of the funds received) by the Country's laws.
- Ability to transfer funds out of the country.
- At least three years of producing audited accounts of its activities
- Proven track record of project and programme accounting.

5. Good reputation at national regional and international levels

6. Experience in the areas of work of the GEF

7. Proven experience in fund raising

8. Value added - what it could contribute to the Network in terms of technical, administrative or financial support.

The selection process will be through a rigorous procedure to be approved by the Coordination Committee prior to the call for Expression of Interest. This procedure may include detailed reviews of the compliance with the criteria and assessments by the Network or third parties.

An agreement will be signed between the Network and any organization hosting or providing the Secretariat services.

Hosting period: 4 years with renewable option subject to evaluation. Periodic reviews will be conducted.

If any organization withdraws or is unable to continue with its work to host the Secretariat, it should give 6 months' notice to the Chair, to enable the selection of another host.

In case that the Secretariat/host organization is not functioning appropriately, the Chair should give written notice requesting improvements within a maximum of three months. In the case it does not comply with this requirement to the satisfaction of the Network the agreement for hosting as the Secretariat/Provision of the Secretariat services may be terminated by majority decision of the CC in which case all resources and information held by the organization on behalf of the Network will be immediately transferred.

In case of sudden withdrawal or removal of the Secretariat as well as prior to the selection of the first Secretariat a member organization may be appointed as interim Secretariat to undertake the tasks of the Secretariat, while the necessary arrangements are made for the selection of a new Secretariat.

ANNEX 8: Appointment and Terms of Reference for Country Contact Points

The GEF-CSO Network has the prerogative to appoint a member organization of the GEF CSO Network as a Country Contact Point (CCP), especially in certain countries that have large number of members or in countries where the network is wishing to enhance its membership and activities. The role of the CCP is to actively assist the Regional Focal Point (RFP) in the development of the GEF-CSO Network in a specific country in the Region. The position of CCP is voluntary. The term for the CCP's appointment is for a one year renewable term – not to exceed the term of the RFP. This office can be renewed for up to the end of the term of the RFP's who appoints him/her. The position may be terminated in case of the CCP not following the responsibilities listed below or breaching the code of conduct of the Network. There can only be one CCP in each country at any one time.

The CCP is responsible for the following in its given country:

1. Promoting the GEF-CSO Network whenever possible:
 - a. Making its position as GEF-CSO Network CCP known to other GEF-CSO Network members and Civil Society Organizations (CSOs) in the country
 - b. Distributing GEF-CSO Network news and information amongst non-GEF-CSO Network CSOs in the country
 - c. Encouraging appropriate non-members to apply for membership.
 - d. Assisting in review of membership applications as necessary
2. Providing, upon request from the GEF-CSO Network Secretariat or RFP, information pertinent to their activities and country when necessary
3. Providing lists of suggested CSOs which should be approached to become members of the GEF-CSO Network in their country, it should:
 - a. Contain contact details (email addresses and telephone numbers) of the organizations
 - b. Brief information on reason for their selection.
4. Assisting the RFP in gathering information or undertaking activities in the country related to the work of the network including:
 - a. Establishing links with the GEF Operational Focal point, SGP national Coordinator, GEF Projects or agencies etc.
 - b. Organisation of meetings
5. Developing a 6 monthly Activity Report which should be:
 - a. Submitted at 6 month intervals to the RFP via email
 - b. Consistent with the template specified by the Network
6. Assigning a contact person, fluent in both English and local language, and provide an email address and telephone number for contact purposes
7. Passing on any comments, requests or information relevant to the GEF-CSO Network to the RFP

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ANNEX 8: Appointment and Terms of Reference for Country Contact Points

Procedure for appointment of CCP:

RFPs wishing to appoint CCPs should make a formal proposal to the Coordination Committee via the Secretariat. This proposal should include:

- a) Name and contact details of proposed CCP organization
- b) Brief information on proposed CCP organization and their proposed representative
- c) Justification for the selection of the CCP.
- d) Proposed term of office.

Such proposals can be approved at meetings of the CC or by circulation. After approval a formal appointment letter should be sent by the RFP or Secretariat to the CCP.

CCPs should expect to receive the following benefits from their position:

1. As a local representative they will have increased input into local GEF-CSO activities and be approached for feedback and information
2. CCPs will be given, as active members of the network, increased opportunities to participate in GEF and GEF-CSO meetings and activities
3. CCPs will be informed of all possibilities to acquire funds from the GEF-CSO Network to develop the GEF's country wide network
4. CCPs will be given an opportunity to develop strategies to develop the GEF-CSO network in their countries, these strategies will be considered for funding whenever possible

Requirements

- CCPs must comply with the GEF CSO Network rules and procedures including the code of conduct.
- CCPs are not authorized to act independently on behalf of the Network or to make press statements unless such actions are explicitly approved in writing beforehand.

The GEF CSO Network may suspend or terminate with immediate effect any CCP that does not comply with the requirements or who does not fulfil the terms of reference.

ANNEX 9 : Code of Conduct of GEF-CSO NETWORK and Key Tasks of Members

1.0 Code of Conduct

This Code of Conduct ('Code') of the GEF-CSO Network applies to:-

- (a) Chair and Vice Chair of the Network.
- (b) Regional Focal Points (RFPs) or their representatives.
- (c) Indigenous Peoples Focal Points
- (d) Other members of the Coordination Committee.
- (e) Country Contact Points
- (f) Other representatives or officials of the Network.
- (g) Secretariat of the Network

All the above groups shall comply with the spirit and letter of this Code of Conduct. The Coordination Committee of the GEF-CSO Network shall oversee compliance of the Code of Conduct.

The Chair, Vice Chair, RFPs, Indigenous Peoples' Focal Points, other members of the Coordination Committee and other representatives or officials of the Network shall:

- 1.1 Work in line with the Vision and Strategy of the GEF-CSO Network to ensure compliance with the common objectives of the GEF and the GEF-CSO Network constituency.
- 1.2 Maintain the integrity of the GEF-CSO Network by ensuring that there is neither conflict of interest nor personal gain.
- 1.3 Participate in the election of the Chair through the processes outlined in the GEF-CSO Rules.
- 1.4 The members of the Coordination Committee of the GEF-CSO Network shall:
 - (i) Demonstrate leadership, integrity and good judgments based on fairness, accountability, responsibility and transparency.
 - (ii) Perform their duties prudently and participate in the Coordination Committee deliberations with relevant facts, in good faith and in the best interest of the Network.
 - (iii) Establish relationships with fellow focal points on the CC within the framework of solidarity, mutual respect and trust.
 - (iv) Perform their Network functions with sensitivity and tact and keep strictly confidential all information designated as confidential.
 - (v) Strive to have and maintain professional and respectful relations with other focal points and the Chair, GEF Secretariat and Council members.
 - (vi) Not use his or her position and/or the network's resources for either personal or political gain.
 - (vii) Maintain the highest standards of transparency and accountability.
- 1.5 When issuing reports or public statements or when giving interviews to the media, take all reasonable steps to ensure that the information is accurate.

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ANNEX 9: Code of Conduct of GEF-CSO Network and Key Tasks of Members

- 1.6 Avoid engaging in any activities which will lead to a conflict between the Network and it's (in the case of an organization) or his or her (in the case of an individual) interests.
- 1.7 Refrain from accepting an inappropriate financial interest in any network transaction, whether by way of compensation, commission, gifts or otherwise.
- 1.8 Desist from abusing their position or role in the Network or act in an inappropriate manner or in a way which may bring the organization into disrepute.
- 1.9. Abstain from making any claim for expenses or payment that is not supported by documented costs or work undertaken.

2.0 Key Tasks for GEF-CSO Network members

Member organizations of the GEF-CSO Network are :

- 2.1 Entitled to participate in determining the strategic direction and work program of the GEF-CSO Network. Develop, participate in and support appropriate activities in the best interest of the GEF-CSO Network.
- 2.2 Encouraged to communicate on a regular basis with registered members of the Network to share intellectual and technical information and updates on the business of the GEF and the GEF- CSO Network.
- 2.3 Encouraged to share, where appropriate, their experiences in involvement with GEF-related activities and promote the Network with other members of the Network.
- 2.4 Eligible to vote for Regional Focal Points (RFPs) to represent them in the GEF-CSO Network Coordination Committee and function as the coordinator for regional activities.
- 2.5 Entitled to raise any issues or concerns related to the Network to their respective IPFP, RFP or the Chair
- 2.6 Not able to make any claims to represent the Network unless specifically authorized to do so by the Coordination Committee or the Chair.

3.0 Non-Compliance

If any organization or individual violates the GEF-CSO Network Code of Conduct, it/he/she shall be liable for disciplinary action by the Coordination Committee of the GEF-CSO Network. Actions may include warnings, disciplinary actions and termination. The decisions of the Coordination Committee shall be final and binding.

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ANNEX 10: GEF-CSO Network Complaints Procedure

ANNEX 10: GEF-CSO Network Complaints Procedure

Any member of the GEF-CSO Network that has a complaint about any aspect of the working of the GEF-CSO Network should send that complaint in writing (stating clearly that it is a formal complaint) in the first instance to the respective Regional Focal Point with a copy to the Secretariat. The complaint must be responded to by the RFP within six weeks. Any member who has not received a satisfactory response after six weeks may raise the issue in writing to the Chair with a copy to the respective RFP/IPFP and the Secretariat.

Complaints received by the Secretariat will, if appropriate, be addressed directly by the Secretariat, Chair and/or RFP/IPFP. Any serious complaint may be referred by the Secretariat to the Governance, Membership and Elections Sub-Committee for review and action.

Any complaint received by the Secretariat will be acknowledged in writing within three (3) weeks of receipt by the Secretariat with information as to who will be addressing the issue raised. The complaint will be addressed in writing within a maximum of three (3) months.

Any complainant who feels that the Secretariat has not adequately responded to its complaint may appeal directly to the Coordination Committee by sending a written complaint to the Chair of the Governance Sub-Committee (detailing the previous complaints made and responses received) with a copy to the Chair. This matter will be placed on the agenda of the next Coordination Committee meeting provided that the complaint is received one month prior to the meeting. Decisions of the Coordination Committee will be final.

At the regular meetings of the Coordination Committee, the Secretariat, Chair, Vice Chair and RFPs/IPFP will report on all complaints received (if any) and the actions taken to address them.

If required, the Network may in future consider the appointment of an independent arbitrator to facilitate settlement of disputes which cannot be settled internally.

The Network will inform the GEF Secretariat and Agencies of this procedure. It proposes that if any GEF-related agency receive a communication from any member of the Network expressing a desire to complain about the network functioning – that they forward the matter to the Secretariat or write to that person/organization with a copy to the Chair, Secretariat and respective RFP/IPFP informing the member of the Network on the above procedure.

ANNEX 11: Fund Management Procedures

General Framework and principles

1. The Funds of the GEF-CSO Network shall be managed on a day to day basis by the GEF-CSO Network Secretariat on behalf of the Network.
2. The Chair, Vice Chair and Coordination Committee of the GEF-CSO Network shall oversee and monitor the management and use of the funds.
3. Prior to approval for the Secretariat to administer funds on behalf of the Network, the Network should verify that the organization has the necessary capability and experience to administer funds.
4. Funds of the Network shall be held in a separate bank account established on behalf of the Network through a resolution of the Governing Body of the Secretariat.
5. Any organization managing funds for the Network must have a dedicated officer or accounting contractor with appropriate qualifications responsible for the management of the funds and preparation of the accounts
6. Funds of the Network should be managed in a transparent manner.
7. Accounts should be prepared according to acceptable international accounting practices and in compliance with the law of the host country of the Secretariat. Reports on income and expenditure of the Network including sources of income and a balance sheet should be prepared periodically by the Secretariat.
8. Audits of Network accounts should be undertaken by a certified auditor registered in the host country of the Secretariat.
9. Budgets for Network expenditure should be prepared on a regular basis (annual or six monthly) as well as for projects and approved by the Coordination Committee or any designated sub-committee.
10. Guidelines should be prepared and approved by the Coordination Committee for standards of expenditure for items such as travel, per diem, hotel costs, etc
11. Safeguards should be put in place to avoid any conflict of interest in the management of Network finances.
12. Separate rules and procedures need to be developed to govern management of project funds on behalf of the network by RFPs/IPFP or Member organizations.

These key principles are elaborated in more detail below:

1. **Management and control of Network Funds by the Secretariat**
The Secretariat organization will act as the legal guardian of the Funds of the Network and shall manage the funds on behalf of the Network in accordance with any rules and procedures adopted by the Network. The Secretariat will therefore be responsible for maintenance and operation of bank accounts, payments and issuance of receipts, disbursement and accounting for funds, preparation of financial reports and accounts.

The CC of the Network is responsible to oversee the management of funds by the Secretariat including approval of policies and procedures for finance management, periodic review of accounts, appointment of external auditors, approval of budgets, appointment of any officer or sub-committees to monitor finance management etc, approval of any payment for financial management or other services provided by the Secretariat.

The Management Team shall monitor and guide the management and use of funds.

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Annex 11: Fund Management Procedures

2. **Eligibility criteria**

Prior to approval for the Secretariat to administer funds on behalf of the Network, the Network should verify that the organization has the necessary capability and experience to administer funds.

The Secretariat shall be registered as a legal entity in its country of its origin giving it

 - Non Profit recognition such as a Society, Trust, Foundation, etc.
 - An eligibility to receive foreign funds under the resident country's rules
 - Eligible for Tax exemption (of the funds received) by the Country's laws.
 - Ability to transfer funds out of the country.
 - At least three years of producing audited accounts of its activities
 - Proven track record of project and programme accounting.

3. **Separate Bank Account for Network Funds**

Funds of the Network shall be held in a separate bank account established on behalf of the Network through a resolution of the Governing Body of the Secretariat. The Secretariat shall in its Board/Trustees meeting pass a decision/Resolution accepting the responsibilities to manage the funds transparently, effectively and that it would be held accountable to all actions and transactions from the account. The Board shall also pass a Resolution that the Bank Account would be managed solely for disbursing Network funds and that the funds from the Network Account shall not be used for any other activity.

This account should be operated in a way to ensure the secure, transparent and effective management of funds. The account should be operated by two or more signatories drawn from the senior staff or board of the Secretariat. All payments from the account must be authorized by an appropriate voucher signed by the dedicated account/finance personnel of the organization and one of the authorized signatories of the account.

The Secretariat shall endeavor to generate income on the funds received by maintaining where appropriate funds in interest bearing accounts. Any income arising from the management of the fund shall be reported and reflected in the financial report of the RFP.

4. **Finance or accounting officer**

Any organization managing funds for the Network must have a dedicated officer or contractor with appropriate qualifications responsible for the management of the funds and preparation of the accounts. The CV of this officer should be provided to the Coordination Committee.

5. **Accounts**
 - Funds of the Network should be managed in a transparent manner according to acceptable international accounting practices and in compliance with the law of the Host country of the Secretariat.
 - Accounts of the income and expenditure of the Network will be maintained according to an appropriate international standard, but also in compliance with the accounting regulations of the home country of the Secretariat.
 - Accounting records should be maintained in an internationally recognized accounting software to include at minimum General ledger, income and expenditure and balance sheet functions.

Proposed Revision to the Rules and Procedures for the GEF-CSO Network

Annex 11: Fund Management Procedures

- An Annual report on income and expenditure of the Network including Sources of income and a balance sheet should be prepared by the Secretariat.
- Six monthly account statements should be prepared by the Secretariat for the information of the Coordination Committee.
- A standard set of accounting vouchers should be prepared including payment authorization and claim vouchers as well as journal vouchers
- The Secretariat shall maintain all supporting vouchers for a period of seven years after the expenditure

6. Audit

Annual accounts should be audited by a certified auditor registered in the host country of the Secretariat. The Network shall appoint a firm of Certified Accountants or auditors as its External Auditor. The Auditor of Secretariat shall audit the books of Accounts pertaining to the Network account held by the Secretariat. After the end of the Financial Year the summary accounts and audit report shall be posted on the Network website.

The Coordination Committee may designate an internal auditor to review the accounts or records of the Network and shall reserve its right to conduct or cause to be conducted a special audit of Secretariat's Books of Accounts in respect of general accounts or specific projects if in its opinion the same is necessary. In the event, that funds granted by the funding agency/Coordination Committee, are being misused or improperly used or not used for the purpose of the grant, the latter shall be entitled to stop further disbursement and in case of willful breach of contract, can demand the repayment of the grant.

7. Budgets

Budgets for Network expenditure should be prepared on a regular basis (annual or six monthly) as well as for projects and approved by the Coordination Committee or any designated Sub Committee.

The CEO or the Representative of Secretariat shall draft a detailed Budget for the Network for each calendar Year. The plan shall be submitted to GEF-CSO Network Coordination Committee for its approval.

The CEO of the Secretariat's Organization shall have the power for re-allocation of the funds and also shall have the power to approve of the deviations up to a certain limit. This may further be clarified as per:

- a.) Reallocation of the amount within the overall approved outlay for various activities: CEO of the RFP would be the authority.
- b.) Deviation up to or equal to 10%: CEO of the RFP can approve.
- c.) Deviation more than 10%: Decision should be made in consultation with the Coordination Committee members

8. Guidelines should be prepared and approved by the Coordination Committee for standards of expenditure for items such as travel, per diem, hotel costs etc.

9. Conflict of Interest

Safeguards should be put in place to avoid any conflict of interest in the management of network finances. This includes the following:

- Decisions on budgets or fund allocation should not be taken by those who would personally gain from such decisions

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Annex 11: Fund Management Procedures

- No payment of fees or salaries to the members of the Network Coordination Committee, as such CC members would only be eligible to receive travel and subsistence/out of pocket expenses.
 - No payment can be authorized by a person to another organization in which he/she has a personal interest.
10. Rules for Fund management for RFPs or members
Separate rules and procedures need to be developed to govern management of project funds on behalf of the network by RFPs or Member organizations.

ANNEX 12: Membership criteria and procedure

In line with the decision of the GEF Council In November 2008, the accreditation system for Civil Society organizations operated by the GEF Secretariat is to be replaced by a membership system operated by the Network. Organisations which are admitted as members of the Network will be eligible to attend GEF Consultations and Assembly meetings in a similar manner to formerly accredited organizations.

The procedures below have been designed so as to be compatible with and building upon the procedures used for accreditation by the GEF Secretariat, but introducing measures to enhance effectiveness of membership management, quality control on admission and maintenance of membership and clearer obligations and benefits of membership.

1. Criteria for Membership Selection

The following are the main criteria for membership selection:

- The organization must be a non-profit organization;
- It should specifically include environment protection and sustainable use as one of its important objectives.
- The organization shall have a constitution/statute to guide its operation and be registered or recognised in its country of origin²,
- The organization must have a proven track record of addressing environmental management issues relevant to one or more focal areas of the GEF for three or more years.
- Willingness and ability to contribute to the work of the Network
- The organization must agree to abide by the rules and procedures of the Network
- The organization must agree to follow the obligations of membership including contributing to the development and implementation of GEF policies and programmes as well as sharing expertise and experience with other members of the network.

2. Benefits of membership

By becoming members of the network, organizations will:

- a) Receive updates on the activities of the policy making and activities of the GEF as well as the GEF-CSO Network;
- b) Be notified from time-to-time of funding and capacity building opportunities as well as upcoming GEF meetings and events³;
- c) Have the opportunity to contribute to the policy making of GEF and raise any concerns on GEF processes or implementation through their respective regional focal points
- d) Be able to contact and exchange experience with other members of the network;
- e) Be able to participate in GEF-CSO Consultation meetings and GEF Assembly Meetings
- f) Eligible for consideration to attend GEF Council meetings as observers.

² There may be flexibility on formal registration and submission of finance statements for Networks, CBOs and Indigenous peoples organizations which meet other criteria and are recognized by their national government or related GEF agencies.

³ Although membership will enable organizations to be aware of funding opportunities, membership of the GEF-CSO Network does not give members automatic rights to access GEF funding under SGP or other programmes or for attendance at GEF supported meetings. Access to such support will always be according to the criteria and procedures of the respective GEF funding mechanism

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ANNEX 12: Membership criteria and procedure

3. Obligations of membership

Members of the GEF-CSO Network must meet the following obligations:

- a) Contribute to the development and implementation of GEF policies and programmes
- b) Share their expertise and experience with other members of the Network and the GEF family.
- c) Participate as appropriate in activities organized by the Network
- d) Maintain their non-profit status and a level of activity and involvement in activities related to the GEF focal areas.
- e) Agree to respect the rules and procedures of the Network and abide by any directives of the Network's governing Bodies
- f) Make available information in order to justify their continued accreditation/ membership in the network.

4. Procedure for application

Organisations interested to be members of the Network need to apply for membership by submitting an application form together with the necessary documentation to the Network. The application form will be similar to the former Application for Accreditation managed by the GEF Secretariat.

All applications must be accompanied with a cover letter signed by the Chief Executive Officer or an authorized senior official of the CSO confirming their interest to become a member of the Network and their agreement if they are admitted as members to respect all rules and procedures of the Network. The application must be accompanied by information on the organization's competence and relevance to the work of the GEF. Such information should indicate the particular areas of the GEF to which such competence and relevance pertains.

The application and accompanying materials must include:

- (a) The purposes of the organization, its date of establishment, the location of its principal office, and the country or countries in which it is active;
- (b) Information as to the programs and activities of the organization in areas relevant to the GEF, and in which country(ies) they are carried out;
- (c) Copies of its most recent annual report and financial statements, and a listing of governing body members and their country of nationality;
- (d) In respect of membership organizations, a description of its membership, indicating total numbers and their geographical distribution
- (e) Information on the Implementation of the GEF projects and or participation in the GEF related activities during the previous 3 years;
- (f) References of GEF agencies or other Network members with whom they have worked
- (g) Other material specified in the application procedure.

The list of accompanying material may be revised from time to time by the Coordination Committee.

5. Procedure for screening and acceptance of membership

On the basis of the information provided in accordance with established procedure, the Network will accept the membership any CSO that has met the criteria for membership and has agreed to meet the obligations of membership of the Network. The procedure is as follows:

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ANNEX 12: Membership criteria and procedure

- a) The application for membership will be reviewed first by any designated membership officer/Contact person of the Network who will confirm that the application is complete and if not request missing information.
- b) The application may be referred to the respective RFP for comment and references may be requested from other sources in the country concerned such as existing members of the Network or National SGP Coordinator or other sources.
- c) Once an application is complete, it may be then referred to the Governance Sub Committee or Membership Task Force (that may be established, if necessary) for formal consideration and endorsement or rejection.
- d) Acceptance or rejection of the membership application would be by the Coordination Committee or delegated to the Governance Sub-Committee
- e) Once approved or rejected, the applicant will be informed of the decision of the Network
- f) The decision of the Network on the admission or rejection of membership is final.
- g) A roster of newly enrolled members would be presented at every meeting of the GEF-CSO Network that precedes the Council meeting.
- h) The profile of the newly enrolled member would be uploaded to the GEF-CSO website.

6. Management of membership Information

- a) The membership of the GEF-CSO Network would be maintained by the Secretariat or one of the RFP organizations on the behalf of the Network.
- b) The directory of members will be maintained online and open to all members. Summary information will be available to the public.
- c) The membership database will as far as possible be integrated with the database maintained on the GEF-CSO website – to minimize duplication.
- d) Copies of the relevant documents submitted by the applicants would be maintained as archive or within the website of the Network for review and access as required.
- e) The Governance Sub-committee should submit a regular report to the CC of the Network giving information on the status of membership, and measures to promote and effectively manage membership

7. Updating of Contact Details

- a) Member organizations may from time to time inform the Network in changes in their organization address and contact details as well as changing the contact person.
- b) Updating may be undertaken by way of submitting an Update Form or an online submission.
- c) All the Network RFPs would engage directly with the civil society organizations/member organizations in their constituency and help in improving the membership and also the details of the existing database.

8. Membership term and Renewal or withdrawal of membership

- a) The membership term of organizations will be five years being from the date that they are admitted as members to the end of December in their fifth year of membership.
- b) Three months prior to the end of their membership period, members would be asked to submit a Membership Renewal Form which would confirm their continuing activities in GEF-related areas as well as compliance with other criteria.
- c) Member organisations would be sent two reminders to renew their membership up till March of the following year and those who do not respond would be dropped as members and would be no longer be eligible to participate as members in Network activities or vote in Network elections.

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ANNEX 12: Membership criteria and procedure

- d) If after this period the members express interest in joining the Network, they must apply afresh again.
- e) Any member organization may withdraw from the membership of the Network at any time by submitting a letter of resignation as member organization.
- f) Any organization which is determined as having provided false or misleading information to the Network in order to obtain membership may have their membership terminated.
- g) Any organization which acts in such a way as to bring the Network into disrepute or deliberately makes false accusations against the Network or other member organizations may have their membership terminated.

9. Modification of membership procedures

- a.) The Network membership procedures may be reviewed and modified from time to time by the Coordination Committee to enhance understanding or clarity.
- b.) Fundamental changes to the membership criteria or term may need to be referred to the membership for comment.