

I - Mission statement, rules and regulations of RONGEAD network

The Purpose of the network is to bring together resources, people and institutions to jointly contribute :

- To building a Europe that defines itself through policies that take up the world wide challenge of fighting poverty and injustice, and that plays fully its role in the world.

- To engaging all economic and social actors in the fight against poverty and injustice, from the perspective of the rule of law, multilateralism and in particular the WTO and all related matters (trade, environment, development) as well as regards sustainable development

- To participating directly to the implementation of projects in RONGEAD specific fields of intervention, namely international trade rules and regulations, behaviour and responsibility of those in charge of those issues, development strategies in the global economy

Statutes of the Network

The network is made up of members that must subscribe to the principles as defined in the mission statement above. The network itself has no legal personality, and does not retribute members that volunteer to participate freely to its activities.

There is no time limit set to the network's activities

Objectives of the network

The specific objectives of the network are the following :

- Ensure pedagogical dissemination of expertise to enhance the visibility of activities sponsored by RONGEAD, to optimise cooperation between NGOs, experts, enterprises, institutions and other related entities in the fields of activities of the network, and foster a higher visibility and impact of projects and activities, past and current, inside and outside the network in line with the core mission of RONGEAD
- Coordinate or organise specific training targeting the members of the network and its partners
- Facilitate partnerships to design and implement projects
- Coordinate tenders and fundraising activities to finance projects
- Offer conceptual support and research on the approach adopted by RONGEAD in terms of international Trade, environment and development

Overarching values and principles

Membership and participation to RONGEAD activities imply acceptance of the following principles :

Reciprocity : Benefiting from each other's experience and expertise, members of the network share with the network the main tenets of the research they undertake and the projects they implement (methodology, main results...).

Quality : Sharing experiences is understood within a framework of searching for quality and excellence, and results must be carefully benchmarked and objectively verifiable. Within the limits of available resources, members strive to operate by the highest standards and are fully responsible for the quality of the information and expertise they circulate.

Loyalty : RONGEAD members do not manipulate information , and in particular they always acknowledge their sources.

Non profit orientation : Members contribute freely to the network and do not receive retribution. Each member retains the intellectual property of his/her contribution to the network

Organisation

Anybody , whether an individual or a collective entity, can join the network, provided he so requests and is in full agreement with the charter and rules and regulations

The network is operated by a technical secretariat under the supervision of RONGEAD Association. Main tasks of the secretariat include:

- Update the roster of the network
- Keep the network active through regular activities and notably information letters and meetings
- Propose and facilitate working groups' proceedings and thematic meetings
- Ensure the financial accounting and administrative tasks of the network

Main resources of the network are provided by the Association RONGEAD. Other contributions can be accepted provided they remain in line with RONGEAD rules and regulations.

Activities

Projects

Projects can be financed through various funds raised by the technical secretariat or by members of the network. Participation is opened to members of the network and partners, provided they fully shoulder the effort and support RONGEAD in the design of the project, seek to raise necessary funding and justify of the needed qualifications.

Research, training, forum

Research, training activities and meetings (themes, venue etc...) are proposed by members and by the technical secretariat and are implemented according to available resources and technical relevance. Selected themes can be methodological or technical and will give priority to crosscutting perspectives bringing together different dimensions (trade, environment, development)

Newsletters, information bulletins, working groups, training seminars and workshops, and meetings will be funded either through the network internal budget and resources, or through other suitable sources of funding identified by the technical secretariat or members of the network. Training and meetings are open to members of the network within the limits of the resources available.

Fora are internal to the network and moderated by the technical secretariat. It will allow sharing views and informations among members. A website allows non members to be appraised of relevant information (such as relevant links with websites, etc...) and practical information to facilitate participation to the life of the network..

Roster and information

The roster will provide synthetic and practical information on members' activities. It is a major tool to support sharing of technical information and expertise. It is updated yearly by the secretariat.

II – Rules and regulations

Internal rules and regulations specify modalities of operation of the network and complement the Charter.

Rules and regulations are decided by RONGEAD association and can be modified in accordance with the Association's own modus operandi.

1. Purpose

Internal rules define :

- How to join the network;
- Role and activities of the network;
- Responsibilities of the technical secretariat and those of the RONGEAD Association;
- Operations of the site and up dating of the data;
- Modalities for setting up and operating partnerships in order to implement projects

2. Acquiring membership

Rongead network is made up of different types of members::

- ▶ The title of **full member** is restricted to those entities or individuals who are fully engaged in the network. Their commitment is formally recognised through the signing of the Charter, and their contributions are recognised by RONGEAD Board...
- ▶ Entities and individuals who have similar pursuits and subscribe to the principles of the Charter but have not formally signed it are called **partners**.

Those members who signed the Charter when the network was initiated are the founding members.

When members are collective entities, they must designate an official representative. However when an individual member of a collective entity seeks membership, he reserves his rights to anonymity.

No other requisite is required to apply for membership.

Members are committed to not disseminating whatever information is for members only, and do not use nor divulge information regarding other members.

2.1. Joining

Necessary steps include :

- Requesting membership and filling the information sheet available on the website. The information sheet can also be requested by mail or e-mail.
- Returning the signed membership form, including authorisation to upload information on the website in order to update the database.

Membership is granted upon reception of the acknowledgement from the technical secretariat.

There is no membership fee .

2.2. Termination of membership

It is automatically granted upon request from the technical secretariat.

2.3. Exclusion procedure

The Board of RONGEAD can deny membership or exclude an applicant when the applying member could damage the reputation or the proceedings of the network. Such occurrence is notified by mail to the members.

3. Technical secretariat

Role, activities and responsibilities

The technical secretariat ensures day to day activities of RONGEAD Network. It organises meetings and working groups, it ensures that members are informed of upcoming gatherings and activities..

The technical secretariat is also in charge of accounting, budgeting and overall administrative tasks. It establishes the proposed yearly budget, disburses and manages the resources and submits a yearly accounting exercise for approval.

The technical secretariat is also in charge of the website and of up loading relevant data. It moderates the forum, and the exchange of data.

The technical secretariat can delegate its role, to the exception of that related to financial management and moderation of the forum, to other members of the network.

The technical secretariat implements decisions once they have been duly adopted, and is responsible to make sure that the network remains in line with its core mission and objectives.

4. Web site

Information on RONGEAD network will be available on the dedicated website at the following address : <http://www.rongead.org>.

The website will host :

- Charter and rules and regulations of RONGEAD Network;
- A database of members, with – for those who specifically authorise it – CV of the member and the competences that are shared through the network.
- A schedule of activities of the Network (projects implented, minutes of meetings, foreseen events, etc...);
- Announcements and links to relevant gatherings, symposia, training sessions, tenders etc...
- Links with other website of interest to members and their work;
- A newsletter.

The site will be managed by the technical secretariat, under the supervision of RONGEAD Association, who is legally responsible for the site and can be reached at the following e-mail address : ReseauRONGEAD-webmaster@rongead.org.

The technical secretariat will gather all relevant information and data and will upload it to the website. The site will be regularly updated and no less than once a year.

The roster will be updated once a year.

Updating of the roster will include registration of new members after validation process, corrections and additions requested by members, tenders, announcements for meetings etc., opportunities for trainings (whether delivered by RONGEAD or other partners, and generally all information deemed relevant by the webmaster in the framework of the core themes of RONGEAD.

5. Training, Thematic workshops and conferences

RONGEAD Network coordinates or organises specialised technical training sessions and conferences. The theme can be suggested by members. Suggestions are also received regarding the team in charge of implementation. Practical measures for implementation are undertaken by the technical secretariat or somebody duly mandated by the technical secretariat.

The technical secretariat can organise that group training be subsidised by the permanent education scheme. In which case, transport, lodgings and per diem of the participants is sponsored by their hierarchical authority, or left to their own device.

RONGEAD Network can also organise thematic workshops or conferences. The logistical tasks are filled by the technical secretariat or somebody designated by the secretariat to implement the specific event. Budget and potential contribution to costs of the participants are decided on an ad hoc basis, depending on the theme, number and position of the participants, within the framework of the available resources.

6. Work Groups

Work groups can be organised after consultations via internet. Each member can volunteer a theme, in line with RONGEAD core missions. The technical secretariat will validate the proposed theme. Priority is given to those suggestions that are most likely to find direct application through projects that can become self sustainable.

Work groups are open to all interest members. Non members can also be invited to contribute.

Within the limits of available funding, such personalities can be invited and their costs (travel, per diem) can be covered, in total or in parts by RONGEAD budget. Other members attend at their own expense. Some financing can be made available when somebody incurs expenses to the benefit of the network, or undertakes comprehensively an activity that is of high benefit to the network.

7. Projects

Are considered projects (as opposed to activities) those actions that require significant human, material and financial resources and that are implemented in Europe or in other parts of the world (developing countries or countries in transition mostly). International, or regional conferences can also be designated as projects.

When projects are designed or implemented in partnership with members or partners of the network, the modalities of intervention of each partner are defined and agreed with all parties prior to the request for funding to the donors.

Modalities of intervention include, rights, duties and responsibilities, all manners of commitments and all required inputs whether human, material or financial.

When such partnerships are organised to implement projects, all partners make all necessary reference to other partners on their website, including appropriately visible display of logo, references and details

8. Meetings

Meetings are organised for members only of the network. Members of the RONGEAD Association and full time staff are also statutory members. Such meetings are organised at least every three years.

Such meetings provide a venue for information and stock taking of activities for the period under consideration, and to discuss strategic orientations for the next period. They also provide opportunities to assess and propose solutions to issues. (whether organisational or thematic) of interest to members. ,

Some financial support can be extended to those member who incur significant expense to the benefit of the network.

Members are invited to network meetings by the technical secretariat. Invitations are forwarded by e-mail and posted on the website no less than 30 days before the date of the meeting.

The agenda of the meeting is set by the technical secretariat and available on the website at least 15 days in advance. It can be modified no later than 8 days before the meeting.

Network meetings are presided over by the president of the Orientation committee, or, in his absence, by the Technical Secretariat. The technical secretariat can designate a Secretary among the members attending the meeting. Minutes are signed by the technical secretariat and the meeting secretary, and they are filed after a copy is sent to the president

9. Minutes and reports

Activity reports, assessments and perspectives, as discussed and agreed during the meetings are minuted and reported to the president.

The technical secretariat informs the Board of RONGEAD at least every six months, and as often as necessary, on activities and proceedings of the network.