



CIVIL SOCIETY NETWORK ON CLIMATE CHANGE (CISONECC)

CODE OF CONDUCT AND OPERATIONAL GUIDELINES

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1.0 INTRODUCTION

This Code is established in accordance with Section 3.7.1 of the CISONECC Constitution.

The Code serves to guide operations and governance of CISONECC and elaborate roles of and relationships among parties to the network.

2.0 FUNCTIONS OF THE ETHICS COMMITTEE

The Ethics Committee established under Section 3.7.1.5 of the CISONECC Constitution shall be responsible for:

- Facilitating the management of conflicts among members;
- Receiving and hearing complaints from members and other stakeholders in relation to CISONECC and thereafter recommending action to be taken by the member(s) concerned
- Recommending any changes of the Code to the General Assembly;
- Inquiring or causing an inquiry to be conducted on its own initiative or on such complaint received for an alleged contravention of the provisions of this Code and the Constitution;
- Recommending to the General Assembly such action as it may consider appropriate in the enforcement of this Code;
- Recommending any rules, regulations or by-laws to be adopted by the General Assembly under the CISONECC Constitution for the better carrying out of the objectives of the Code.

3.0 APPLICATION FOR CISONECC MEMBERSHIP

There shall be 3 types of membership and these are full membership, associate membership and honorary membership. An associate member can be either an organisation or an individual.

3.1 Application for Full Membership

Application for full membership shall be through the secretariat which shall issue an application form whose questions must be answered. Successful applicants must satisfy the following:

- The organization must be promoting sustainable environment and natural resources management;
- The organization must be registered;
- The organization must have a clean record;
- The organisation must pay the full dues of CISONECC membership fees.

If an applicant satisfies these criteria, the application shall be presented to members who shall decide on whether to enlist the applicant.

Full CISONECC members shall pay an annual fee of K 50, 000.00.

3.2 Application for Associate Membership

Application for associate membership shall be through the secretariat which shall issue an application form whose questions must be answered. Successful applicants must satisfy the following:

- An applicant (organisation) must be working in climate change or in promoting sustainable environment and natural resources management
- An individual applicant should have an interest climate change and in promoting sustainable environment and natural resources management and at least have a professional qualification
- Applicants must have a clean record
- Applicants must provide at least 2 references with signatures. At least one of the referees must be a member of CISONECC

- Individual applicants may work in the private sector but not in government
- An individual applicant must be a citizen of or be resident in Malawi;
- Applicants must pay the full dues of associate membership.

3.3 Engagement of an Honorary Member

Engagement of an honorary member shall be done through the following procedure:

- Members will nominate a name to the Secretariat
- The Secretariat shall present the nominee to members for consideration
- Members shall vote in support or against the nomination
- Endorsement shall be based on consent from at least 50% of full members.

3.4 All applicants for membership to CISON ECC shall subscribe to this Code upon becoming a member of CISON ECC. To signify formal agreement to be bound by this Code a member shall sign an Acceptance Form at the CISON ECC Secretariat. Upon such signature the member shall remain bound until removed from membership by the General Assembly or upon voluntary withdrawal from membership.

4.0 ELIGIBILITY CRITERIA FOR BOARD OF TRUSTEES

- He /she must be a trustworthy and an honest person;
- He /She should be someone who has interest in environmental issues and is well conversant with Malawi environmental issues and risks;
- He /she should have analytical skills and foresight;
- He should be a respectable person in Society;
- He should not be incapacitated in any way;
- He /she not have a criminal record;
- He should live in Malawi (preferably);
- He /She should not be a person who has been declared bankrupt.

5.0 BOARD SUB COMMITTEES

5.1 The Board shall establish sub committees for purposes of effective coordination. The committees shall be reporting to the Board and working more closely with the Secretariat in guiding and managing the affairs of the network.

5.2 The Annual General Meeting shall nominate organisations and names of individuals from the respective organisations among full members to serve in the sub-committees. Where a name is not immediately available, the Secretariat shall follow up with the organisations to solicit possible candidates. The committees shall comprise 6 members each including one Board member.

6.0 ANNUAL GENERAL MEETING

- The Annual General Meeting (AGM) shall be held once every year before December 31st;
- The Board of Trustees shall meet before the AGM;
- Applicants for membership to CISON ECC may only be accepted during the AGM.

7.0 ROLES

7.1 Roles of the Secretariat

- Uphold the network's constitution and code of conduct in all its dealings;
- To provide proper coordination of the network to avoid a minority of the members dominating the agenda;
- To ensure that member autonomy is respected and that the network does not compete with its members;

- To refrain from any activities that may undermine or prejudice the image or interest of the network;
- Negotiating with donors on behalf of the network;
- Stipulate agreements and contracts on behalf of the network;
- Give form to and supervise media identity and promotion of the network;
- Ensure financial stability and take care of network's assets;
- Execute decisions;
- Ensure implementation of all decisions;
- Build strategies;
- Responsible for facilitating and developing programmes to undertake the vision, mission and goals expressed in the CISONECC Constitution;
- Coordinate policy advocacy and information sharing through which the collective voices of the membership shall be articulated;
- Facilitate programme synergy meetings to ensure coordination among members;
- Prepare reports and submit to the board of Trustees;
- Any other role assigned by the network members.

7.2 Roles of Members

- To perform awarded jobs and assignments that relate to work and activities of the network conscientiously and in a responsible manner;
- Act in an accountable and responsible manner in the best interest of the network
- To keep all business secrets of the network which when handled by an unauthorized person would be harmful to the interest and reputation of the network.
- Safe guard the intellectual property of the network.
- To uphold the Code of Conduct in all dealings with the network.

8.0 RELATIONSHIP BETWEEN CISONECC SECRETARIAT AND ITS MEMBERS

- Where CISONECC Secretariat and a member or two members plan to or are undertaking similar programmes, projects or activities the parties shall coordinate their activities so as to maximize resources and output. As a general rule, the parties shall ensure that the party with comparative advantage and track record shall take the lead;
- Where the parties are unable to agree on a joint plan or as to who takes the lead they shall refer the matter to the Ethics Committee for its opinion which shall be binding upon the parties provided that any aggrieved party shall have the right to appeal to the General Assembly whose decisions shall be final.
- When members in a dispute do not find the ruling of the ethics committee to be satisfactory, they may appeal to the board of trustees who at their discretion may take the issue to the general assembly for a final decision.

9.0 MINIMUM REQUIREMENTS FOR HOSTING THE CISONECC SECRETARIAT

- Full membership of CISONECC including payment of membership fees;
- Availability of office space, furniture, reliable internet access and telephone connection;
- Ability to provide administrative support (accounting, messengers, cleaners, etc)
- Availability of means of transport that may be used for CISONECC business on terms to be defined by a Memorandum of Understanding governing the relationship between CISONECC and the hosting organization;
- Existence of competent personnel who can become the network Coordinator
- Capacity to carry out own organizational business efficiently in the absence of at least 50% of the coordinator's working hours.

The secretariat for CISONECC shall be on a rotational basis. The general assembly shall elect the member which is to host the secretariat.

10.0 REPRESENTATION AT NATIONAL, REGIONAL AND INTERNATIONAL FORA

- Nomination of members to represent CISONECC in different fora will be done by the Secretariat in consultation with the Chairperson of the Board of Trustees;
- In choosing representatives for CISONECC, the Secretariat shall consider gender equality, expertise and balance in geographical representation as well as the ability of the individuals or organizations;
- The nomination of an individual or individuals to represent CISONECC implies the choice of such person or persons to reflect the objectives of CISONECC;
- Nominated members will ensure proper consultations within the network on key issues in order to ensure a fair representation of the members' views;
- Member's representatives to such forums have an obligation to report back to members through the Secretariat on the outcomes of their mission.

11.0 SPEAKING FOR CISONECC

- The Chairperson of CISONECC (Chair of the Board of Trustees) shall be the spokesperson of CISONECC on matters of policy.
- The Secretariat shall be the spokesperson of CISONECC on technical or programme issues provided that the Board of Trustees of CISONECC may, subject to such terms and conditions as it may deem necessary, designate such other members to speak for CISONECC;
- Where immediate response to policy issues of relevance to the objectives of CISONECC is required, the Secretariat shall consult the Chairperson of the Board of Trustees before speaking on behalf of the network;
- Where an individual is expressing views of his or her organization he/she should not claim these to be those of CISONECC unless CISONECC has expressively and in writing of any form endorsed these.

12.0 NETWORKING, CO-ORDINATION, AND VISIBILITY

Networking, co-ordination, among and between members shall be based on shared values, visions and objectives. Members shall commit themselves to improve co-operation and networking, especially through the sectoral networks and in particular to:

- Promote and support networking modalities that will facilitate the reduction of competition, duplication of activities and increase efficient resource use;
- Support and promote networking activities that facilitate information sharing and exchange of experiences among and between the various stakeholders. Information sharing should not compromise institutional confidentiality where necessary;
- Improve communication with all members as a strategy of ensuring that every member has the right information on network projects and other activities;
- Develop voluntary strategies to improve co-ordination among members. However, improved co-ordination should not mean compromising individual institutional independence, rights and freedoms.