

African Network of Basin Organisations
Reseau Africain des Organismes de Bassins

ANBO Rules and Procedures

Draft FINAL

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Table of Contents

Table of Contents	1
Introduction	2
Background	2
Purpose and Structure of the Rules and Procedures	2
Approval of the Rules and Procedures	2
1. The Council	3
1.1 Membership of the Council	3
1.2 Chairperson of the Council	3
1.3 Council Meetings	3
1.4 Council Decisions	5
1.5 Quorum	5
1.6 Approvals and Appointments made by the Council	6
1.7 Partner Relations	6
1.8 Dispute Resolution	7
2. The President	8
3. The Coordination Bureau	9
3.1 Membership of the Coordination Bureau	9
3.2 Election of Chairperson and Vice-Chairperson	10
3.3 Coordination Bureau Meetings	10
3.4 Coordination Bureau Decisions	12
3.5 Quorum	12
3.6 Approvals and Appointments by the Coordination Bureau	13
4. The Secretariat	14
4.1 Composition	14
4.2 Appointment of Executive Secretary and Technical Personnel	14
4.3 Role of the Executive Secretary and Secretariat	15
5. General Provisions	17
5.1 Financial Arrangements	17
5.2 Conduct at Meetings and Confidentiality	17
5.3 Conflict of Interest	18
5.4 Communication	18
5.5 Content and Validity of Documents	19

Introduction

Background

The African Network of Basin Organisations (ANBO) was established during its constitutive General Assembly, held in Dakar on 10 and 11 July 2002.

The network is based on voluntary membership and aims to fill a marked gap in communication and exchanges of experiences, expertise and know-how, between its members, related to transboundary water management and Integrated Water Resources Management (IWRM). Membership of the network is comprised of transboundary river, lake or aquifer basin organisations.

The network has four organs, namely

- a) The Council
- b) The President
- c) The Coordination Bureau
- d) The Secretariat

ANBO is an international organisation, headquartered in Dakar, Senegal, with full legal personality under the laws of its host country Senegal.

Purpose and Structure of the Rules and Procedures

The ANBO Statutes establishes the four organs of the network and sets out the functions and powers of the respective organs. The purpose of these Rules and Procedures is to guide ANBO in the conduct of its official business and to facilitate process by which it can function effectively and deliver on its mandate to the expectations of the Members.

Where the Rules and Procedures correspond directly to relevant provisions of the ANBO Statutes, these provisions are presented¹ as the formally agreed and legally binding (on the Members) baseline for the role of the respective organs and procedural guidance on the interpretation of such provisions is provided.

In addition, further general guidelines are provided, based on lessons learnt and best practice experiences from other comparable networks and RBOs.

Approval of the Rules and Procedures

These Rules and Procedures Guidelines were approved by the ANBO Council, in accordance with Article 8 (h) of the ANBO Statutes, under Minute No. xxx at their meeting held at xxx in xxx on xxx.

¹ In italics

1. The Council

1.1 Membership of the Council

Article 7 (1) ANBO Statutes

The network Council is comprised of one senior representative per member organisation.

G 1.1: Each Member Organisation shall duly communicate to the other Member Organisations the nomination of its delegate to the Council. Such communication shall be through the Secretariat, in written form, and provide the particulars of the delegate.

G 1.2: When a new delegate is appointed to replace another, such appointment shall be duly communicated in accordance with the requirements set out in G1. 1.

1.2 Chairperson of the Council

Article 7 (2) ANBO Statutes

The Council is chaired by the President of the network.

G 1.3: The Council is chaired by the President of the network who shall be elected in accordance with the provision of Section 3 of these guidelines.

G 1.4: In case the President is unable to chair a Council meeting or oversee the preparations of the meeting, these duties shall be assumed by the Vice-President of ANBO, who shall also function as the Vice-Chairperson of the Council.

1.3 Council Meetings

Article 7 (3) ANBO Statutes

The Council shall hold an annual ordinary meeting, or as otherwise determined by the Council in accordance with the ANBO Rules and Procedures.

G 1.5: The annual ordinary meeting of the Council shall be held three months prior to the beginning of the new ANBO financial year in order to ensure timely budget approval.

G 1.6: Unless otherwise determined by the Council, the annual ordinary sessions shall take place, wherever possible on the basis of rotation, in the territory of one of the Member Organisations' Member countries and on the basis of the Member Organisation's offer to host.

G 1.7: A request for the holding of an extraordinary session of the Council shall be communicated, in writing through the Secretariat, to the Chairperson of the Council (the President of the network).

G 1.8: The Chairperson of the Council shall communicate the request to the delegates of the other Member Organisations and request their opinion on whether or not to hold an extraordinary session. If there is consensus among the Member Organisations that an extraordinary session shall be held, the Chairperson of the Council shall call for a meeting in accordance with Guideline G 1.10, except that, if the nature of the extraordinary meeting requires, the two-month notice period shall not apply.

G 1.9: Unless otherwise decided by the Council, all meetings of the Council shall be conducted with simultaneous translation in English and French.

G 1.10: The Chairperson of the Council, through the Secretariat, shall inform the delegates from the other Member Organisations at least two months before the meeting, of the date, time and place of the meeting.

G 1.11: With the support of the Secretariat, the Chairperson of the Council shall be responsible for the preparation of the draft agenda, including the distribution of all supporting documentation. For these purposes

- a) all documentation to be discussed according to the draft agenda for a Council meeting shall be requested from the Member Organisations by the Secretariat in a timely manner for submission by the responsible Member Organisations to the Secretariat six (6) weeks prior to the meeting;
- b) the Secretariat shall compile all documentation received and prepare a (revised, if necessary) draft agenda for consideration and approval by the Chairperson of the Council;
- c) the Chairperson of the Council shall, upon receipt of such documents, review, endorse and approve the documents and the draft agenda and instruct the Secretariat to circulate same to all delegates to the Council;
- d) the Secretariat shall distribute the documents and the draft agenda four (4) weeks prior to the Council meeting.

G 1.12: The draft agenda distributed prior to the Council meeting shall be adopted at the Council meeting.

G 1.13: At a Council meeting the Chairperson of the Council shall welcome all present, introduce any new delegate(s) to the Council, and give each delegate the opportunity to make an opening statement.

G 1.14: The name, contact detail, and signature of each delegate present at a Council meeting shall be recorded and appended to the minutes of the meeting.

G 1.15: The Chairperson of the Council shall ensure that the Secretariat prepares and distributes the draft minutes to the delegates within thirty (30) days of the meeting.

G 1.16: Delegates shall submit their consolidated comments within thirty (30) days of receiving the draft minutes.

G 1.17: The Secretariat shall prepare final draft minutes incorporating all comments received and shall distribute them four (4) weeks before the next Council meeting as part of the official documentation for the next meeting (see G 1.10). The draft minutes shall be reviewed and adopted as final at the next Council meeting.

G 1.18: The Chairperson of the Council shall receive quarterly updates (progress reports) from the Executive Secretary to be updated on matters requiring the attention of the Council.

1.4 Council Decisions

Art. 7(4) ANBO Statutes

The meetings of the Council shall be conducted and decisions taken in accordance with the ANBO Rules and Procedures.

G 1.19: The Council shall strive to take decisions by consensus. Where consensus cannot be reached despite all reasonable efforts having been made, a decision shall be put to vote and the decision be taken if a majority of 2/3 of the Members present at the meeting vote in favour of it. The above shall apply to both substantive as well as procedural decisions taken by the Council.

G 1.20: All decisions that are made shall be recorded, endorsed and adopted by the Council.

G 1.21: All decisions so endorsed and adopted shall be communicated, through the Secretariat, to the organs of the network.

1.5 Quorum

G 1.22: The quorum for meetings of the Council shall be reached when at least half of the Member Organisations are represented.

G 1.23: Only the officially nominated delegate of each Member Organisations shall count towards the quorum.

G 1.24: In terms of representation in accordance with G 1.23, a Member Organisation may delegate the responsibility of representing the Member Organisation to another senior

representative, provided that this is communicated in writing, through the Secretariat, to the Chairperson of the Council.

1.6 Approvals and Appointments made by the Council

G 1.25: All approvals and appointments by the Council made in exercising its functions stipulated in Article 8 of the ANBO statutes shall be decisions in terms of Art. 7(4) of the ANBO Statutes and shall be taken in accordance with section 1.4 of these guidelines.

G 1.26: The approval of the annual work plan, budget and accounts shall ensure compliance with applicable laws and ANBO Procedures, such as the ANBO Financial Management guidelines.

G 1.27: The appointment of Secretariat staff shall ensure compliance with applicable laws and ANBO Procedures, such as the ANBO Human Resource Management guidelines.

G 1.28: The determination of the annual membership contributions shall be done in accordance with the financial rules and on the basis of the approved financing strategy for the network.

1.7 Partner Relations

Article 5: Partnerships

5 (1): The network shall actively maintain partnerships with Regional Economic Communities (RECs), development cooperation agencies, civil society organisations and other organisations furthering the objectives of the network.

The extent and nature of formal partnerships shall be regulated through partnership agreements or Memoranda of Understanding.

5 (2): ANBO shall hold a dialogue forum with its partners on a regular basis, as determined by the Council.

G 1.29: The power to conclude partnership agreements and MoUs shall be vested in the ANBO Executive Secretary, provided that prior written approval from the Council is obtained.

G 1.30: Such partnership agreements and MoUs shall be prepared by the Secretariat on instruction of the Council, or following a proposal by the Secretariat or the Coordination Bureau, which has been accepted by the Council.

G 1.31: The decision by the Council on concluding such partnership agreements or MoUs as well as on the content of such partnership agreements or MoU shall be taken in accordance with the provisions of Section 1.4 of these Guidelines.

1.8 Dispute Resolution

Article 18 (3) ANBO Statutes

In case a solution is not found at the level of the Coordination Bureau, the dispute shall be referred to the Council for negotiations and resolution by consensus.

G 1.32: The resolution of disputes arising in connection with the interpretation or implementation of the ANBO Statutes is regulated in Article 18 of the ANBO Statutes. The Council shall resolve the disputes in accordance with the procedure stipulated therein, meaning that in a departure from the provisions in section 1.4 of these guidelines (G 1.19), a decision on the dispute shall be reached by consensus and not put to vote.

2. The President

Article 9 ANBO Statutes

(1): The network shall be represented by a President and a Vice-President who shall be elected by the Council in accordance with the ANBO Rules and Procedures from amongst serving Council members.

(2): The President and the Vice –President shall be elected for a non-renewable term of two years.

G 2.1: The Presidency and Vice-Presidency are held by elected Member Organisations (and not individual) and shall be exercised through the respective organisation’s appointed Council Member. If a Member Organisation holding the Presidency or Vice-Presidency changes its Council delegate in accordance with G 1.2, the new appointee shall exercise the Presidency or Vice-Presidency functions on behalf of that Member Organisation.

G 2.2: The election of the President and the Vice-President shall be carried out at the end of the annual ordinary Council session in the year when an election is due (i.e. every two years from holding the first election).

G 2.3: In selecting the President and Vice-President the Council Members shall strive to achieve a fair representation of African regions (over time) and of the two official ANBO languages English and French.

G 2.4: In order to ensure institutional memory and organisational stability, unless the Council expressly decides otherwise or unless prevented by unavoidable circumstances, the Vice-President shall be elected as President at the annual ordinary session of the year in which the Member Organisation’s term as Vice-President ends.

3. The Coordination Bureau

3.1 Membership of the Coordination Bureau

Article 11 (1) ANBO Statutes

The Coordination Bureau is comprised of the representatives of two Member Organisations from each of the five African regions (as defined by the African Union).

G 3.1: The Member Organisations shall be grouped into five African regions (regions as defined by the African Union), with the grouping being approved by the Council. Each Member Organisation shall belong to only one region. Where a Member Organisation's basin territory straddles different regions, a decision shall be taken as to which region the Member Organisation belongs to in terms of its ANBO Membership.

G 3.2: Facilitated by the Executive Secretary, the Member Organisations of each region shall appoint a regional focal point for the duration of 2 years, running concurrently with the election cycle of the President and Vice-President. The regional focal point shall be one of the two representatives of the region on the Coordination Bureau.

G 3.3: Chaired by the regional focal point, the Member Organisations of each region shall hold a regional meeting (either face-to-face or electronically) at which they appoint, by consensus, the region's other representative (by organisation) in the Coordination Bureau. It shall be the prerogative of the selected organisations to appoint the individual representing the organisation in the Coordination Bureau meetings.

G 3.4: The term for regional representatives (organisations) on the Coordination Bureau shall be two years, running concurrently with the term of the President and Vice-President. The term shall not be renewable and a Member Organisation shall only be eligible for serving on the Coordination Bureau again two years after serving its term. An exemption shall only be made if the number of Member Organisations in a region makes the immediate renewal of the term unavoidable.

G 3.5: The appointed focal point in each region shall duly communicate to the other Member Organisations the organisations representing the region on the Coordination Bureau. Such communication shall be through the Secretariat, in written form, and provide the particulars of the delegates.

G 3.6: When a new Coordination Bureau member and/ or delegate is appointed to replace another, such appointment shall be duly communicated, in writing, by the regional focal point through the Secretariat.

3.2 Election of Chairperson and Vice-Chairperson

G 3.7: The Coordination Bureau shall at the end of its annual ordinary session (in an election year) elect a Chairperson and Vice-Chairperson from among its members, whenever possible on the basis of rotation, and the persons so elected shall function in such capacities for a term of two years, running concurrently with the term of the President and Vice-President.

G 3.8: It shall be ensured that at no time the Member Organisation holding the Presidency or Vice-Presidency (of ANBO) shall also hold the Chairpersonship or Vice-Chairpersonship of the Coordination Bureau.

3.3 Coordination Bureau Meetings

Article 11 ANBO Statutes

11 (2): The meetings of the Coordination Bureau shall be chaired by the Chairperson elected in accordance with the ANBO Rules and Procedures from among serving members of the Coordination Bureau.

11 (3): The Coordination Bureau shall hold an annual ordinary meeting, or as otherwise determined by the Coordination Bureau in accordance with the ANBO Rules and Procedures.

G 3.9: Unless otherwise decided, the annual ordinary session of the Coordination Bureau shall be held the day prior to the annual ordinary session of the Council.

G 3.10: Unless otherwise determined by the Coordination Bureau, the annual ordinary sessions shall take place at the same place of the annual meeting of the Council.

G 3.11: A request for the holding of an extraordinary session of the Coordination Bureau shall be communicated, in writing through the Secretariat, to the Chairperson of the Coordination Bureau.

G 3.12: The Chairperson of the Coordination Bureau shall communicate the request to the delegates of the other Member Organisations and request their opinion on whether or not to hold an extraordinary session. If there is consensus among the Member Organisations that an extraordinary session shall be held, the Chairperson of the Coordination Bureau shall call for a meeting in accordance with Guideline G 3.15, except that, if the nature of the extraordinary meeting requires, the two-month notice period shall not apply.

G 3.13: Unless otherwise decided by the Coordination Bureau, all meetings of the Coordination Bureau shall be conducted with simultaneous translation in English and French.

G 3.14: The Chairperson of the Coordination Bureau, through the Secretariat, shall inform the delegates from the other Member Organisations at least two months before the meeting, of the date, time and place of the meeting.

G 3.15: With the support of the Secretariat, the Chairperson of the Coordination Bureau shall be responsible for the preparation of the draft agenda, including the distribution of all supporting documentation. For these purposes

a) all documentation to be discussed according to the draft agenda for a Coordination Bureau meeting shall be requested from the Member Organisations by the Secretariat in a timely manner for submission by the responsible Member Organisations to the Secretariat six (6) weeks prior to the meeting;

b) the Secretariat shall compile all documentation received and prepare a (revised, if necessary) draft agenda for consideration and approval by the Chairperson of the Coordination Bureau;

c) the Chairperson of the Coordination Bureau shall, upon receipt of such documents, review, endorse and approve the documents and the draft agenda and instruct the Secretariat to circulate same to all delegates to the Coordination Bureau;

d) the Secretariat shall distribute the documents and the draft agenda four (4) weeks prior to the Coordination Bureau meeting.

G 3.16: The draft agenda distributed prior to the Coordination Bureau meeting shall be adopted at the Coordination Bureau meeting.

G 3.17: At a Coordination Bureau meeting, the Chairperson of the Coordination Bureau shall welcome all present, introduce any new delegate(s) to the Coordination Bureau, and give each delegate the opportunity to make an opening statement.

G 3.18: The name, contact detail and signature of each delegate present at a Coordination Bureau meeting shall be recorded and appended to the draft minutes of the meeting.

G 3.19: The Chairperson of the Coordination Bureau shall ensure that the Secretariat prepares and distributes the draft minutes to the delegates within thirty (30) days of the meeting.

G 3.20: Delegates shall submit their consolidated comments within thirty (30) days of receiving the draft minutes.

G 3.21: The Secretariat shall prepare final draft minutes incorporating all comments received and shall distribute them four (4) weeks before the next Coordination Bureau meeting as part of the official documentation for the next meeting.

G 3.22: The Chairperson of the Coordination Bureau shall receive quarterly updates (progress reports) from the Executive Secretary to be updated on matters requiring the attention of the Coordination Bureau.

3.4 Coordination Bureau Decisions

11 (4) ANBO Statutes

The meetings of the Coordination Bureau shall be conducted and decisions taken in accordance with the ANBO Rules and Procedures.

G 3.23: The Coordination Bureau shall strive to take decisions by consensus. Where consensus cannot be reached despite all reasonable efforts having been made, a decision shall be put to vote and the decision be taken if a majority of 2/3 of the Members present at the meeting vote in favour of it. The above shall apply to both substantive as well as procedural decisions taken by the Coordination Bureau.

G 3.24: All decisions that are made shall be recorded, endorsed and adopted by the Coordination Bureau.

G 3.25: All decisions so endorsed and adopted shall be communicated, through the Secretariat, to the organs of the network.

3.5 Quorum

G 3.26: The quorum for meetings of the Coordination Bureau shall be reached when at least half of the Member Organisations are represented.

G 3.27: Only the officially nominated delegate of each Member Organisations shall count towards the quorum.

G 3.28: In terms of representation in accordance with G 3.27, a Member Organisation may delegate the responsibility of representing the Member Organisation to another representative, provided that this is communicated in writing, through the Secretariat, to the Chairperson of the Coordination Bureau.

3.6 Approvals and Appointments by the Coordination Bureau

G 3.29: All approvals and appointments by the Coordination Bureau made in exercising its functions stipulated in Article 12 of the ANBO statutes shall be decisions in terms of Art. 11 (4) of the ANBO Statutes and shall be taken in accordance with section 3.4 of these guidelines.

G 3.30: In exercising its functions stipulated in Article 12 of the ANBO Statutes, the Coordination Bureau shall ensure that all reviews and clearances for submission to Council are carried out in accordance and compliance with applicable laws and ANBO Procedures, such as the ANBO Financial Management guidelines, Procurement guidelines, and so forth.

G 3.31: In exercising its function stipulated in Article 12 (h) of the ANBO Statutes, the Coordination Bureau shall appoint from its officially nominated delegates, members to the Sub-Committees or Working Groups as necessary and appropriate.

G 3.32: The decisions on the appointment of Coordination Bureau members to the respective Sub-Committees and Working Groups shall be taken in accordance with the provisions of Section 3.4 of these Rules and Procedures.

G 3.33: Working groups shall be set up only for specific technical issues/ fields. Each established working group, with the assistance of the Secretariat, shall produce detailed ToR appropriate to its mandate, which shall be approved by the Coordination Bureau in accordance with the provisions of Section 3.4 of these Rules and Procedures.

G 3.34: Attendance at Sub-Committee or Working Group meetings shall be by Members only, unless external experts have been specifically invited as observers, in which case the Secretariat shall be informed at least seven (7) days prior to a meeting.

G 3.35: Sub-Committee or Working Group meetings shall be held back-to back with Coordination Bureau meetings, thereby immediately preceding the full Coordination Bureau session.

4. The Secretariat

4.1 Composition

Article 13 (1) ANBO Statutes

The network Secretariat shall comprise:

- (a) the Executive Secretary;*
- (b) such number and categories of technical personnel as may be approved from time to time by the Council; and,*
- (c) such number and categories of supporting administrative personnel as may be approved from time to time by the Council.*

G 4.1: The technical personnel in the Secretariat shall comprise of Programme Officer(s) as well as a Finance, Administration and Human Resources Officer. The number of Programme Officers as well as the programme themes headed by them shall be determined for each programme cycle by the Secretariat and approved by Coordination Bureau and the Council.

G 4.2: The number and job profile of supporting administrative personnel shall be determined for each programme cycle by the Secretariat and approved by Coordination Bureau and the Council.

4.2 Appointment of Executive Secretary and Technical Personnel

Article 13 ANBO Statutes

13 (2): The Executive Secretary and the technical personnel shall possess appropriate qualifications and experience.

13 (3): While merit shall be the primary criterion for the appointment of Secretariat staff, ANBO shall strive to ensure equitable regional representation and a fair gender balance in the appointment of Secretariat staff.

13 (4): The Secretariat shall be headed by the Executive Secretary.

G 4.3: The Executive Secretary and the Secretariat personnel shall be appointed in accordance with applicable laws and ANBO Procedures, in particular the ANBO Human Resource Management guidelines.

4.3 Role of the Executive Secretary and Secretariat

G 4.4.: The principal responsibility for the functioning of the Secretariat and its delivering on its mandate to the expectation of the Member Organisations shall be vested in the Executive Secretary. The distribution of tasks within the Secretariat shall be according to the approved work plan as well as the approved staff plan and associated job descriptions for Secretariat personnel.

G 4.5: The Executive Secretary shall appoint the supporting administrative personnel of the Secretariat in accordance with the procedures set out in the ANBO Human Resource Management Guidelines and the terms and conditions of service determined by the Council.

G 4.6: The Executive Secretary, with support from the technical personnel of the Secretariat, shall prepare and submit to the Coordination Bureau the annual budget of the network in accordance with the ANBO Financial Management Guidelines.

G 4.7: The Executive Secretary, with support from the technical personnel of the Secretariat, shall prepare and submit to the Coordination Bureau the annual and multi-annual work programmes of the network, in accordance with applicable ANBO Rules (such as the Financial Management Guidelines).

G 4.8: The Executive Secretary, with support from Secretariat personnel, shall ensure that the books and accounts of the network shall be kept in compliance with the ANBO Financial Management Guidelines. Likewise, the selection and appointment of independent, external auditors and the preparation of the audited accounts of ANBO shall be carried out in accordance with the ANBO Financial Management Guidelines.

G 4.9: The Executive Secretary, with support from Secretariat personnel, shall ensure that the preparation of the ordinary and extraordinary meetings of the Council and the Coordination Bureau is carried out in accordance with the provisions of Sections 1.3 and 3.3 of these Guidelines.

G 4.10: The Executive Secretary, with support from the technical personnel of the Secretariat, shall report annually to the Coordination Bureau and the Council on network activities as well as the programmes and projects planned, initiated or executed. The Executive Secretary shall lead the production of an Annual Report, covering the general activities of the Secretariat, as well as the activities under the specific programmes and projects. The programme officer(s) shall provide inputs to the Annual Report as requested by the Executive Secretary.

G 4.11: The Executive Secretary shall prepare quarterly progress reports for submission to the Chairpersons of the Council and the Coordination Bureau respectively. These progress reports shall provide brief summaries of the general activities of the Secretariat, as well as

the activities under the specific programmes and projects. The programme officer(s) shall provide inputs to the quarterly reports as requested by the Executive Secretary.

G 4.12: Where required by funding partners (ICPs) the Executive Secretary shall submit programme/ project specific reports in accordance with the reporting format required by the respective ICP. For programme/ project specific report the Executive Secretary shall delegate the production of the reports to the respective Programme Officer(s).

G 4.13: The Executive Secretary shall ensure compliance with the relevant policies, procedures and guidelines adopted by the Council.

5. General Provisions

5.1 Financial Arrangements

G 5.1: Unless otherwise decided, each Member State Organisation shall, in respect of all meeting of the Council, the Coordination Bureau and the regional structures (including sub-committee or working group meetings), be responsible for all costs incurred in connection with the attendance and participation of its delegation.

G 5.2: Unless otherwise decided, the Member Organisation hosting a meeting of the Council and/ or Coordination Bureau (including sub-committee or working group meetings) shall be responsible for all costs incurred in making a venue available for the meeting.

G 5.3: All other costs incurred (e.g. printing, translation, simultaneous translation etc.) in connection with the organisation of a Council, Coordination Bureau (including sub-committee or working group) meeting shall be covered from the general ANBO budget, unless the coverage (in part or as a whole) of such costs is offered by the host organisation or any of its Member States.

G 5.4: The Member Organisation hosting a Council or Coordination Bureau (including subcommittee or working group) meeting shall, with support from the Secretariat, facilitate the smooth entry, stay and departure of the delegations of the other Member Organisations in the country. However, all costs of entry visas shall be the responsibility of the respective Member Organisation whose delegation members require the visas.

5.2 Conduct at Meetings and Confidentiality

G 5.5: ANBO organs shall conduct their meetings in a spirit of mutual trust, understanding and cooperation. Members/ staff/ advisors shall ensure that the conduct of their business and meetings does not include the use of abusive, insulting, vile, mocking, malicious and rude language.

G 5.6: All communications, decisions and documents shall be produced and conveyed in a transparent and accessible manner.

G 5.7: All members/ staff/ advisors of ANBO organs shall hold all information declared as being 'confidential information' as such.

G 5.8: Confidential information shall not be released to the public without express consent given by:

- a) all Members of the Council, in case of confidential information concerning the activities and decisions of the Council.
- b) all Members to the Coordination Bureau, in case of confidential information concerning the activities and decisions of the Coordination Bureau.
- c) The ES, in case of confidential information concerning the activities and decisions of the Secretariat.

G 5.9: Members of the Council and of the Coordination Bureau shall ensure full and regular attendance at all meetings. Where a member is not able to attend any meeting, such member shall communicate this in writing to the Secretariat at least three (3) weeks prior to the meeting, and the Secretariat shall convey that notice to the Chairperson of the relevant organ.

5.3 Conflict of Interest

G 5.10: Any members or staff of ANBO organs shall declare any actual or potential interests that may be in conflict with work undertaken under the auspices of ANBO.

G 5.11: The term conflict of interest includes those aspects specified in the respective policies, procedures and guidelines adopted by ANBO, specifically the Procurement and Asset Disposal Guidelines. Where a member or staff declares any actual or potential conflict of interest, that member or staff shall not be allowed to inform the decision-making process on the subject matter.

G 5.12: Any declaration of actual or potential conflict of interest shall be communicated to the Secretariat in writing, which shall in turn submit such communication to the Chairperson of the relevant organ.

G 5.13: Members or staff of ANBO organs shall not use their positions to promote the individual interests of their respective Member Organisation in bad faith and/ or to the detriment of the network.

5.4 Communication

G 5.14: To ensure effective stakeholder engagement concerning ANBO decisions, activities and initiatives, the network's external communication and outreach shall be facilitated through all appropriate media and communication tools, in English and French.

G 5.15: The Secretariat shall issue press releases as appropriate to inform the public on specific decisions made at Coordination Bureau or Council meetings and distribute to all Member Organisations. Press releases related to official Coordination Bureau or Council

meetings shall be based on the official minutes/ records of decision signed by all Members of the organ and shall require authorisation by the respective organ prior to release.

5.5 Content and Validity of Documents

G 5.16: Unless otherwise decided, all official documents produced by ANBO shall be produced in English and French. The English and French documents shall have the same content and validity.

G 5.17: Official documents in the context of G 5.16 shall be all documents formally adopted by the Council and/ or Coordination Bureau. For non-official documents (such as project reports etc.) the Secretariat shall have the discretion to decide if production in both languages is required.