

ICH NGO Forum Steering Committee

Mission and tasks of the Committee

General profile of members of the Committee and election process

The ICH NGO Forum Steering Committee (Committee) was established at the ICH NGO Forum (Forum) meeting held in June 2015 in Cataluña. The concept was approved at the Forum General Meeting during the 10 COM meeting in Windhoek, Namibia, in 2015. The members that were proposed to compose the Committee were then ratified.

[The purpose of using masculine in this text is only to lighten its form and facilitate its reading, without any prejudice of its eventual interpretation in using the feminine.]

A. Committee's mission

The Committee's mission is to coordinate, for the benefit of the accredited NGOs, the activities of the Forum and especially:

1. Establish and maintain the link with the 2003 Convention Secretariat for collective matters dealing with civil society organizations and especially accredited NGOs,
2. Coordinate activities of accredited NGOs at time of sessions of the Convention Governing bodies (General Assembly, Intergovernmental Committee),
3. In a spirit of transparency and good governance , develop communication around the Forum activities, including those of the Committee such as communicating minutes of its meetings, invitations, etc., through, amongst other means, the newsletter, the website, the facebook page, twitter and other social networks,
4. Develop the network of accredited ICH NGOs facilitating dialogue, exchange of information and best practice, drawing on practical experiences and exchanges with other ICH networks,
5. Initiate thematic activities through, amongst others, the organization of workshops,
6. Organize capacity building activities, as the case may be, in coordination with the Convention Secretariat,
7. Coordinate collective link with State parties or other entities to foster the financial sustainability of the collective activities of the accredited NGOs,
8. Manage funds that have been raised for the Forum activities,
9. Promote the participation of civil society to the safeguarding of ICH, beyond the accredited NGOs.

B. Composition and election of the Committee

The Committee is composed of six members, one per UNESCO electoral region (Latin America and the Caribbean islands, Asia-Pacific, Western Europe and North America, Arab countries, Africa, Eastern Europe), representing an NGO from the region or, in absence of a representative of an NGO

from the region, then representing either an NGO which main activity is situated in the region, or an international NGO working in that region.

An Election Board composed, preferably, of six members, and in any case of a minimum of three members, one of each region, nominated by the Forum General meeting prior to the elections - and in absence of this Election Board, a month and a half prior to the date of the Forum General meeting, the Steering Committee - will make a call to all accredited NGOs for candidatures, prior to each Forum General meeting. Can only be elected Committee members, as [full] member, persons that are present at the Forum General meeting that will proceed with the election. NGOs presenting a candidate can also propose as candidate together with the [full] member, the candidature of an alternate member to be substituted to the [full] member in case of necessity.

Members of the Election Board cannot be candidates to the Committee.

When a region is not represented, the missing member will be elected from the NGO delegates present at the Forum General Meeting from any other region.

Committee members are elected, for an only once renewable two-years period, by the NGO representatives present at the Forum General meeting which meets every year prior or during the IGC sessions. The mandate of the Committee members shall start at the end of the IGC session, during which the Forum General meeting session took place.

The election of one member of the Committee from three regions, takes place every year. As an interim measure, and after a draw during the Forum General meeting in 2016, the Committee members elected in 2015 from the three regions Europe and North America, Africa, and Asia, will remain members of the Committee until the end of the 2018 IGC session.

A member of the Committee who, during his mandate, would have lost contact with the NGO he represented at the time of his election, or who would not represent anymore this NGO, will immediately lose his quality of member of the Committee, and be substituted by the alternate member elected for his NGO.

C. Committee meetings

The Committee will meet every month through Skype communication or by any shared mean of communication, and also during the Convention governing bodies' sessions. The meetings will be held in English and/or in French.

Meetings of Committee members with the 2003 Convention Secretariat, will be held at least twice a year.

Minutes of the Committee meetings, meetings with the Convention secretariat and any other relevant information will be communicated to the accredited NGOs.

D. Profile of Committee members

The desirable profile that we seek for candidates to the Committee is the following:

1. Be a representative of an NGO that has been accredited to the Convention,
2. Have participated to a minimum of two sessions of the Governing bodies of the 2003 Convention,
3. Have a good working knowledge of English and/or French, both oral and in writing,
4. Have access to a good internet connection,
5. Have a reasonable knowledge and be well connected to ICH NGOs, accredited or not, in his region,
6. Be willing to draft and review documents connected with the communication tasks of the Committee,
7. Be willing to moderate sessions of the Forum,
8. Be willing to undertake representation activities for the Committee and for the Forum.

Text adopted by the General Meeting of the ICH NGO Forum in Addis Ababa on November 28, 2016, and subject to possible future developments.