

OPERATIONAL GUIDELINES of the ICCA CONSORTIUM

June 2019

This document sets out:

1. Ethical foundations of the ICCA Consortium;
2. Criteria for inviting and/or accepting Members, Honorary members and Partners;
3. Procedures for becoming a Member, Honorary member or Partner;
4. Procedural rights and responsibilities of Members and Honorary members;
5. Participation in General Assembly and electronic consultations;
6. Composition, election and terms of reference of the Council;
7. Composition and terms of reference of the Council of Elders;
8. Work Programme of the ICCA Consortium;
9. Criteria about funders; and
10. Budgetary and financial operations.

Commenté [SR1]: Phrase clarified.

Commenté [SR2]: Extended to include Honorary members

As a set of practical guidelines, this document provides rules for implementing the Statutes. It thus complements the Statutes and does not override them in any way.

1 ETHICAL FOUNDATIONS OF THE ICCA CONSORTIUM

The vision and mission of the Consortium are specified in the Statutes and other documents available from www.iccaconsortium.org. The 2006 [Code of Ethics](#) of the International Society of Ethnobiology - which stresses **mindfulness, recognition of traditional and customary laws and meaningful collaboration and reciprocal responsibility** - is also used as a broadly accepted reference.

Underlying all are the principles of **engagement for the common good, equity, integrity, and fair and due process**. Members, Honorary members and Secretariat agree not to spare any effort to respect these principles.

2 CRITERIA FOR INVITING AND/OR ACCEPTING MEMBERS, HONORARY MEMBERS & PARTNERS

Commenté [SR3]: Phrase clarified.

2.1 Members

By definition, Members are *organisations*, whether or not legally and/or formally recognised by state governments. Guidance on which organisations are entitled to apply for membership includes, but is not limited to:

- Indigenous peoples and local community self-initiated groupings and organisations dedicated to advancing their own collective rights and/or

pursuing sustainable livelihoods and the conservation of nature;

- Indigenous and traditional tribes, nations and peoples, and their networks, associations and federations;
- Traditional local communities, whether or not incorporated officially; and
- Civil society organisations working with indigenous peoples and local communities at the local, national or international level on issues of rights, sustainable livelihoods and conservation of nature.

According to the Statutes, for-profit entities are excluded from membership.

The Consortium will actively seek broad membership from indigenous peoples and local communities that are ***bona fide* caretakers/stewards of ICCAs**. For eligible organisations other than *bona fide* caretakers/stewards of ICCAs, the basic criterion for membership is that they have **demonstrated concern and initiative to uphold and strengthen ICCAs and have them appropriately recognised and supported in society**.

The Consortium shall also consider positive attributes on the basis of the following benchmarks:

- Extent of their involvement with ICCAs or indigenous peoples and local communities (length of time, centrality in their mission, dedication, results);
- Quality of their relationship with indigenous peoples and local communities in the geographic areas in which they work (according to the communities themselves);
- Social and ecological implications of their activities, including both those directly related to ICCAs and those in other areas, in particular activities that have repercussions on national or international policies;
- Sources of their funding (e.g., is their funding from extractive industries or sources otherwise directly in conflict with the objectives or interests of the Consortium?); and
- Potential benefits or risks that their membership may bring vis-à-vis other Members and ICCAs in general.

2.2 Honorary members

By definition Honorary members are *individuals*. Guidance on who is eligible to become an Honorary member includes, but is not limited to:

- Members of indigenous peoples and local communities directly engaged as ***bona fide* caretakers/stewards** of ICCAs and/or experienced with ICCA-related initiatives; and
- Practitioners, scholars, researchers and professionals with **demonstrated concerns, expertise, commitment and initiative to uphold and strengthen ICCAs and have them appropriately recognised and supported in society**.

Honorary members are willing to take an active role in the life of the Consortium. They are not employed by or have links to bodies with potential conflicts of interest with the

Consortium (e.g., some banks, extractive industries, conservation organisations whose policies and/or practices are inimical to indigenous peoples and local communities, etc.).

In the normal correspondence of the Consortium, the term “member” in “Honorary member” is not capitalised. This is done to distinguish it from the Consortium “Members”, who are “organisations” in the sense noted in 2.1 and are always capitalised. The term “membership” is used to encompass both Members and Honorary members

2.3 Partners

Article 11 of the Statutes gives the Council the power to engage in “all activities necessary for the operation of the Consortium, including developing proposals for initiatives and projects in cooperation with Members and Partners”.

“Partner” is an informal term given to organisations or individuals who are neither Members nor Honorary members but collaborate with the Consortium in various formal or informal ways. The emphasis for choosing Partners is on their commitment to ICCAs and their integrity. The following is a non-exhaustive list of potential Partners:

- International and national organisations and mechanisms advancing collective rights and/or pursuing sustainable livelihoods and conservation of nature willing to actively engage with the Consortium in specific mutually agreed initiatives (e.g. Convention on Biological Diversity (CBD) Secretariat; International Union for Conservation of Nature, Global Protected Areas Programme (IUCN-GPAP); United Nations Environment, World Conservation Monitoring Centre (UNEP-WCMC));
- Donors and bilateral development agencies with a history of support to advancing collective rights and/or pursuing sustainable livelihoods and nature conservation in collaboration with indigenous peoples and local communities;
- Organisations that may have never worked on ICCAs but possess relevant skills, resources and expertise and are willing to engage with the Consortium to apply these skills and resources to issues relevant to ICCAs (e.g., academic and research bodies; art, culture and media organisations, etc.); and
- Government agencies and staff willing to actively collaborate with the Consortium for the promotion of ICCAs.

Commenté [SR4]: Acronyms explained in full.

3. PROCEDURES FOR BECOMING A MEMBER, HONORARY MEMBER OR PARTNER

3.1 Members

The process for membership application and assessment is as follows:

- An applicant organisation submits a membership application form (see the membership page on the Consortium website), with supporting documentation, to any member of the Council or Secretariat, who passes it on to the **Chair of the Membership Committee of the Council (see Section 6.4)** with a copy to the Programme and Communication Officer.
- The Chair of the Membership Committee checks whether an application meets the

Commenté [SR5]: Location of membership application form added.

Commenté [SR6]: Corrected job title.

requirements and - if it does - circulates it to all Members.

- In case of controversial applications, the Membership Committee meets electronically to discuss the case. Meetings will take place as soon as feasible and, in general, four times per year. Only qualifying applications will be circulated to the Members.
- If no Member raises an objection to a membership application within **30 days** of the date of the electronic mail, the membership shall be considered approved.
- If objections are raised, the Membership Committee will carry out further analyses, research and consultations as needed.
- The Membership Committee takes the final decision on the application. If the Membership Committee cannot accept the prospective Member, the applicant will be notified (in writing and privately, not copying the whole membership). New Members will receive a welcome letter with membership information.
- Only in very exceptional circumstances will the Consortium accept to review its prior decisions on membership decisions.
- Where there is continuing disagreement in the Membership Committee over an application for membership, the matter will be referred to the next General Assembly for debate, at which a consensus decision of Members in good standing will be required for membership.
- Representatives of organisations being discussed to become Members should not be present in the room (or via teleconferencing) at the General Assembly when their candidacy is discussed.

Objections should focus on whether the applicant conforms to the definition of a Member as per Article 5 of the Statutes or has infringed or is likely to infringe on the rule against prejudicing the goals of the Consortium. In this light, an objection should argue why the applicant is:

- An organisation that does not demonstrate experience with and commitment to supporting ICCAs at local, national and/or international levels; or
- Susceptible to “prejudicing the goals of the ICCA Consortium,” including in terms of association, compatibility, distortion or potential damage to the Consortium’s reputation and legitimacy.

As an alternative to the above process, an organisation may apply for membership on the specific occasion of a General Assembly. The interested organisation must contact (in person at the General Assembly or electronically in advance of the General Assembly) a Membership Committee member to enquire about this option. After deliberation by the Committee, and if deemed appropriate, the Membership Committee will ask the prospective member to present their organisation to the General Assembly for a vote. These presentations will take place on the second or any subsequent day of the General Assembly. All Consortium Members in good standing physically or electronically present or represented by proxy at the General Assembly will vote on the application. If accepted as a Member, the organisation must submit their completed membership form to the Membership Committee and the Programme and Communication Officer within the following two weeks. If the form is not received before this deadline, the Membership

Commenté [SR7]: Phrase clarified.

Commenté [SR8]: Phrase clarified.

Commenté [SR9]: Phrase clarified.

Commenté [SR10]: Corrected job title.

Committee has the right to ‘suspend’ the membership until a completed form is received.

3.2 Fees

Membership fees can be made by bank transfer (preferred and encouraged), in cash or in-kind.

Effective 2017, the cost of membership is:

- CHF200/US\$200/Euro200 per annum for international organisations.
- CHF100/US\$100/Euro100 per annum for national organisations.
- CHF50/US\$50/Euro50 per annum for local organisations.

For those proposing to make an in-kind contribution, a discussion must be had with the relevant Regional Coordinator or Regional Hub, as the case may be, and, if needed, with the Programme and Communication Officer, Global Coordinator and Treasurer, to agree in advance with the specific contribution, which might include:

- Labour (e.g. logistical help in organising an event);
- Producing an article or report on a specific ICCA;
- Supporting a community to agree on FPIC and collate information about its ICCA (e.g., by filling a form);
- Reporting on the state of ICCAs at the relevant national or sub-national level;
- Reporting on relevant new/reformed laws and or policies;
- Supporting specific work on policy at the national or international level; and/or
- Self-funding participation in a meeting as a representative of the Consortium and providing reports, as appropriate.

The Chair of the Membership Committee shall be informed of the final terms of the agreement and can approve or object and suggest an alternative contribution.

As early as possible in the calendar year, the Consortium will update Members of the status of their dues.

Organisations that are more than 2 years late in fulfilling their membership duties (payment of fees in cash or kind) will be removed from the register of active Members and suspended in their voting rights by the General Assembly with a simple majority vote. Suspended Members will be advised and can re-join the Consortium without undergoing the full application process on submission of back dues provided this happens within 2 years from the date of suspension. If more than 2 years from suspension have passed, the former Member will have to start the full application process again.

In this context, it is the responsibility of the Member to inform the Programme and Communication Officer and respective Regional Coordinator or Regional Hub of any changes in contact details (email address, etc.) to ensure timely communication.

3.3 Honorary members

The process for assessing membership nominations is as follows:

Commenté [SR11]: Corrected job title.

Commenté [SR12]: Corrected job title.

Commenté [SR13]: Phrase clarified.

Commenté [SR14]: Clarification that Honorary members are nominated and do not apply for membership.

- A Member or Honorary member of the Consortium makes a **nomination** to any member of the Council or Secretariat and provides relevant information on the person at stake;
- The **nomination** is passed on to the **Chair of the Membership Committee** of the Council with a copy to the Programme and Communication Officer; the Chair reviews it, asks for information about it, as needed, and announces the proposed names to the membership via electronic means; if the Chair has questions or doubts, it reviews the **nomination** with the members of the Membership Committee and only when the collective judgement is positive it announces the proposed names to the membership via electronic means;
- If no Member provides negative comments or raises an objection to an Honorary membership **nomination** within **30 days** of the date of the electronic mail, the Honorary membership shall be considered approved;
- If objections are raised, the Membership Committee will carry out further analyses, research and consultations as needed; it will then decide whether or not to resubmit the **nomination** for the decision of the Members; and
- Where there is continuing disagreement over a **nomination** for honorary membership, the matter will be referred to the next General Assembly for debate and a consensus decision will be required for membership.

Commenté [SR15]: Corrected job title.

Objections should focus on whether the individual is likely to jeopardise the Consortium in any way. In this light, an objection should argue why the **nominee**:

- Does not have the demonstrated experience or the commitment to support ICCAs at local, national and/or international levels; and/or
- Is susceptible to “prejudicing the goals of the ICCA Consortium”, including in terms of association with incompatible and distorted messages and potential damage to the Consortium’s reputation and legitimacy.

Commenté [SR16]: Phrase clarified.

The Membership Committee of Council will carry out a thorough review of our Membership every three years. This involves updating contact details, as well as identifying relevant work and contributions to, and collaborations with, the Consortium. At the discretion of the Council, those Honorary members considered either inactive or prejudicial to the work of the Consortium (as per the points mentioned above) will be automatically removed from the Membership, including the mailing list.

Commenté [SR17]: Paragraph added by the Chair of the Membership Committee.

3.4 Partners

Any Member or Honorary member may propose a Partner to the Consortium, including with regard to short-term, *ad hoc*, result-oriented and informal partnerships. When the nature of the collaboration is more important, the Secretariat will develop a Memorandum of Understanding, a Memorandum of Cooperation, a contract, or other formal agreement with the Partner with the approval of the Council.

Members will be promptly informed about the choice of potential Partners and the nature

and contents of the proposed agreements, initiatives, plans and project proposals.

4. PROCEDURAL RIGHTS AND RESPONSIBILITIES OF MEMBERS AND HONORARY MEMBERS

Commenté [SR18]: Phrase clarified.

4.1 Members' rights

The Members and Honorary members of the ICCA Consortium have the right to be informed about the life of the association, the right to participate in decision-making according to the Statutes, and the right to vent grievances and engage in conflict resolution procedures.

Where the existing Members require information about a decision, an event or a potential new Member or Honorary member, these will be provided by the Secretariat in a reasonable time.

4.2 Ombudsperson

The Consortium's Ombudsperson is appointed by the General Assembly. In the absence of a specific Ombudsperson appointed by the General Assembly, the Auditor of Accounts assumes that role. The Ombudsperson provides the first level of hearing of grievances and offers amicable conflict resolution procedures. Failing that, the Council will hear the case and provide a solution grounded in the ethical foundation of the Consortium.

4.3 Members' responsibilities

The organisations and individuals who willingly ask for or accept membership agree to further the mission of the Consortium to the best of their ability. They agree to remain reachable by the Consortium via e-mail or other agreed electronic and/or human means of communication for the duration of their membership, to strive to provide relevant information and support to other Members in need, and to contribute to the Consortium initiatives as much as possible.

4.4 Members' dues

All organisational Members are required to pay dues, in cash or in kind.

4.5 Voluntary termination of membership

For voluntary termination of membership, an authorised communication from the Member or Honorary member must be addressed to the President or the Chair of the Membership Committee. The Member or Honorary member will be encouraged to share the reasons for the decision. The Council will be informed of the voluntary termination.

Commenté [SR19]: This was previously the Global Coordinator and needs to be updated.

4.6 Consortium-initiated termination

Article 5 of the Statutes say that: "A Member that exhibits a sustained lack of involvement in the ICCA Consortium's work, who has not paid its dues for more than two years and/or who has prejudiced the goals of the ICCA Consortium in a serious way may be excluded

from the ICCA Consortium by the General Assembly with a simple majority vote.” It further states that: “An Honorary member who exhibits a sustained lack of involvement in the association’s work and/or has prejudiced the purpose of the association in a serious way may be excluded from the association by decision of the Council.”

The Consortium’s Members, Honorary members, Council and Secretariat will engage with each other on the basis of understanding, flexibility and trust. The onus is on the Council and Secretariat to engage the Members and Honorary members in ways that are appropriate. Members or Honorary members who do not appear concerned about, or willing to contribute to, the work of the Consortium and its Members may be asked to justify their attitudes and change, or simply leave the Consortium for lack of interest and engagement.

Behaviour that could be considered to prejudice the goals of the Consortium may include, but is not limited to:

- Verified evidence of human rights abuses or environmental crimes;
- Evidence of work that damages or undermines ICCAs and/or the Consortium;
- Wilful misrepresentation of the Consortium in forums or public spaces;
- Use of the Consortium’s name in raising funds for the individual Member/Honorary member without notifying the Council and Members in advance of a request being made or a proposal being submitted; and/or
- Dishonesty in reporting to the Consortium.

The Council and Ombudsperson will undertake a review of one or more specific Members upon motivated requests from one or more Members, Honorary members and/or Partners.

These requests should be presented in either written or oral form to the respective Regional Coordinator, National Focal Point, and/or directly to the Chair of the Membership Committee. These statements should provide all necessary context and available evidence and clearly explain the reasons, according to the criteria outlined above, for the review of, or suggested termination of, another Membership or Honorary membership. The Chair of the Membership Committee then makes a recommendation to the General Assembly or the Council as applicable. The identity of the complainant will be kept anonymous if so desired.

Commenté [SR20]: Paragraph approved at EGA in June 2018

5. PARTICIPATION IN GENERAL ASSEMBLY AND ELECTRONIC CONSULTATIONS

5.1 General Assembly

Each year a General Assembly is called to take place physically and efforts are made for as many Members and Honorary members as possible to take part electronically. All Members and Honorary members are invited to attend the Annual General Assembly and encouraged to contribute to its discussions and decisions. The Consortium aspires on an alternative basis

to host one larger physical meeting and one smaller meeting supported by broad electronic participation, to ensure inclusivity, cost-efficiency and reduced emissions. As often as possible, regional meetings should be held to bring together the relevant Council members, Regional Coordinators, Members and Honorary members.

Commenté [SR21]: Phrase clarified.

As per the Statutes, in case a vote is needed, only Members in good standing are able to cast votes. The individuals representing them must have proper credentials, i.e. they must be either a statutory or customary representative of the Member organisation (e.g. Executive Secretary, President, Chair of the Board, recognised Elder) or receive written credentials from the statutory representative. Credentials are provided by formal communication to the Membership Committee, with copy to the Programme and Communication Officer, up to two days prior to the date of the General Assembly.

Commenté [SR22]: Corrected job title.

A Member who cannot be physically represented in a General Assembly may also submit a voting proxy to another Member in good standing. This is also done by formal communication to the Membership Committee, with copy to the Programme and Communication Officer, up to two days prior to the date of the General Assembly.

Commenté [SR23]: Corrected job title.

Members may also participate in the General Assembly and vote via electronic means (e.g., by video conference or teleconference).

The Council can invite additional people to attend and participate in the General Assembly as informants or observers without the right to vote (e.g., in the interest of completeness of discussion, or if their organisations are considering applying for membership of the Consortium).

Commenté [SR24]: Phrase clarified.

5.2 Extraordinary General Assembly

As noted in Article 7 of the Statutes, an Extraordinary General Assembly may be convened by the President, by the Council, or by at least 15 Members in good standing if they make a specific request to the Council. Attendance rules for the Extraordinary General Assembly are the same as for the Annual General Assembly.

5.3 Electronic consultations

Besides the annual General Assembly and eventual Extraordinary General Assemblies, the Members and Honorary members of the Consortium shall be consulted and called to discuss operational (non-statutory) decisions via electronic means as often as needed in view of advancing work to be completed in the General Assembly. Such electronic consultations/ discussions shall be called for by the President or the Secretary of Council, directly or upon request by two members of the Council.

Commenté [SR25]: Corrected job title.

Each call for an electronic consultation/ discussion is made on a specific topic and facilitated by one or more appointed Moderator(s). All Members and Honorary members are encouraged to take part in electronic consultations/ discussions.

6. THE COUNCIL

6.1 Composition

The Council is composed of a minimum of 7 and a maximum of 30 individuals, including:

1. President;
2. Secretary of Council;
3. Treasurer;
4. Chair of the Policy and Programme Committee
5. Chair of the Membership Committee
6. Member with special responsibility for Theme on Documenting territories of life (one)
7. Member with special responsibility for Theme on Documenting territories of life (two)
8. Member with special responsibility for Theme on Sustaining territories of life (one)
9. Member with special responsibility for Theme on Sustaining territories of life (two)
10. Member with special responsibility for Theme on Defending territories of life (one)
11. Member with special responsibility for Theme on Defending territories of life (two)
12. Member with special responsibility for North Africa and the Sahel
13. Member with special responsibility for West Africa and Madagascar
14. Member with special responsibility for Central Africa
15. Member with special responsibility for East Africa and the Horn of Africa
16. Member with special responsibility for Southern Africa
17. Member with special responsibility for West and Central Asia and the Caucasus
18. Member with special responsibility for East Asia
19. Member with special responsibility for South Asia
20. Member with special responsibility for South East Asia
21. Member with special responsibility for East Austronesia (including Taiwan, Hawaii, Papua New Guinea, Rapanui/Easter Island and the Pacific islands)
22. Member with special responsibility for Spanish-speaking Mesoamerica & Caribbean
23. Member with special responsibility for the Amazon region (including Amazonian Brazil)
24. Member with special responsibility for South Cone (including Southern Brazil)
25. Member with special responsibility for Australia and New Zealand
26. Member with special responsibility for Northern Europe and Russia
27. Member with special responsibility for Alaska and Northern Canada
28. Member with special responsibility for sub-polar parts of Canada and USA, and English-speaking Meso- and South America and Caribbean
29. Member with special responsibility for Southern Europe and the Mediterranean region
30. Member with special responsibility for Western, Central and Eastern Europe.

Wherever possible, a member of Council with geographic responsibility also takes on a thematic responsibility, thereby reducing the number of members overall. It is not desirable, on the other hand, that a member of the Executive Committee takes on also geographic responsibility.

All members of the Council agree to actively serve in at least one Committee and at a maximum in two (three if one of those is the Executive Committee).

Commenté [SR26]: Section 6.1 has been completely revised in line with the Council decision in November 2018 and contains major revisions.

6.2 *Nomination and election*

The General Assembly normally elects or reconfirms the members of the Council every three years, and extraordinarily upon the resignation, disability or death of any standing member. No role in the Council may be served by the same person for more than three consecutive terms.

Members can nominate new candidates each time the General Assembly foresees the election of a new Council. A nomination can be made by a minimum of two existing Consortium Members in good standing and/ or two members of the existing Council and/or a Member in good standing and a member of the Council. The nominations must take place by formal communication to the Consortium's Programme Manager at least two weeks before the foreseen date of the General Assembly and shall be accompanied by a brief CV of the proposed individual (1500 characters, including spaces) stressing ICCA-related experience and commitment. Nominators are not disclosed.

The Members of the Consortium that endorse the nomination of an individual for the Council must specify the role(s) the person is standing for. As part of the nomination procedure, the nominators must also communicate the nominee's acceptance to serve and commitment to take on a role in the Consortium's Council as a volunteer and exercising maximum goodwill and due diligence. Women, indigenous peoples and community members are keenly encouraged to accept nominations.

The Consortium Secretariat will upload the nominations in the Consortium website and diffuse them in the Consortium mailing list.

When two or more individuals are endorsed for the same position, every effort will be made to agree on an effective sharing/ alternate roles or other agreement. Failing that, the position will be assigned by vote. A simple majority of all Members in good standing voting at the General Assembly will attribute the decision. In case of even votes, the President will break the impasse.

In case of no one being nominated for a given role, the role may remain unfilled. Exceptions shall always be made for the role of President, Secretary of Council and Treasurer that *must* be filled. According to the Statutes, the Council must also have a minimum of seven members. In case of insufficient nominations, the existing Council will nominate the missing positions to the best of its judgement during the six weeks prior to the General Assembly when the vote is scheduled. Eventual roles still unfilled after the conclusion of the General Assembly may be filled by co-option by the newly elected Council.

6.3 *Terms of reference*

Members of the Consortium Council are individuals with proven ICCA-related experience and commitment. They agree to engage as full volunteers and exercise maximum goodwill and due diligence in their role. They accept responsibility for the promotion of issues associated

Commenté [SR27]: Corrected job title.

with the title of the Council role that they hold, including by:

- Making decisions on issues of importance to the Consortium;
- Providing advice on operational decisions of importance to the Consortium;
- As necessary, seeking and taking into due consideration the advice of the Council of Elders (see below) or other trusted advisors;
- Working as part of specific committees (e.g., the Membership Committee) formed within the Council;
- Being available to meet electronically or in person at least twice a year;
- Attending the General Assemblies and Extraordinary General Assemblies either in person or electronically;
- Promoting and attending (in person or electronically) regional meetings that include Council members, Regional Coordinators, Secretariat members, Members and Honorary members as appropriate;
- Actively connecting with Members, Honorary members and the Secretariat of the Consortium with similar regional or thematic areas of interest or responsibility; and
- Promoting ICCAs internationally and nationally wherever applicable.

The Council appoints among its members at least three standing committees, including the Membership Committee, the Policy and Programme Committee and the Executive Committee.

Commenté [SR28]: Corrected Committee name

A member of the Council who, for any reason, is unable to fulfil their responsibility shall renounce their mandate spontaneously and/or upon request by the President, after hearing the advice of the Council of Elders. Their roles may be filled by the Council by co-opting another suitable person, chosen by consensus.

If a member of the Council is not able to communicate via email and cannot attend the electronic Council meeting during an entire year, an automatic procedure to elect a replacement will take effect at the next General Assembly.

6.4 The Membership Committee

The Membership Committee is made up of and chaired by members of the Council and is provided with administrative support by the Programme and Communication Officer. The President and Treasurer of the Consortium are invited to attend ex officio.

Commenté [SR29]: Corrected job title.

The Committee performs the following functions:

- Develops and approves the membership policy of the Consortium, including membership application forms and the running of eventual recruitment campaigns;
- Receives, assesses and preliminarily decides upon (approval/decline) of all membership applications;
- Invites Members to comment during a 30 day period on applications preliminarily approved, and receives and compiles any comments from the membership;
- Informs the applicants of the Membership's decision and provides supporting

information as necessary;

- Periodically reviews the conduct/activities of existing Members and communicates with those who are to be suspended or discontinued membership due to a lack of compliance with the rules;
- Develops and implements appropriate conflict management procedures between and among Members and the Secretariat;
- Calls upon the Council of Elders to manage conflicts within or involving members of the Council;
- As needed, revises and preliminarily approves the Consortium Operational Guidelines before submission to the annual General Assembly; and
- Advises upon and oversees all membership-related aspects of the communication strategy of the Consortium.

Commenté [SR30]: Correction of name.

6.5 The Policy and Programme Committee

The Policy and Programme Committee is made up of and chaired by members of the Council and is provided with administrative support by the International Policy Coordinator. The President and Treasurer of the Consortium are invited to attend ex officio.

Commenté [SR31]: Corrected Committee name.

The Committee performs the following functions:

- Supervises the respect of the Consortium's Mission, Statutes, Vision, Operational Guidelines and decisions of the General Assembly in all Consortium operations;
- Reviews and advises upon the Strategic Plan and Work Programme of the Consortium, including annual goals, targets and priority outcomes developed at the multiple levels of Consortium operations;
- Reviews and advises upon the global policy processes affecting ICCAs and the Consortium's formal submissions to global policy bodies and mechanisms (e.g. CBD);
- Supervises the implementation of the Work Programme of the Consortium;
- Reviews and advises upon the key technical products of the Consortium, as well as its communication strategy and products with close relation to Policy and Programme;
- Annually reviews progress against goals, targets and priority outcomes and suggests any needed changes and revisions to the Strategic Plan and Work Programme; and
- Suggests new goals, targets and implementation priorities for the following year.

Commenté [SR32]: Redundant words removed.

Commenté [SR33]: Clarification of functions and removal of references to SAFE, the Alert Mechanism and ICCA networks.

6.6 The Executive Committee

The Executive Committee includes *ex-officio* the President, Treasurer, Secretary of Council, Chair of Membership Committee and Chair of Policy and Programme Committee. It is assisted by the Programme Manager.

Commenté [SR34]: Corrected job title.

Commenté [SR35]: Corrected Committee name

The Committee:

- Supervises the compliance and respect of all applicable legislation and rules of associations in Switzerland;

- Foresees, accompanies and supports all major institutional developments and changes for the Consortium (e.g., leadership transition, decentralisation and growth processes, new fundraising strategies, etc.);
- Reviews and advises upon all institutional partnerships of the Consortium and approves relevant Memorandums of Understanding and Letters of Agreement;
- Takes the major governance decisions for the Consortium in between the sessions of the General Assembly (including adoption of new communication strategies, submission of an important project proposal to funding partners, etc.) while the Global Coordinator and Programme Manager remain in charge of interpretation and implementation on an ongoing basis; and
- Preliminarily approves the yearly reports as well as the Strategy Plan, annual Work Programme and Budget of the Consortium prior to their submission to the General Assembly.

Commenté [SR36]: Phrase clarified.

6.7 Ad-hoc committees

Ad-hoc committees such as the Regionalisation or the Search Committees - can be established by decision of the Council. They have a clear mandate, usually time-bound. The Chair of an ad-hoc committee, like the chairs of all standing committees, is requested to report on the occasion of the General Assembly.

Commenté [SR37]: Examples of Committees added.

7. THE COUNCIL OF ELDERS

The Council of Elders is a non-executive body comprised of people who are widely considered by consensus of the Council to be outstanding in their work in support of ICCAs. It is envisaged that the Council of Elders will be confined to a few excellent people with widely recognised merits and it is not expected to become a large body. Candidates for the Council of Elders must be agreed unanimously by the Council, and Members of the Consortium will be advised of this decision. There is no need to justify the decision. The Council will have full power to identify the Elders of the ICCA Consortium without the need for a vote by the Members.

Commenté [SR38]: Correction of name.

Commenté [SR39]: Correction of name.

The Council of Elders supports the work of the Consortium, including by:

- Promoting ICCAs internationally and nationally as applicable;
- 'Representing' the Consortium in appropriate high-level events upon request by the Council;
- Providing advice on decisions of crucial importance to the life of the Consortium when the Council cannot reach consensus or whenever they feel this advice is necessary; and
- Helping to resolve disputes in rare cases, when called on by the Council.

To keep them up to date on events, the members of the Council of Elders are included in the mailing list of the Council and receive the minutes of all General Assemblies, Extraordinary

Commenté [SR40]: Correction of name.

General Assemblies and Council meetings. They can attend any of these meetings if they wish. The Council of Elders can ask to be consulted on specific issues, if they feel this is necessary, even if they have not been called on by the Council.

8. THE WORK PROGRAMME

The **Work Programme** of the Consortium articulates the joint activities of its Secretariat and membership with specific reference to the Consortium's **mission, strategy and policies**. It is articulated in a **succinct document** and **preliminary budget** approved by each General Assembly.

The Consortium's Secretariat reports about the Work Programme to the Executive Committee on an on-going way and to the broad membership at least once a year on the occasion of the General Assembly.

A **Policy of the ICCA Consortium** (e.g., the policy on "Defending Territories of Life and Their Defenders" or the Policy on Gender) is an explicit way to translate its mission and strategic directions of work into specific objectives and an action plan with the full concurrence and support of its membership. A policy document is usually drafted by one or more Members with the support of the Secretariat, signed off by the Council and widely diffused for comments and contributions by the whole membership. A Policy of the ICCA Consortium is adopted during a General Assembly.

A **Theme of the ICCA Consortium** is a specific **subset of its Members and Honorary members** that agree to collaborate towards a goal and objectives relevant for a thematic area of crucial value for the mission of the Consortium. The Themes add order and coherence to the Consortium Programme, responding to its growing size, its new and explicit policies and its enhanced work scope and responsibilities.

Each Theme (subset of Members and Honorary members) acts under the leadership of **two Co-chairs** (desirable candidates represent a Member of the Consortium or are Honorary members, and at least one of the two Co-chairs is an indigenous person). The Theme's Co-chairs are **ex-officio members of the Council of the Consortium**. Each Theme works with **one or more "Focal Points" in the Consortium Secretariat** (ideally a Focal Point in each region). The subset of Members and Honorary members to be part of each Theme is identified via **an open call** to the membership. At the discretion of the Co-chairs, any inactive Theme members are deemed to have relinquished their being part of the Theme.

The Co-chairs of a new Theme are appointed by the Executive Committee for a three-year period. Subsequent Co-chairs will be nominated (or re-nominated) by at least two Members (preferably that have been active on the Theme) and confirmed/ elected by the relevant

Commenté [SR41]: Section 8 is completely new and has not been included before.

General Assembly. The Co-chairs of a Theme can remain in charge for a maximum of three successive three-year periods.

Each Theme adopts a goal and objectives to be pursued according to specific activities and budget. The Secretariat and membership that are part of the Theme collaborate to set up effective internal communication avenues for the Theme, fundraise and carry out the activities in diverse regions and/or globally.

As of mid-2019, three Themes have been identified to structure the Work Programme of the Consortium:

- **Documenting Territories of Life** (focusing on on-going Members' work on ICCA mapping and documentation as part of ICCA self-strengthening processes, as well as to registration, peer-support and peer-review and relationships with UN Environment WCMC)
- **Supporting Territories of Life** (focusing on territories of life as foundation of community wellbeing and sustainable, self-determined livelihoods)
- **Defending Territories of Life** (focusing on the implementation of the Consortium Policy entitled *Defending Territories of Life and Their Defenders*)

9. CRITERIA ABOUT FUNDERS

The ICCA Consortium will only seek funding from donors that support the vision and objectives of the Consortium and that are not involved in activities that violate the rights of indigenous peoples or local communities and/or undermine their ICCA related initiatives or conservation in general. Wherever possible, the Consortium will seek written confirmation of the above.

The Consortium does not normally seek funding from private corporations, unless those are specifically related to ICCAs and their caretaker indigenous peoples and local communities. It may seek funding from foundations set up by private corporations, provided the criteria mentioned above are strictly applied.

The Consortium will accept funding from Governments and intergovernmental institutions only after assuring itself that its independence to operate will in no way be compromised.

10. BUDGETARY AND FINANCIAL OPERATIONS

10.1 Budget planning and reporting

The Treasurer provides a **Report to Members** on the occasion of the Annual General Assembly, usually including the final report for the preceding year and the preliminary report for the current year. As per Article 8 of the Statutes, the General Assembly notes the annual reports and makes decisions, as appropriate.

Commenté [SR42]: Phrase clarified.

Commenté [SR43]: Phrase added. It was not a requirement to seek written confirmation in the past.

On the occasion of the General Assembly, the President, Secretary of Council and Treasurer work with the Global Coordinator to agree on a **Work Programme and Budget for the following year** that is then presented by the Global Coordinator. The yearly budget foresees **regular expenditures** (such as payment for Secretariat members' costs, consultancies, publication costs, travel costs, etc., in accordance with the work plan and any existing project contracts) as well as foreseen extraordinary expenditures. The General Assembly approves the plan and annual budget and offer comments and guidance as needed.

Commenté [SR44]: Corrected job title.

Commenté [SR45]: Individual responsibilities clarified.

Commenté [SR46]: Phrase clarified.

In the course of each financial year, the Council may revise and adjust the plan and budget, as necessary, following specific evolving needs and opportunities. As soon as feasible after the end of each financial year the Treasurer also produces and submits to the Council the final financial report for the past year.

The Auditor of Accounts has full access to all documents related to budgetary and financial operations, decisions and transactions at any time of her/his choice during the year.

10.2 Financial operations

The following procedures guide the Consortium's financial operations:

- All expenditures are related to the administration of the Consortium and/or the implementation of activities as foreseen in its yearly Work Plan and Budget;
- Except on occasions in which electronic banking is unsuitable, all disbursements take place via electronic banking;
- All regular expenditures are made via the **Consortium Programme Manager**, who instructs the **Consortium Accountant** to disburse the Consortium resources as appropriate; the Global Coordinator is kept in copy;
- Any expenditure up to US\$3,000 that departs from the foreseen yearly Budget and Plan and/or needs to take place in cash can be approved by the Global Coordinator and the Treasurer upon specific request from the Programme Manager;
- Any expenditure above US\$3,000 that departs from the yearly Budget and Plan and/or needs to take place in cash is approved by at least two officers with the power of signature upon specific request from the Global Coordinator or the Programme Manager. An exception to this rule is cumulative petty cash matters, e.g. many individual reimbursements on the occasion of gatherings (those are normally foreseen in advance and carefully accounted for); and
- Any expenditure above US\$10,000 that departs from the yearly Budget and Plan and/or needs to take place in cash is approved by the Council upon specific request from the Programme Manager.

Commenté [SR47]: Previously this was Treasurer, Global Coordinator and/or President.

Commenté [SR48]: Previously this was US\$1,000

Commenté [SR49]: Previously this was President, Global Coordinator or Treasurer.

Commenté [SR50]: Previously this was US\$1,000

Commenté [SR51]: Previously this was only the Programme Manager.