



July 1, 2016

To all GEF-CSO Network Members in Central Africa region

Dear Colleagues,

CALL FOR ELECTION OF REGIONAL FOCAL POINT (RFP) FOR CENTRAL AFRICA REGION

As you may be aware, the position for the GEF-CSO Network's Regional Focal Point for the Central Africa region has been vacant since June 2014 pending a review and update of our membership. We are pleased to inform you that we have completed the membership review.

As the Chair of the GEF-CSO Network, I am writing to invite all eligible members of the GEF-CSO Network in Central Africa region to participate in election for the new Regional Focal point (RFP) for Central Africa region. The list of countries which are currently included in the region is as follows: Burundi, Cameroon, Democratic Republic of Congo, Central African Republic, Congo, Gabon, Equatorial Guinea, Sao Tome and Principe. The current list of the Network members who are eligible to participate in this election is listed in **Attachment 1**. Please check and verify that your contact details are correct.

NGOs play a major role in the Global Environment Facility (GEF), both at the policy and project level. Inputs from NGOs are facilitated through the GEF-CSO Network which was established in 1996. Within the Network, Regional Focal Points play an important role in coordinating activities at regional level and facilitating input from the Regions into the policy making of GEF. The role of RFP is described further in **Attachment 2**. The term for the elected RFP will be for 48 months starting Sept 5, 2016. As stated in the Network rules, the period of office of the RFPs may be reviewed by the Coordination committee from time to time and adjusted if necessary. Therefore candidates should understand that even though they may be elected for a 48 months period, this period may be adjusted at some time in the future. In addition, there may be periodic adjustment of countries included in the various Network regions.

The election will be carried out in accordance to the Rules and Procedures for the Operation and Management of the GEF-CSO Network as described in **Attachment 3**. For more details, please refer to the Rules and Procedures which can be found in the Network website www.gefcso.org. The election will be overseen by an "Election Task Force" set up under the Governance, Membership and the Elections Sub-Committee. The members of the Election Task Force and their contact details are listed in **Attachment 4**.

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-2-

The election will run from 1 July till 5 September 2016 and will be done via e-mail. The tentative schedule for the election is listed in **Attachment 5**. Further details on the election will be circulated to member in the region by the Election Task Force.

Thank you and we look forward to your participation in the election.

Yours sincerely,

Essam Nada
Chair, GEF-CSO Network
www.gefcso.org



ATTACHMENT 1 : LIST OF GEF-CSO NETWORK MEMBERS IN CENTRAL AFRICA REGION

No.	Organisation	Organisation Address	Key Contact Person (for voting)
1.	Action Volontaire pour la Lutte contre les Changements Climatiques et les Effets Negatifs du Soufre du Diesel	Boulevard, 28 Novembre in front Of CHUK, B.P 6167, Bujumbura, Burundi. Tel: +257-79-910045	Ndayimirije Ficard Legal Representative ndayimfic@yahoo.fr
2.	AFRIQUE ACTION CONTRE LES CHANGEMENTS CLIMATIQUES (AFRICA ACTION AGAINST CLIMATE CHANGE) - ACC	46, Avenue Patrice Lumumba, Bujumbura, Burundi. Tel: +257-78-842 820	Wakana Adolphe Legal Representative nsabjodi@yahoo.fr
3.	Organisation de defense de l'environnement au Burundi 'ODEB'	Avenue des Etats Unis No. 18, Bujumbura, Burundi. Tel: 00 257 22 216246 Fax: 00 257 22 216246	Antoine Kinyomvyi President kinyomvyi@yahoo.com ; odeb2002@yahoo.fr
4.	Association pour l'Integration et le Developpement Durable au Burundi (AIDB)	Rohero I, Av. Ngendandumwe N° 32, Immeuble « Maison des oeuvres » or « House works »/3rd Floor, Bujumbura, Burundi. Tel: +257-79991315; +257-68022616	Severin Sindizera Country Director General sezvera@yahoo.fr sezvera.aiddburundi@gmail.com
5.	African Conservation Foundation	P.O. Box 189, Nakuru, Cameroon. Tel: 28515040	Arend de Haas Director Conservation arend@africanconservation.org
6.	Akwi Memorial Foundation (AMF)	P.O Box 1095, North West Region, Bamenda, Cameroon. Tel: 00-237-33208784	Ajaga Nji President/Founder ajaga_n@yahoo.com ; akwimemorial@yahoo.com
7.	OPED - Organization pour l'Environnement et le Developpement Durable	B.P. 12675 Rue 2.377 Tsinga, Yaounde, Province du Centre, Cameroon. Tel: 237 7760 2383 Fax: 237 2200 3506	Jonas Kemajou Syapze Director oped_cam@yahoo.fr ; jksyapze@yahoo.com
8.	Protection Environnementale et le Developpement Durable (APEDD)	Bangu-RCA Quartier Benz-VI Avenue-Benz-VI, Bangui, Central African Republic. Tel: +236-75042419 Fax: +236-21613940	Ngakola Celestin Coordonnateur ngakolaalpha@yahoo.fr
9.	Amigos de la Naturaleza y del Desarrollo de Guinea Ecuatorial (ANDEGE)	Bario Ukomba S/N, Bata, Equatorial Guinea. Tel: +240-222270560/222213642 Fax: +240-333082874	Gabriel Ngua Ayecaba President boscuami2005@yahoo.es
10.	FONDATION VILLAGEOISE DE GESTION DE LA NATURE ET DE LUTTE CONTRE LE BRACONNAGE	Libreville, B.P 13,804, Libreville, Estuaire, Gabon. Tel: 241 06 68 06 24; 0024107724642 Fax: 241 0787 7674	Seraphin Ekemi-Mfouo President seratoba@yahoo.fr
11.	ONG Brainforest	Quartier Ambowé, Route menant au Camps de Gaulle, Libreville, Estuaire, Gabon. Tel: 241 0729 4140; 241 0741 9922	Protet Judaël Essono Ondo Coordonnateur des Programmes de Brainforest protet@brainforestgabon.org
12.	Action de Développement, Promotion et Assistance Communautaire (ADPAC)	Avenue Muzu no3, Quartier Ndanu, Commune de Limete/Poids lourd, Ville - Province de Kinshasa, Kinshasa, Dem. Rep. of Congo. Tel: +243 99 83 661 65	Ndembo Mafu Tala Paul Secrétaire Général fpp_industry@yahoo.fr



13.	Action Jeunesse Pour Le Developpement	29, Rue Tsaba Mougali - BP, Moukondo, 10030 Brazzaville, Congo. Tel: 242-06-6786598	Bahakoula Mabidi Louis Executive Director ong.ajedcg@gmail.com ; ong.ajedcongo@yahoo.fr
14.	Action pour le Développement de l'Agriculture et de la Pêche avec Protection Environnementale de Likende (ADAPEL) avec Protection Environnementale de Likende (ADAPEL)	5628 Lomami Street Kingabwa sans fil limete, Kinshasa, Dem. Rep. of Congo. Tel: 00243812194463; 00243812194463 Fax: 148 4421 5801	Amede Daki Bopolo Coordinator istma30@yahoo.fr ; likende_org@hotmail.com
15.	ACTION POUR LE DEVELOPPEMENT INTEGRE ET LA SANTE POUR TOUS (ADIST)	Banunu 24/A Commune DE Matete, Kinshasa, Dem. Rep. of Congo. Tel: 234-12-854546954; 0818117831	Nicolas MUHIYA LUMBU Secrtaire Charge De L'Administration Et Finance johnkapingakamuina@gmail.com
16.	APRODEA, ACTION FOR ECONOMIC AND AGRICULTURAL DEVELOPMENT	Av. Patrice Emery Lumumba/Bukavu/Sud-Kivu, Rd Congo, Dem. Rep. of Congo. Tel: +243	Dismas Biringanine Coordinator prodea2007@yahoo.fr
17.	Association Congolaise pour Développement Agricole (ACDA)	09 Bouenza Avenue, Diata, Brazzaville, Congo. Tel: +242-06 665 59 91	Youbou Biagha Daldy Rustichel President daldy_youbou@yahoo.fr ; info.acda@yahoo.fr
18.	ASSOCIATION DES TRADIPRATICIENS DU KASAÏ• OCCIDENTAL (ATRAKOC)	N° 32, av. du Cimetier, Q/Hopital, C/Kananga, Kananga, Dem. Rep. of Congo. Tel: +243-998 06 89 39	Ntumba Kadumbu Baskol President baskolntumba@yahoo.fr
19.	Association of Actions of Peace and Community Development (APADEC)	Number 84; Void of Alliance; Neighborhood Nyamianda, Uvira, Dem. Rep. of Congo. Tel: +243-993881323	Bulambo Seseti Paul Coordinator Apadecasbl@yahoo.fr ; paulbulambo@yahoo.fr
20.	Aube Nouvelle Pour La Femme Et Le Developpement (ANFD)/ New Dawn for Women and Development (NDWD)	36 AV of Pioners Street of Kimanga, Province South-Kivu, 108 Av of commercial street of Kalundu, Uvira, South Kivu, Dem. Rep. of Congo. Tel: +243 999 00 4625 ; +243 999004625 c/o PO Box 6306, Bujumbura, Burundi	Crispin Swedi Bilmbela Executive Director anf_asbl2@yahoo.fr ; swedibilo@yahoo.fr
21.	Centre d'Appui pour le Developpement Integre de Lukolela en sigle CADIL/asbl	43, Av. Mobutu N 43 Localite de Bongonda/Socobelam, Territoire de Lukolela, Dem. Rep. of Congo. Tel: +243-819815037; +243-858114472	Soleil Litumba President du CA ongcadil@yahoo.fr
22.	CENTRE DE RECHERCHES APPLIQUEES	Avenue Dikulwe NÂ° 167, Commune De Lemba, Kinshasa, Dem. Rep. of Congo. Tel: 243 815 035 829; 243 995 196 485	Marc Robert Midi Mukuswozinga Executive Secretary macrobert2002@gmail.com
23.	GROUPE D'ACTION POUR L'ASSAINISSEMENT DES CENTRES URBAINS DU CONGO en sigle GAACUC	Avenue Bumba N°13 Quartier Livulu, Commune de Lemba, Kinshasa, Dem. Rep. of Congo. Tel: +243998129270 Fax: +243852602068	Mbatu Mazenzu Hilaire President Secrtaire General gaacuc2004@gmail.com
24.	Groupe D'Action Aux Necessiteux - GAN	15 Av Himbi Goma City North Kivu, Dem. Rep. of Congo. Tel: 2439 9209 9310 Fax: CONGO GOMA	Jeremiah Make Kyanzila Executive Director gan_rdc@yahoo.fr
25.	HOPE IN AFRICA	Commune de Goma, Quartier Himbi, Avenue de la mission N°334, Goma, Dem. Rep. of Congo. Tel: +243997794691	Prisca Luanda Kamala Coordinatrice hopeinafricaasbl@yahoo.fr
26.	Maison Pierre Angulaire Sacree (MPAS)	Maison Pieree Angulaire Sacree Quartier Kasika, A.V Bakisi : N 6. Commune De Karisimbi, Ville de Goma, Dem. Rep. of Congo. Tel: +243813136935, +243998624338	Faida Amisi Lewis Coordonnateur amisilewis@yahoo.fr



27.	Regroupement Pour le Developpement Communautaire	45, Av. Bolafa, Quartier Kimbanguie Commune De Kalamu, Kinshasa, Dem. Rep. of Congo. Tel: +243-875008088; +243-998584787	Beatrice Zabibu Mokanga Presidente beatricezabibu@yahoo.com
28.	Reseau Communautaire pour le Pauvre (RCP-Network)	3923, Route de Matadi, C/Mont-ngafula, Kinshasa, Dem. Rep. of Congo. Tel: 00-243-895933473	Feli Esau Ubebu Coordinator feli.esau@yahoo.fr
29.	SOCIETE CIVILE ENVIRONNEMENTALE ET AGRO-RURALE DU CONGO (SOCEARUCO)	Galerie Du Marche, Appartement 18A-18B ET 17B Avenue Du Commerce, Commune De La Gombe, Kinshasa, Dem. Rep. of Congo. Tel: 00-243-813751324	CATHY MBOYANGAWO Secretary socearuco@yahoo.fr
30.	Synergie d'Aides Prioritaires-Aides d'Urgences (SAP-AU)	N° 46, Avenue Maniema, Quartier Katindo Gauche, Commune de Goma, Goma, Dem. Rep. of Congo. Tel: 243-0-815032082	Bruno Bahati Barhalibirhu Coordinateur National Bruno.coordosap@gmail.com
31.	organisation des laics engagés du sacré coeur pour le developpement de kimbondio	07, avenue thsuapa Q/mbenseke C/Mont-ngafula Kinshasa, Kinshasa, Dem. Rep. of Congo. Tel: 243 8151 55414	Ernest Lutete Vice President olesdk@yahoo.fr
32.	TOUS EN ACTION POUR LE PROGRES (TAP)	Q. Le Volcan, AV. Butembo, N° 32, Goma, Dem. Rep. of Congo. Tel: +243 994176523	Paluku Kafurani Elias President palukukarufani@gmail.com
33.	UNION DES CULTIVATEURS ELEVEURS DE MPOMA (U.C.E.M/ASBL)	Av° Losandja N°35 ; Quartier : Longenge ; Territoire de Basankusu ; District de l'Equateur et Province de l'Equateur, Basankusu, Dem. Rep. of Congo. Tel: +243-0-998441153	Lyongo Bangofa President ucemsongd@gmail.com



Attachment 2: Terms of Reference (ToR) of the Regional Focal Points (RFPs)

(Extracted from the adopted Revised Rules and Procedures for the Operation and Management of the GEF-CSO Network, 18 October 2016)

The Regional Focal Points (RFPs) are member organizations of the GEF-CSO Network which are elected by members in their respective region to coordinate and facilitate GEF- NGO Network activities in that region in consultation with the Chair /Secretariat. Each Regional Focal Point will appoint a senior representative to represent it at the GEF-CSO Network Coordinating Committee.

Specific responsibilities of the RFP include:

1. Representing and promoting the GEF-CSO Network in their respective regions and working to implement the short term plans and long term strategies of the Network in their regions.
2. Providing within their region, in a timely fashion, information to accredited NGOs and other stakeholders concerned with the GEF, on all relevant and appropriate GEF-related activities, including GEF-CSO Consultations and GEF Council meetings.
3. Developing, collating and providing reports on regional activities and issues relevant to ongoing GEF processes and upcoming GEF activities, to the Chair, on an as needed basis, for archival purposes, for meetings, for preparation of Annual Reports by the Chair and for distribution to the Network and to the GEF Secretariat, where and when appropriate.
4. Communicating and coordinating regularly with membership in the respective regions, the Chair and other Regional Focal Points(RFPs) to develop and produce relevant and timely input into GEF policy documents and processes, information dissemination concerning and affecting GEF-CSO objectives, operations, logistics, and, meetings.
5. Collecting, compiling, and providing brief reports in consultation with member organizations in the relevant regions), as needed and requested by the Chair, on regional concerns relevant to the upcoming GEF meeting for distribution to Consultation participants.
6. If funds are available, coordinating the nomination and selection of additional regional participants in GEF activities and meetings, in coordination with the Chair.
7. Participating actively in the GEF-CSO consultation meetings prior to each council meeting as well as the council sessions.
8. Providing appropriate and timely input to reporting of these events.
9. Reporting back to the members in the respective region on GEF Council Meetings through the distribution of the NGO report on the meetings.
10. Facilitating the participation of NGOs in the region in the processes of the GEF, through information and analysis and sharing of experiences and of lessons learned, encouraging and assisting NGOs in the process of accreditation to the GEF.
11. Supporting the NGOs in the region in planning and implementing regional and national outreach activities for awareness raising and promotion of GEF-related activities.
12. Developing, updating and maintaining a comprehensive list of, and appropriate information on, relevant individuals, organizations, NGOs, institutions and government entities, (including GEF-CSO Network members, government focal points and representatives from Implementing Agencies) within their region to coordinate and cooperate with for successful implementation of GEF activities and projects.

In executing their duties and responsibilities, the RFPs will ensure that they conduct themselves, in all respects, in their leadership positions according to the GEF-CSO Network Code of Conduct.



Term of office and replacement of RFP

The initial term of office for the RFP is four (4) years, and it may be re-elected one additional time. In the case of a RFP having been in its position for two consecutive terms, encouragement is to be given to member organizations from other countries in the region to stand in the elections. However the decision of the election of the next RFP will be left to the member organizations in the relevant region.

If an RFP fails to undertake a reasonable number of appropriate and relevant activities after being elected, or fails to perform according to standards of performance and conduct adhering to guidelines set by the Coordination Committee (i.e. attending necessary CC or GEF Council meetings, initiating and coordinating activities in its respective region, providing reports on activities, representing the GEF-CSO Network appropriately) or breaches the code of conduct, the RFP will be asked to formally explain what steps it is taking to rectify the situation within a reasonable time frame. If it is unable to meet the necessary requirements as RFP, then the situation will be reviewed by the Coordination Committee who will make a decision on the need to declare the position vacant and call new elections in the region concerned.

If the designated individual representative of the RFP does not undertake their duties in an appropriate manner, the Coordination Committee may request the RFP to rectify the situation or appoint another representative within an appropriate time frame, failing which election for a new RFP can be initiated.

If a RFP is unable to complete its full term, the RFP must immediately inform the Chair who, with the cooperation of the Coordination Committee, will organize and facilitate the process of electing a new RFP in the region.

In case the nominated representative of the RFP resigns from the organization or is unable to continue with their work, the RFP will notify the Coordination Committee through the Chair and may propose another senior representative with equivalent experience and skills to undertake this role, subject to agreement by the Chair and a majority of the members of the CC. In case such agreement is not obtained, elections for a new RFP will be initiated.

If the elected organization is not able to continue performing its responsibilities as RFP, it should notify the Coordination Committee through the Chair. The Coordination Committee will declare the position vacant and organize elections for this the region.

Transitional Arrangements

RFPs leaving their positions will prepare a set of documents to guide the new RFP. The RFP will work with and share their acquired knowledge and experiences with the new incoming RFP, and, do all they can to assist the smooth transition from one to the other. The RFP will normally serve from the time of their election for four years and their term will end once a new RFP is elected. If for some reason the election could not be completed in the allotted period and has been postponed or reorganized, the CC will make a decision on the status of the RFP.



Attachment 3: Election Procedures

(Extracted from the adopted Revised Rules and Procedures for the Operation and Management of the GEF-CSO Network, 18 Oct 2015)

Regional Focal Point (RFP) Elections

Among all member organizations in a region, one is elected as Regional Focal Point (RFP). The NGO nominates a senior representative to take on the regular responsibility of carrying out the duties assumed as RFP described in Annex 3. Only an active member organization may nominate itself and participate in the election within each region. To be nominated as an RFP, the member NGO should have the institutional capacity and commitment to accept and execute the duties and responsibilities of this position.

The process of elections is conducted by an Elections Task Force established by the GEF-CSO Network Governance Sub-Committee and overseen by the GEF-CSO Network Coordination Committee.

Timing of call for elections

The election will take place in the time period of approximately six months between successive GEF council meetings so as to enable the newly-elected RFP to attend the next Council meeting. The elections process will start immediately after the last council meeting that is attended by the outgoing RFP or other such date as may be determined by the Coordination Committee. Three months before the elections, the Network should start to contact members in the respective region to update the contact information of the member organizations,

Call for Elections

- a.) The call for Elections will be undertaken by the Chair of the Network who would send out an email to the designated contact points of the member organisations in the region concerned, announcing the elections for the Regional Focal Point, This notice should include information on the composition and the role the Election Task Force that would facilitate the elections process. This announcement should be placed on the website of the Network.

The Elections Task Force

- a.) The Elections Task Force would be appointed by decision of the Coordination Committee based on a recommendation of the Governance Sub-committee prior to the start of the election process.
- b.) The Elections Task Force would comprise of 3-5 members who have no active involvement in the region(s) concerned.
- c.) The Elections Task Force would comprise a majority drawn from the members of the Governance sub-committee and a minority of those from outside of the Sub-committee, but are familiar with the election procedures.
- d.) The Task Force would not include the Chair.
- e.) The composition of the Task Force should not be changed during the election period except due to the incapacity or non availability of one of the members.

Nomination of candidates

- a.) The Chair of the Task Force shall send out a 'Call for Nominations' no more than 2 weeks after the Call for Elections. The package would include a request for nominations, a Nomination Form, a copy of the Election procedures and the Terms of Reference for the Regional Focal Point of the GEF-CSO Network. This announcement should be placed on the website of the Network



- b.) A period of up to one month may be provided for nominations. In case of low response the nomination period may be extended in consultation with the Governance Sub-committee.
- c.) A reminder to submit nominations should be sent out by the Elections Task Force to all the member organizations at least one week before the deadline to submit nominations.
- d.) Organizations wishing to nominate themselves as RFP should submit the following documents:
 - (i) Completed Nomination Form and confirmation of agreement to follow election rules and guidance/decisions of the election Task Force, Governance Sub-Committee and Coordinating Committee.
 - (ii) A letter signed by the Chairman/President or member of the Board of Governors (or equivalent) of the organization confirming the organisation's commitment to undertake the tasks the RFP if elected.
 - (iii) A document describing the experience of the organization and its experience related to GEF and the focal areas of GEF.
 - (iv) A work plan on how the candidate organization intends to meet the responsibilities of an RFP
 - (v) The name and qualifications of the designated person proposed to represent the RFP at the Coordinating Committee and oversee the implementation of the RFP's responsibilities.
 - (vi) Certification of non-profit status, annual report and accounts for the most recent year
 - (vii) A list of members of the board/management committee and name and contact details of the Chair of board and most senior staff member.

The RFP is a very important position in the Network with significant responsibilities and so the eligibility for an organization to be a candidate shall be verified where possible, in consultation with the national GEF focal point or other agency, on the basis of the following :

Requirements:

Organisation

- Submission of required documents
- Non-profit status
- Period of operations of at least 3 years
- Executive staff and experience in program/project implementation,
- Sound financial and accounting systems.
- Proven track record on environment management issues

Representative

- Senior person with experience of management and policy issues
- Fluent in written and spoken English (considering the requirements of GEF).
- Familiar with the GEF-related matters

The Task Force shall remind the contesting candidate only once to submit any incomplete or incorrect information. If the candidate organisation fails to submit the required information they would be considered ineligible,



The Election Task Force on receiving all the documents listed above shall include them in the package of materials to be circulated to the eligible voters in the region to help them select the appropriate candidate.

Eligibility of existing RFPs to stand for election

- (i) Elected RFPs are eligible for one re-election, provided that they have satisfactorily met their basic obligations during their first election period.
 - (ii) Organisations which have served two consecutive terms as RFP will not be eligible for re-election.
 - (iii) Notwithstanding the option for re-election of RFPs, the rotation of the position of RFPs among eligible organizations in the respective region is encouraged.
 - (iv) If prior to April 2008 (date of adoption of initial guidelines) an organization was invited/nominated as an RFP and has served for a full four year term it is only eligible to stand for one subsequent election after the period served by appointment. Existing organizations who have been elected as RFPs once prior to these guidelines are eligible to stand for re-election. Those organizations which have been appointed for one term as RFP and have been elected for a second term are not eligible for reelection.
- e) Screening of candidates
The Elections Task Force should review and verify the documents. A period of up to two weeks is provided for the Elections Task Force to screen candidates based on the documents provided and to confirm that candidates meet eligibility criteria. Consultation may be made as necessary with appropriate sources to verify the credentials of the candidate organizations. Any organizations found to have submitted false or misleading information may be barred from the election and subject to disciplinary action. The Elections Task Force will confirm the list of eligible candidates. In the case of only one eligible candidate for the election, they may be declared the winner without a voting session.

Elections

- a) The Elections Task Force shall send out a 'Call for Voting' including the documentation of the eligible candidates and the Voting forms/slips to the accredited organizations of the region at least 21 days before the end of the election period
- b) The election period would last for 21 days, during which the voting organizations would submit their votes electronically to the designated email(s) on the specified Voting forms/slips sent to them. If for some reason the designated email becomes inoperable during the voting period the Elections Task Force shall immediately inform eligible voters of an alternate email address.
- c) The Elections Task Force shall send a reminder to all the accredited organizations in the region at least 10 days prior to the deadline for voting. Any vote received by the Task Force after the deadline (date and time) will automatically be invalid.
- d) All votes will be acknowledged electronically (automatically) or by the designated member of the Elections Task Force to the official contact of the voting organization within 48 hours of receipt.

Voting eligibility

- a) Only active organizations (as defined in the membership procedures) are eligible to vote.
- b) Only members of the GEF-CSO Network as of the last day of May or November (whichever is later) preceding the election period will be considered eligible for voting.



- c) A list of such (as qualified in para 6.a and 6. b above) will be posted on the Network web site prior to the election period
- d) The candidate NGOs are also allowed to vote

Validity of Votes

- a) Only the votes received on the formal voting slip and from the designated representative of the organization and sent to the designated email would be considered valid.
- b) The votes should be sent to the email(s) designated by the Elections Task Force in their 'Call for Voting' notice.
- c) The votes received from the emails other than the ones registered would be considered only after proper verification.

Counting of votes and declaration of the results

- a.) The Elections Task Force will receive and count all votes received from the accredited NGOs in the region. The Elections Task Force would review the voting results and prepare a report on results within 3 days of the voting deadline. The report would be submitted to the Governance Sub-Committee for endorsement. The endorsed result together with information on the voting procedure will then be submitted to the Chair for announcing the result to the members in the region and the CC. The announcement of the results would be made by the Chair within 10 days of the completion of the voting period.
- b.) In case a candidate withdraws from the election after the initiation of the voting process the voting process should be restarted with the reduced number of candidates. In case of election with only two candidates, the other candidate can be declared the winner.
- c.) In order to be declared a winner, an organization must receive the most number of votes of the votes cast.
- d.) In the case of an election where the votes are tied between the two or more candidates after the designated voting period an extension of the election period of up to one week can be granted by the Governance Sub-Committee.
- e.) In case the results of the election are still not clear the matter should be referred to the Coordination Committee for a decision on the way forward.

Complaints and procedures for lodging complaints

- a) Any candidate who is not satisfied with the result of the election must lodge a written complaint to the Chair of the Network Governance sub-Committee with a copy to the Chair within 14 days of the date of the announcement of the elections results. Any election-related complaint would be acknowledged in writing within one week indicating the process to address the complaint.
- b) The Governance sub-Committee will consider the complaint and prepare a report within 14 days of the expiry of the deadline for submission of complaints. The Governance Sub-Committee will then transmit its response to the complainant. The complainant may within seven days of the date of transmission of the response indicate in writing to the Chair any aspects of their complaint on which they are not satisfied by the explanation of the Governance Sub-committee, This further complaint will be submitted by the Chair to be reviewed by the Coordination Committee at its next ordinary meeting or (if considered urgent) by circulation. The Coordination Committee may if appropriate, set up a separate Task Force to review the complaints received. The ruling of the Coordination Committee will be considered final.
- c) If the complaint is received in the middle of the election process, the Elections Task Force shall seek guidance from the Governance Sub-Committee on whether to wait until the elections are over to



address and or investigate the complaint. No anonymous complaint will be considered, nor can the source of the complaint be maintained confidential in all cases, as the affected candidate will have to be given an opportunity to present his/her response to the allegations.

Compliance with the elections procedures

- a) Each member of the Election Task Force shall abide by the procedures laid down such as verification of the membership, nominations, voting information, voting mail address, tally of votes to ensure the holding of fair elections.
- b) The details of the votes received each different candidate would not be revealed in any circumstances to either the candidates or the voting organizations in the regions concerned.
- c) No member of the Coordination Committee other than the members of Elections Task Force shall have access to the vote information on votes cast during the election process. In case of a complaint needing the C.C. intervention the information will be shared with the C.C. on a need-to-know basis.
- d) Any member of the Task Force who violates these rules may be subject to disciplinary procedure
- e) An incumbent or outgoing RFP should not use their position to inappropriately influence the Elections Task Force, Coordination Committee or otherwise influence the conduct of the elections.
- f) Any Candidate who violates the rules or acts in an inappropriate manner to secure votes may be subject to disciplinary action or disqualification.



Attachment 4 : Members of the Election Task Force

NAME	ORGANISATION	CONTACT DETAILS
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Attachment 5 : Election Schedule for RFP Central Africa

NO.	ACTIVITIES	BY	Date
1	Call For Election/ Notice	Chair of GEF CSO Network	1 July 2016
2	Nomination		4 – 22 July (3 weeks)
	- Call for Nomination	Chair of the Election Task Force	4 July
	- Nomination period	Members in the region	4 – 22 July
	- Closing date for nominations		22 July
3	Verification of the Submitted Nominations	Election Task Force	23 July – 7 Aug
4	Voting		8 – 26 Aug (3 weeks)
	- Call for Voting	Chair of the Election Task Force	8 Aug
	- Voting period	Members in the region	8 – 26 Aug
	- Closing date for Voting		26 Aug
5	Counting/Verification of Votes and Results		27 Aug - 2 Sept
	- Counting and verification	Election Task Force	27 Aug – 1 Sept
	- Submission of results to Coordination Committee	Election Task Force	2 Sept
6	Announcement of results	Chair	5 Sept
7	Start of term for new RPP	New RFP	5 Sept 2016

Note : In the event that no nomination is received at the time of closing, the nomination period may be extended and this will change the timeline for the subsequent activities.