



August 1, 2017

To all GEF-CSOs Network Members in the North Africa region

Dear Colleagues,

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

As the Chair of the GEF-CSO Network, I am writing to invite all eligible members of the GEF-CSO Network in the North Africa region to participate in election for the new Regional Focal point (RFP) for the North Africa region. We, **Arab Network for Environment & Development (RAED)**, who is the current RFP will be completing our second term which end on October 22, 2017. The list of countries which are currently included in the region is as follows: Algeria, Egypt, Libya, Mauritania, Morocco, Sudan and Tunisia. 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.

CSOs play a major role in the Global Environment Facility (GEF), both at the policy and project level. Inputs from CSOs 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 Oct 23, 2017. 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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The election will run from 7 August till 9 October 2017 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,

A handwritten signature in blue ink, appearing to read "Essam Nada". The signature is written in a cursive style and is positioned to the left of a vertical line.

Essam Nada

Chair, GEF-CSO Network

www.gefcso.org

E-mail: enada2013g@gmail.com



ATTACHMENT 1 : LIST OF ELIGIBLE GEF-CSO NETWORK MEMBERS IN THE NORTH AFRICA REGION

No.	Organisation	Contact details	Key Contact persons
1.	Arab Network for Environment & Development (RAED)	3A Misr Leltameer Buildings Zahraa Elamaadi St, Zahraa Elmaadi, Egypt Tel: 20 2 2516 1519/1245 Fax: 20 2 2516 2961	Essam Nada, Executive Director enada2002@yahoo.com enada2013g@gmail.com
2.	Arab Office for Youth and Environment (AOYE)	3A Misr Leltameer Buildings, Zahraa Elamaadi St., Zahraa Elmaadi, Egypt Tel: 202 2754 4066/ 4077 Fax: 202 2516 2961	Emad Adly Chairman aoye@link.net
3.	Association of Continuity Generations	Sfax JADIDA ,Mohamed Chaabouni Street, Ayedi build, floor 4, apartment 12, Tunisia Tel: 216-74-31 129 942/ 98413229 Fax: 216-74-74406336	Sana Taktak Keskes President sana.t.keskes@gmail.com , acg.generations@gmail.com
4.	Association de Recherche sur le Climat et l'Environnement (ARCE)	BP 4250 Hai Ibn Rochd 31037 Algeria, Tel: 41539743, Fax: 41539743	Salah SAHABI ABED President arce21@wissal.dz , salah_sahabi@yahoo.com
5.	Association Nationale De Volontariat	Cite 1500 AADL 05 AMARA, ouled fayet, Algeria Tel: 213 5 50434753	Melha Ahmed President melhapme@yahoo.fr
6.	Association Pour La Protection De L'Environnement Et Le Developpement Durable De Bizerte (APEDDUB)	Avenue Habib Bougatfa, Otela BP 62 7000, Tunisia Tel: 00-216-98273942 Fax: 00-216-72443853	Najwa Bourawi President najwa_bourawi@yahoo.fr
7.	Coptic Evangelical Organization for Social Services	1331 dr. Ahmed Zaki Street El Nozha El Gedida, P.O. Box 162- 11811 - El Panorama, Egypt Tel: 20 2 2622 1424 /5/6/7/8 Fax: 20 2 2622 1434	Rev. Andrea Zaki Director General andrea.zaki@ceoss.org.eg , info@ceoss.org.eg
8.	Groupe d-Etudes et Recherches sur les Energies Renouvelables et l'Environnement (GERERE)	GERERE.Institut Agronomique et Vétérinaire HASSAN II. Madinat Al Irfane. BP 6202 -10101 Rabat, Morocco Tel: 212 537 641845, Fax: 212 537 641845	SEDRATI M'hemed President amised2001@yahoo.fr gerere.ma@gmail.com
9.	International Energy Foundation (IEF)	P.O. Box 83617, Tripoli, Libya Tel: 218 21 3331832-33-34 Fax: 218 21 333 1831	Mohamed Muntasser President info@ief-ngo.org
10.	Ong Agir En Faveur De L' environnement (ONG AFE)	Ksar Ancien llot 564, Mauritania Tel: 222 630 3450/645 5547 Fax: 222 525 5925	Ahmed Vall Ould Boumouzouna Président boumouzouna@yahoo.fr
11.	Protection de l'environnement et de l'écosystème Mauritanie (PEECO)	Route de Nouadhibou, Ext C227 Mauritania Tel: 00 222 4641 0574/222 2216 3345	Salamata Ouedrago President peecondb@yahoo.fr
12.	Société Protectrice des Animaux et de la Nature (SPANNA)	41, Résidence Zohra 12040 Harhoura, Morocco Tel: +212-537-747209	Abdelhamid BELEMLIH President belemlih@spana.org.ma , spana@spana.org.ma
13.	Sudanese Environment Conservation Society (SECS)	Khartoum - Arkawit - Obaid Khatim Street, Block 68 House P.O. Box 44266, Khartoum Centre, 11114, Sudan Tel: +249-1-83523606 Fax: +249-1-83523605	Nadir Mohamed Awad Vice President naderawad2@yahoo.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, 23th May 2014)

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 Central Focal Point (CFP). 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 CFP, on an as needed basis, for archival purposes, for meetings, for preparation of Annual Reports by the CFP 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 Central Focal Point(CFP) 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 CFP, 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 CFP.
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 CFP 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 CFP and may propose another senior representative with equivalent experience and skills to undertake this role, subject to agreement by the CFP 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 CFP. 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, 23 May 2014)

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 Central Focal Point (CFP) 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 Central Focal Point.



- 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 CFP for announcing the result to the members in the region and the CC. The announcement of the results would be made by the CFP 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 CFP 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 CFP 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 CFP 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
Ms. Patricia Turpin RFP Caribbean/Chair of Election Task Force	Environment Tobago #11 Cuyler Street, Scarborough, Tobago, West Indies, Trinidad and Tobago	Tel : 1-868- 660-7462 Fax: 1-868-660-7467 Email : patricia@cel2015.net
Lalit Mohan RFP for South Asia	Society for Environment & Development (SED) UG - 3, E/77, West Vinod Nagar, Delhi – 110092, India	Tel: 011-22475117/011- 22475117 Fax: 011- 22479505 Email : dr.lmohan@gmail.com
Nana Janashia RFP Eastern Europe & Central Asia	Caucasus Environmental NGO Network (CENN) 27, Betlemi Street, 0105 Tbilisi, Georgia	Tel. No. : 995 32 275 1903 / 04 Fax No. : 995 32 275 1905 Email : nana.janashia@cenn.org
Zhao Zhong RFP North East Asia	Green Camel Bell Room 102, Unit 4,17th Building Ming Ren HuaYuan, Qilihe District, Lanzhou Gansu Province China, Post Code: 730050	Tel: +86-931-2650202 Fax: +86-931-2650202 Email : zzhongcn@gmail.com
Yeshing Juliana Upun IPFP Americas	Asociacion Sotz'il 4to, passaje casa 1-222, Colonia San Rafael Zona 2, Chmaltenango, Guatemala	Telephone: +502 35089330, +502 56243705, +502 78394477 Email address: upunjuliana@gmail.com

Attachment 5 : Election Schedule for RFP North Africa

NO.	ACTIVITIES	BY	DATE
1	Call For Election Notice	Chair of the Network	1 Aug 2017
2	Nomination		7 -26 Aug (3 weeks)
	- Call for Nomination	Chair of the Election Task Force	7 Aug
	- Nomination period	Members in the region	7 – 26 Aug
	- Closing date for nominations		26 Aug
3	Verification of the Submitted Nominations		28 Aug - 8 Sept (2 weeks)
4	Voting		11 - 29 Sept (3 weeks)
	- Call for Voting	Chair of the Election Task Force	11 Sept
	- Voting period	Members in the region	11 – 29 Sept
	- Closing date for Voting		29 Sept
5	Counting/Verification of Votes and Results		2 – 6 Oct (1 weeks)
	- Counting and verification	Election Task Force	2 – 6 Oct
	- Submission of results to Chair /Coordination Committee	Election Task Force	6 Oct
6	Announcement of results	Chair of the Network	9 Oct
7	Start of term for new RPP	New RFP	23 Oct 2017

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.