



Global Compact Network
Armenia

The UN Global Compact Network in Armenia

Governing Principles

Approved by the General Meeting of the UNGC Network in Armenia

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General Provisions

The UN Global Compact Network in Armenia

The UN Global Compact Network in Armenia (hereinafter Network) is a partnership framework for Armenian business and non profit organizations who are participants of UN Global Compact initiative and who came together to advance the concept and principles of UN Global Compact in Armenia, while also creating opportunities for multi-stakeholder engagement and collective action.

Vision of the Network

The vision of the Network is a sustainable and prosperous Armenia, where every individual has a decent living, where corruption risks are minimal, human and labor rights are respected and businesses operate in a socially responsible manner and environmental protection is a responsibility of every individual.

Mission of the Network

The mission of the Network is to make Armenia a better place for future generations through promotion of the socially responsible business model and practices in Armenia and through creation of the business partnership opportunities. The UN Global Compact Network in Armenia works to reduce poverty and corruption risks, to create partnership opportunities and improve human rights and labor standards in Armenia.

Values of the Network

Hereby the Network members commit themselves to work in a participatory and transparent way to promote mission and the vision of the network.

All members of the network respect the internationally recognized human rights and freedom of association.

Business partnership for sustainable development and poverty reduction are advocated by all Network members. Partnership and teamwork are the cornerstones of the network.



Representation and diversity are important values for the Network. Through engagement of different nonprofit groups the network strives to engage different actors of society and make the UN Global Compact truly public initiative.

Goals and Objectives

The long term Goals and Objectives of the Network are as follows:

1. Serve as a country forum for learning and constructive exchange of Corporate Social Responsibility practices. The Network will encourage its members to develop and share case studies; contribute to peer learning by organizing events, and/or establishing discussion forums and activities organized around national and local priorities related to responsible business;
2. The Network will encourage and support its members to develop joint initiatives and implement partnership projects to contribute to the achievement of the Mission of the network;
3. The Network will serve as a UN Global Compact outreach mechanism in Armenia to engage more Armenian organizations by implementing an active recruitment strategy;
4. The Network will identify critical issues related to corporate social responsibility, human rights, labor standards, climate change and environmentally responsible business and will engage in policy dialogue to create favorable policy framework for Armenian businesses to operate;
5. The Network will help Armenian UN Global Compact participant companies with the implementation of the ten GC principles and preparation of the annual "Communication on Progress" report;
6. Act as a country platform for outreach and dialogue on issues related to the ten GC principles, responsible corporate citizenship and the advancement of the UN Millennium Development Goals;
7. The Network will serve as mediator in cases of controversial company behavior under the UN Global Compact's integrity measures.



Membership

Membership

The Network membership is open to all organizations (for profit and non profit) that are registered and operating in Armenia and are participating to the UN Global Compact.

Other interested for profit and non profit organizations are welcome to join, but prior to joining the Network, registration to participate in UN Global Compact is necessary.

Membership fee can be set up only by the General Meeting of Members.

Procedure for membership

Once the organization fills in the application to participate in the UN Global Compact initiative, it automatically becomes a member of the local Network. No separate application is required for Network membership.

As soon as the name of the new UN Global Compact participant appears in the database, the Network Secretariat or in its absence the Focal point adds the name of the new member to the membership database and informs the Network members about the new members joining the Network.

Termination of the membership

Any member can choose to opt out from the network any time through a written notification to the Network Secretariat or in its absence to the Network the Focal Point.

If the organization is de-listed from the UN Global Compact participants list, it is automatically removed from the list of the Network members.

Rights and responsibilities of the members

Any Member organization of the Network has the right to:

1. Participate in the General Meeting of Members of the Network with one organization one vote;
2. Elect and be elected in Governance bodies of the Network;



3. Propose joint projects and participate in the projects presented by other members of the Network;
4. Participate in the trainings and other events of the Network according to the procedures defined by the Steering Committee;
5. Get assistance from the Network Secretariat on development of their Communication on Progress report;
6. Propose changes to the Governance Principles according to the procedure defined in this document;
7. Leave the Network at any time;

Any Member of the network shall:

1. Respect the rights of other members and the Governance Principles of the Network;
2. Follow the ten principles of UN Global Compact and develop annual Communication in Progress report;
3. Pay membership fees as defined by the General Meeting of the Network.
4. Do not commit actions that are against the basic principles of UN Global Compact and the Network.

Appeals and disputes

One of the objectives of the network is to serve as mediator in cases of controversial member behavior under the UN Global Compact's integrity measures. Should such a case arise, the Steering committee of the network shall form an ad hoc committee from its members to handle the case.

If one of the sides is not satisfied with the decision, the case can be brought in front of the General Meeting of Members. The decisions of the General Meeting are final.



Governance

Structure of the Network

The Network has a formal organizational structure. The highest governing body is the General Meeting of members that convenes its regular meetings at least once a year. Between the General Meetings the governance is implemented by the Network Steering Committee elected by the General Meeting. Should the resources be available, the Steering Committee may establish a Secretariat with staff and office to provide day to day support to the Network. Otherwise, the Network will appoint a Focal Point who will serve as a Network Secretariat.

Other ad hoc working groups or committees can be established by the decision of the Steering Committee to work on a specific issue.

The objective of the Network governance structure is to protect and build the “Global Compact” brand, improve the quality of engagement and achieve greater positive impact in Armenia.

The Network activities are funded through voluntary contributions from its Members. Contributions from local, national and international donors are also encouraged.

The governance structure of the network is set up to promote greater ownership of the initiative by Armenian participants of the UN Global Compact and other stakeholders, as well as to bring together corporate social responsibility activities within a coherent organizational structure to achieve greater public-private partnership and tangible impact.

General Meeting of Members

The General Meeting of Members is the highest governance body of the Network.

POWERS

The General Meeting is composed of all Member organizations of the network. The General Meeting:

- sets the strategic directions of the Network and approves the Governance Principles and any amendments to it;
- elects a Steering Committee of the network from its members for one year period.;
- can make a decision to collect membership fees from members;
- can make a decision to dissolve the network.



MEETINGS

Regular meetings of the General Meeting take place once a year. At least two weeks before the meeting the Secretariat shall send invitations to the Members and post it on the web site.

Extraordinary meetings can be initiated by the decision of the Steering Committee or by request of one third of all members. In the latter case the agenda proposed by the meeting initiators and meeting invitations are sent to the Members at least five working days in advance.

The General Meeting can be organized virtually (through internet or other telecommunication equipment). In such cases voting of at least 50% of all members is required to make a decision.

DECISION MAKING

Each member organization shall have one vote during the General Meetings. A quorum of at least 50% of all members is necessary to make decisions during General Meetings. Decisions at the General Meeting are made through open and transparent voting.

Amendments to the Governance Principles require 75% of votes.

Decisions to terminate the network require a unanimous, undivided vote.

Steering committee (SC)

COMPOSITION

The SC of the Network is the main governing organ of the Network between the General Meetings. The SC is elected for one year period. Any Network member can be elected to the SC for an unlimited number of times.

The number of members in SC is decided by the General Meeting of the network. The minimum number of SC members shall not be less than five and the maximum number shall not exceed seven members if the number of Network members is less than one hundred. If the number of Network members exceeds one hundred, up to nine members shall be elected to the Steering Committee during the next earliest election. Network Focal Point and the coordinator of the Secretariat participate in the meetings of the SC on a consultative basis.

At least 50% of the SC shall be business company representatives.

SC elects a Chairperson from its members for the duration of its tenure. SC Chairperson is responsible for organizing the works of the SC and overseeing the work of the Secretariat. SC Chairperson acts as official Representative on behalf of the local Network in public and on governance related matters, signs Network MOU with UN GC office.



FUNCTIONS

The Network SC is responsible for:

1. Representing Armenian UN GC Network locally and internationally;
2. Facilitating constructive dialogue among Members and stakeholders;
3. Submitting draft long term strategy to the General Meeting for approval;
4. Providing policy and strategic advice to the Network members;
5. Developing policies and procedures for the effective functioning of the network (membership recruitment, outreach, project development, etc.);
6. Approving the annual work plan and activities report of the Network;
7. Leading the fundraising effort of the Network;
8. Formation of the Network Secretariat;
9. Monitoring the performance of the Network;

ELECTION

Two month before the end of tenure of the incumbent SC the election process of the new SC shall be started. The Network Secretariat is responsible for organizing and administering the SC elections. Elections can be held electronically or in person.

Each member organization can nominate one candidate for Steering Committee from the Network Member organizations.

The final list of all candidates (the ballot) is provided to all members. Each member organization can vote for up to seven candidates, but no more than one candidate per one vote.

The deadlines for returning the ballot, the self nomination forms and other technical details are decided by SC.

DECISION MAKING

The SC convenes its meetings on quarterly basis. The meetings can be held in person or through electronic communication. For decisions to be made a quorum of 50% of SC members is required.



The Network Secretariat

COMPOSITION

The Network activities are supported by a network secretariat. The Secretariat is the executive management body of the Network. The Secretariat is responsible for the internal and external communications of the network.

Secretariat is established by the decision of the SC. The decision shall clearly reflect the following:

- The structure of Secretariat,
- Functions of the Secretariat, other than those defined by Governance Principles,
- Office location and means of communication,
- The costs associated with the maintenance of the Secretariat.

FUNCTIONS

1. Implement the membership recruitment policy approved by the SC (including forwarding the letters of support of new participants and adding new participants to the UN Global Compact internal database);
2. Keep the UN Global Compact Office updated of upcoming activities of the Network events, local projects, national campaigns promoted or tools developed;
3. Keep the UN GC network members informed about the SC decisions;
4. Assist and facilitate partnerships and joint project initiatives between Network Members;
5. Help Members in drafting their communication on Progress reports;
6. Maintain relationships with the media to help broad the local audience and increase public awareness of the UN Global Compact initiative;
7. Translate UN Global Compact documents, tools, guides and learning materials into Armenian language;
8. Manage and maintain the official web site of the Network (www.globalcompact.am);
9. Support the work of the SC and the General Meeting.

Coordinator of the Secretariat acts as the Network Focal Point to liaise with the UN Global Compact Office and the wider UNGC Network.

In case when there is no separate secretariat funded by the Network, the General Meeting nominates one person to act as the Network Focal Point who also acts as the Network Secretariat.

Should the Focal Point resign from the position or become unavailable before the next General Meeting, the SC appoints a temporary person until the next General Meeting.



Outreach and Communication

Information flow

The Network Secretariat is responsible for internal and external communication of the Network. Internal membership mailing list is developed and maintained by Secretariat to facilitate internal communication between Members.

Only the Members of the SC and the Network Focal Point can make official statements on behalf of the network, communicate to Government agencies and the Media, unless otherwise decided by SC.

Use of Logos

There are four types of images used to describe the visual identity of the UN Global Compact and its local Networks. Those are the UN Global Compact Logo, the UN Global Compact logotype, the Endorser Logo, and the Network Logotype. The first three are universal for all countries and can be used according to the UN Global Compact Logo Policy.

The Network logotype is local network specific. Armenian UN Global Compact Network logotype has the Global Compact logo from the left side and the words “Global Compact Network Armenia” on the right side. The Network Logotype can be used by Member organizations with the permission of the SC and in accordance with Global Compact Logo Policy.

The network can have its blank with the Network logotype for official communications.

Web Site

The Network web site is set up and maintained by the secretariat as its main external communication mechanism.

The web site can also be used for virtual meetings of members and SC, an internal discussion forum or decision making mechanism.

Partnership and cooperation

To achieve its mission, the Network develops and implements different projects throughout the year. Projects can be developed and implemented by one member, by a group of members or at the initiative of the SC and Secretariat.

Any member organization that is looking for partners for a certain project can apply to the Secretariat for disseminating the call for participation and facilitating the joint initiative.

Any member organization can apply to participate in the individual or group projects of other members through the Secretariat.



The Network does not have a separate budget to support project proposals from its members. However, it is in the position to support the fundraising efforts and the project development phase through consultations, information provision, facilitation of joint partnership initiatives, etc.

Reporting and accountability

Every year the Network shall develop its annual activities report.

SC is presenting annual reports of its activities to the General Meeting at the end of their tenure.

Annual reports of the Network shall be available to the general public through the web site or otherwise.

Termination of the network

The General Meeting can by a unanimous vote decide to terminate the work of the network.

The network is considered when less than three members remain in the network.



Attachment 1: Internal regulations and procedures

Approved by the decision of the Steering Committee
of the Armenian UN Global Compact Network

Date

Signature

Chairman of the Steering Committee

Internal regulations and procedures for Armenian UN Global Compact Network

THE FIRST GENERAL MEETING

The first General Meeting with the agenda of approving the Governance principles and election of the SC is organized by UN representative office in Armenia through electronic communication means.

NETWORK STRATEGIC PLAN

Long term strategic plan of the network shall be drafted by the SC with the support of the secretariat to be presented to the second regular General Meeting for approval.

STEERING COMMITTEE MEETINGS

SC Chairperson, with the support of Secretariat organizes and leads regular quarterly meetings of the Committee. Ad hoc meetings of SC can be organized at the initiative of SC Chairperson or at least 3 SC members.

The meeting venue can be rotating, every time at one of the SC member's offices or at the Secretariat.

The draft Agenda of regular meetings is sent out to SC members at least 5 working days before the meeting. The Agenda of the ad hoc meeting is prepared by the meeting initiator and shall be sent to the SC members at least 24 hour before the meeting.

Minutes of all meetings are recorded and kept by the Secretariat.



SECRETARIAT

The UN GC project within UNDP Armenia acts as the Networks Secretariat until the end of 2009.

The secretariat is located within UNDP office and is comprised of two people.

ANNUAL REPORT

By the end of the first quarter of the next year, the draft annual report of the Network shall be submitted to SC for approval. SC defines the format of the annual report. The SC may organize a question and answer session with Secretariat before approving the report.

Once approved, the report shall be disseminated to all members within a two week period.

WEB SITE

The Secretariat is responsible for development and maintenance of the official web site of the Network.

MEMBER DATABASE

A database of all members shall be created and maintained by the Secretariat.



Attachment 2: UN GC ten Principles

The Global Compact asks companies to embrace, support and enact, within their sphere of influence, a set of core values in the areas of human rights, labor standards, the environment, and anti-corruption:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses.

Labor Standards

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labor;

Principle 5: the effective abolition of child labor; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.