Operational Rules Steering Committee

Role of the Steering Committee
The SC is the governing body of the Correlation Network. The major goal of the SC is facilitating the fulfillment of the Correlation Network mission by developing and supporting policies, strategies and operational implementations of the network.

Membership and structure of the Steering Committee
The SC consists of the SC chairperson, the two network coordinators and 6 representatives, including at least one community representative. The total number of SC members, representing specific thematic focus and communities is defined by the SC.

Rights and Responsibilities of the Steering Committee Members
SC members work voluntarily without financial compensation for their work within the SC. SC members receive all available information, related to the Network’s operation on their demand. SC members receive annual Correlation Network Progress Reports provided by the CNO.

SC members Functions
- To initiate the discussion on specific issues, related to activities and/or critical issue
- To represent the Correlation Network at European, regional and national meetings and conferences, including the interaction with multilateral organisations and political bodies
- To advocate and negotiate on behalf of the Correlation Network interests in the various working fields on European, regional, national and local level
- To develop, implement, monitor and evaluate future plans, priorities, projects and activities of the network in consulation with various stakeholders in Europe
- To review and decide upon the planning and execution of annual action plans
- To provide technical guidance on Correlation Network priority areas in respective to the specific field of experience

SC members are obliged:
- To participate in at least one SC meeting annually (face to face or virtual);
- To participate in SC e-mail conferences, take part in developing and discussing normative papers that regulate Correlation operations, including annual plans and budgets;
- To respond to demands of the chairperson, other SC members and the coordination office as soon as possible within 5 working days;
- To represent the interests of Correlation Network in their professional working field;

The chairperson:
- Is the director of FRG
- Represents the interests of the Correlation Network, and leads the SC’s decision making process on issues defining the scope of work and operational policies;
- Serves as a direct manager of the CNO
- Oversees and monitors the development and implementation of activities of the CNO
- Is responsible for directing the activities of the SC including the development of SC meetings agendas;
- Receives annual Correlation Network progress reports provided by the CNO

The Correlation Network Office (CNO):
- Is responsible for all matters regarding the maintenance of the network: website, newsletter, membership promotion and management, active involvement in other initiatives, conferences, promotion activities, development of new initiatives;
• Is responsible for the coordination and management of all possible Correlation Network activities
• Organises SC meeting and provides all kind of organisational and administration support to the SC
• Follows the guidance of the SC Chairperson in organizing the SC meetings, e-mail conferences and teleconferences (including drafting agendas, scheduling, invitations, relevant correspondence etc.);
• Organises the process of SC members elections
Operational procedures of the Steering Committee

Working languages of the SC is English.

Meetings:
The Steering Committee convenes meetings at least twice a year by phone- or Skype conferences or face to face in Amsterdam. Particular time and place of the next meeting is determined at the current meeting and is included in the minutes of the meeting. To make a quorum at least half of SC’s full members are to be present at a meeting. SC Members may not delegate their votes for participation in an SC meeting in absentia.
The Coordination Office sends draft agenda of a SC’s forthcoming meeting at least one month before the date of the meeting. Suggestions and correctives may be sent at least 2 weeks before the date. The final version of agenda is sent by the Coordination Office at least 1 week before the date of the SC meeting.

The chair of the SC:
• Opens a SC meeting given the established quorum;
• Calls for election of the SC meeting chair and secretary/note-taker;
• Reviews and finalizes the meeting’s minutes;

The Chair of SC meeting:
• Is elected for each meeting either from SC members or as invited facilitator;
• Calls for the discussion of and approval of the SC meeting agenda;
Facilitates the process of discussing the agenda items and making required decisions;
• Has a right to limit the time for speeches of SC members on agenda items, on grounds of expedience and considering the overall time of the meeting.

E-mail exchange:
A number of questions related to Correlation Network work can be discussed via e-mail. A special e-mail group is installed to serve this purpose. The questions may include:
• Approval of special projects
• Discussion of current projects
• Appointment of Correlation Network representatives at various events
• Decisions about partnerships between Correlation Network and other organizations
• Urgent procedural decisions
• Approval of urgent advocacy activity of the Correlation Network, including letters, press-releases and public statements.

Minutes:
Minutes of the meetings and teleconferences are taken by the Coordination Office. Minutes of the meetings of the Steering Committee shall be sent to all members within 10 days after a meeting and/or a teleconference. The minutes shall be considered as accepted if no member objects to the Executive Secretary within 5 working days from transmittal of the minutes.

Decision making process
The SC takes decisions by a simple majority of votes if the issues are not indicated as particularly important. In case of particularly important issues (such as changes of Membership, SC Statutes, approval of mission and strategy) decisions require 60% majority of quorum votes. In case of a tied vote, the chair has a second or casting vote

The chairperson has a veto in regard to all decisions having directly consequences on the financial impact of activities and/or the mission statement and objectives of network activities.

Principles of interaction between the Steering Committee and the Coordination office
The SC annually evaluates the performance of the Secretariat and approves annual reports of the Coordination Office on its performance.

The only SC’s member authorized to give direct instructions to the Coordination Office is the Chairperson. Interventions of particular SC members in operation of the Secretariat including the
delegation of tasks not agreed on by SC [excluding information requests] to the Secretariat members are not admissible. If an SC’s member considers it necessary to interpose in the current activity of the Secretariat, he/she appeals to Chairperson with a corresponding suggestion and/or initiates the discussion of the suggestion by other SC members.

The Coordination Office is obliged to answer SC members requests or/and proposals within 5 working days.

**Election of members of the Steering Committee:**
The SC consist of the chair person, the two Correlation Network coordinators and a minimum of 6 elected SC members.

SC members must be a member of the Correlation Network.

The Network shall strongly encourage members of diverse communities, especially drug users, sex workers and people living with HIV, to run for election to ensure representation of various communities. At least one of the SC members should represent one of the various target group communities.

SC members are elected by rotation in order to establish succession and consistency of SC’s activity. Thus no more than 4 SC members may be re-elected at a time. Decision of rotation is made by the SC, which authorizes the CNO to inform network members of the forthcoming election. Notification of election and nomination of candidates is to be sent to members at least 1 month before the declaration of a vote.

Members of the Correlation Network Steering Committee are elected for a 2 years period. SC members can re-apply for the vacancy, but the extension is not automatically guaranteed. The maximum term is six years. SC members are free to resign at any time.

SC members who re-apply after their term ends will be part of an open election procedure and their qualities will be judged in comparison to possible new candidates.

The SC may develop a specific profile for the vacancy in the SC, in order to ensure a balanced composition of the SC in terms of experience and expertise.

Vacancies in the SC will be announced on the website and all members are informed by e-mail about the vacancy. The notification on the vacancy must include:
- A personal list of all current SC members;
- A list of SC members subject to rotation;
- Specific profile/requirements for candidates (if necessary);
- Schedule of election, including: the deadline and the procedure for candidates to apply for the vacancy
  * The procedure of the selection
  * The deadline for announcing the selected SC members

The final selection of SC members is being made by the SC. The selection of SC members and the argumentation is documented and will be published on the website. Members of the network will be informed by mail.

**Basic requirements for SC candidates:**
- Readiness and ability to contribute actively to the SC
  * Invest time and expertise to the network (6 working days a year are estimated)
- Follow the principles listed in this Statute;
- To communicate in English.

Candidate applications must include:
- Full name and contact information (address, phone/fax with a country and city code, email) of a candidate;
Formal consent of a candidate to participate in election;
A candidate’s last updated CV;
Motivation letter; description of reasons of his/her affiliation with the SC and vision of his role and function in the SC.

The procedure of nomination and voting:
Control over enforcement of the election procedure and confidentiality of voting is exercised by the Coordination Office. Candidate applications are taken to the Secretariat within the term determined for nomination. Candidates are responsible for timely presenting their applications to the Secretariat.

The Secretariat sends a notification to a candidate at the day it receives his/her application. If an application is incomplete, the Secretariat immediately demands missing information from a candidate. After the end of a nomination period the Secretariat arranges bulletins (according to the form approved by SC) and sends them for voting.

A Correlation Network member is required to fill in the bulletin and send it to the Secretariat via mail, fax or email at a time appointed for voting. A voter is responsible for timely presenting his/her bulletin to the Secretariat.

The Secretariat sends a voter a notification at the day it receives the bulletin, informing of having received it and confirming correctness/informing of mistakes. Bulletins which are filled in incorrectly are not counted. The list of elected SC members is sent to all members. All members who are members for not less than 1 year have a right to vote at SC election. Supporting members don’t have a right to elect SC.

Early re-election
Early election takes place in two situations:
• If an elected SC Member is not able to perform his/her responsibilities, he/she must inform SC, which in turn may initiate re-election.
• If particular SC members fail to perform their responsibilities (does not attend conference calls or does not participate in e-mail conferences for the period of 3 months or more), SC has a right to initiate re-election of an SC member within the sub-region or among constituencies. Decision of re-election of an SC representative can be made by 2/3 majority of the current SC members, excluding the member subject to re-election. The member to be re-elected should have an opportunity to gain a hearing personally, via email or through his/her representative.