

*“Be the change you want to see” - Gandhi*

## NGO CSW Geneva - Code of conduct

This document clarifies the **responsibilities and obligations** that members\* of the NGO CSW Geneva (the Committee) have to each other, and in all the relationships they have with other external organizations and individuals in the name of the Committee.

By spelling out the basic values and principles by which the Committee has chosen to govern itself, it is meant to help members understand these responsibilities and obligations, and address important behaviour or attitude issues that may arise.

Its **objectives** are

- To protect and contribute positively to the Committee’s and its member organizations’ images
- To ensure harmonious relationships between members, most of whom are volunteers
- To enhance internal cohesion, and improve efficiency and pleasure in working together

When joining the NGO CSW Geneva, members agree to adhere to a **set of basic values and principles**, which are in line with the principles of equality and respect for human rights that are upheld in the UN Charter, and that they promote in their advocacy work.

### Respect and equality

The NGO CSW Geneva membership is very diverse in culture, ethnicity, language, age, personal background and experience. The knowledge and perspectives resulting from this diversity should be valued as an asset for the group, and dialogue must be encouraged, based on mutual respect and equality.

Each member should strive to:

- Respect and value differences, as well as each other’s complementarity
- Be open to new ideas and approaches
- Promote inclusiveness in the group in terms of both personal characteristics and professional abilities
- Treat others with tact, courtesy and respect
- Abstain from discrimination in all forms
- Avoid offending others and be aware that statements or actions not intended to be offensive to another person may be perceived as such
- Provide constructive feedback and refrain from unpleasant or disparaging remarks or actions
- Abstain from and actively discourage all forms of harassment as well as verbal, non-verbal, written, email or physical abuse
- Address conflict proactively and impartially, acknowledging different feelings and views and directing energy towards a mutually acceptable solution.

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\* i.e. both individual members and the individuals that represent member organizations, generally referred to as ‘members’. By participating in meetings and work of the Committee, observers also agree de facto to abide by the code of conduct.

## **Commitment, responsibility and accountability**

Both individual and collective commitment, responsibility and accountability are essential to the well functioning of the Committee, the achievement of its mission and the protection of its reputation.

Each member should strive to:

- Demonstrate a minimum level of motivation and dedication to the Committee, and contribute positively and constructively to the work of the Committee
- Commit to tasks compatible with skills, capacity, means and experience, as well as personal availability
- Be able to justify and be accountable for actions or omissions – what he/she fails to do
- Be professional in and responsible for his/her work
- Exercise adequate supervision and control over tasks that are delegated.

## **Integrity and transparency**

Professional and personal integrity demand ethical behaviour with intellectual honesty and accountability. Together with transparency, integrity promotes a culture of trust and responsibility, and is essential for the Committee's image and success.

Each member should strive to:

- Share information in a transparent manner
- Demonstrate fairness and impartiality
- Ensure that others are credited for their contribution
- Avoid conflict of interest or situations that could be perceived as such
- Refrain from any act or omission designed to deceive others, to obtain personal benefits or favours, or any action resulting in a loss of funds or reputation for the Committee
- Respect confidential information, including correspondence, personal information, documents or data, and ensure that such material is properly protected
- Demonstrate informed and transparent decision making.

## **Cooperation and partnership**

Cooperation and the building and nurturing of an effective partnership between members are essential to enhance the effectiveness of work together, and the image and reputation of the Committee

Each member should strive to:

- Work and communicate in an open, consultative, cooperative and effective way
- Share knowledge and experience; be ready to mentor less experienced members
- Recognize and respect the roles and expertise of each other, and work in partnership with each other, in order maximize available synergies
- Honour work commitments, agreements and arrangements, and be reliable, dependable and trustworthy
- Work in solidarity with each other and with all the women of the world.

## **Annexe 1: Procedures for meetings of the NGO CSW Geneva**

*Note: these procedures were devised by the newly elected Bureau and presented at the meeting of 8 September 2015. The TF proposes 3 additional points – in red in the document.*

1. Please wait to be recognized by the Chair before speaking.
2. After being recognized by the chair, speak clearly and if needed to be heard, stand to address the assembly. Speak to the entire room. (state name and organization's name the first time speaking that day).
3. All remarks shall be addressed through the Chair; crosstalk between speakers is not allowed.
4. During debate, members should not disturb the assembly by whispering, talking or causing other distractions.
5. Discussion should address only the agenda item under consideration.
6. If a motion is made, it must be seconded before discussion is allowed. (Note the person seconding a motion may speak for or against it – the second means "let's discuss it").
7. Discussion must be relevant to the motion.
8. Discussion by any individual on any question will be limited to 2 minutes unless given leave to speak longer by the assembly.
9. No member shall speak more than twice to the same question on the same day and no member may speak a second time as long as any member desires to speak who has not yet spoken to the question.
10. The maker of a motion may answer any question posed, may withdraw the motion and may speak one more time in rebuttal and conclusion.
11. Speakers must be courteous and discussion focused on ideas and not personalities.
12. Members can put limits on debate and even stop debate altogether by making a motion to limit debate, call the previous question, or close debate. These actions require a second but are not debatable – and require a 2/3 vote to adopt.
13. Respect decisions that have been made and approved.
14. Issues that have already been agreed upon shall not be brought up for discussion again unless a "Motion to Re-consider " is made on the same day or a "Motion to Rescind" is made at a later meeting.

## Annexe 2: Email Etiquette

### Email Basics

- Be sure the Subject field accurately reflects the content of your email. When changing topics start a new email conversation.
- Keep emails brief and to the point.
- Make sure your email includes a courteous greeting and closing.
- Use emoticons sparingly.
- Only open attachments if you trust the source.

### Email Emotions

- Reread your email to ensure the tone is that which you desire.
- If your email is emotionally charged, wait and reread and re-think before sending.
- If there is a email misunderstanding, don't hesitate to pick up the old fashioned telephone to work things out!
- If you are unsure of the intent of an email ask for clarification before responding.

### Subject/Reply/To/Cc/Fw

- In most cases reply to the Sender alone.
- Carefully consider the use of "Reply All" and "Cc". Remove the addresses of those to whom your reply does not apply.
- Avoid the use of "Bcc".
- Acknowledge emails in a timely manner.
- Include addresses in the "To" field for those who you would like a response from.
- Include addresses in the "Cc" field for those who you are just FYI'ing.
- Emails are often forwarded to others. Keep this in mind when typing about emotional or controversial topics.
- When forwarding an email conversation to others be aware of what you are forwarding.
- Do not forward personal emails to others with intent to hurt, disparage, ridicule

And finally... ***Type unto others as you would have them type unto you!***