

## CPCC Working Groups

[ Gender and Peacebuilding ] [ Children and Armed Conflict ] [ Small Arms ] [ Conflict Prevention ] [ Peace Operations ]

CPCC's Small Arms Working Group and Children and Armed Conflict Working Groups are supported financially by Foreign Affairs Canada. The Conflict Prevention and Gender and Peacebuilding Working Groups are supported by the International Development Research Centre.

### General Principles for Operations of CPCC Working Groups

- ▶ Awareness and responsiveness – to beneficiaries' needs and interests and to members' needs and interests.
- ▶ Accountability – to beneficiaries of the activities of the Working Group, members of the Working Group, to the CPCC Executive Committee, and to funders.
- ▶ Transparency – of decision-making, financial accounting and reporting processes
- ▶ Effectiveness in programming – setting realizable goals/objectives, rigorously reporting on how goals are met, not met or partially met; terminating or correcting unsuccessful activities.
- ▶ Efficiency in use of resources – making the most cost-effective use of financial resources; ensuring the best value for money spent (e.g. competitive tendering); using competent, skilled people for tasks that necessitate special skills or competencies.
- ▶ Democratic – representative and accountable decision-making, priority setting, and management of activities.

### Terms of reference of CPCC Working Groups

Types of CPCC Working Groups:

- ▶ Working Groups set up by the CPCC Executive Committee to assist in specific tasks or projects of the network; and
- ▶ Working Groups formed by non-governmental organizations/institutes on specific countries, regions or issues directly related to peacebuilding.

### Establishment of Working Groups

A working group on a geographical area or thematic peacebuilding issue can be proposed to the Executive Committee by members of the Executive Committee, interested groups of NGOs, institutes, individuals, and other actors. At least one of the proposing organizations or individuals must be a member in good standing of the CPCC network, having paid the annual membership fee.

The CPCC Executive Committee will consider applications to set up a CPCC Working Group based on a proposal that includes the general and specific programming objectives of the Working Group, a work plan and a dated list of participating agencies and/or individuals supporting the proposal.

The CPCC Executive Committee may reject or approve the proposal. If the proposal is rejected, the CPCC Executive Committee will inform the applicants in writing of the reasons for its rejection.

A CPCC Working Group will elect a Chair and Steering Committee and inform the CPCC Executive Committee of procedures followed and results. The Chair and Steering Committee will total at least five members, at least three of whom must be CPCC members and formal representatives of organizations that are members in good standing of the CPCC.

### Established Working Groups

Already established CPCC Working Groups will annually submit to the CPCC Secretariat a list of members and identify the Chair, Co-Chair and at least three ordinary Steering Committee members.

Following the election of a Steering Committee, the Working Group will regularly inform the CPCC Executive Committee with a proposal which includes:

- ▶ changes to the Working Group's general and specific objectives;
- ▶ methodologies for achieving those objectives;
- ▶ its work plan;
- ▶ membership and structure

The term of office of the Steering Group of the Working Group will be for a period of 24 months or as determined by the Working Group. Sixty days prior to the expiration of the Steering Group's mandate it will carry out an election to reconstitute the Steering Group.

### **General Operations**

In any official or public communications or fora the working group will acknowledge its connection with CPCC, for example presenting the group as the CPCC Working Group on X.

CPCC is not mandated by its members to take positions on issues. Thus, any public statements of the working group or privately communicated statements on behalf of the Working Group, for example letters to government ministers, must include the statement that the communication comes from the Working Group, be signed by at least three members of the Steering Committee of the Working Group, and include a list of the organizations and individuals who have endorsed the letter.

### **Reporting**

Through its Steering Committee, the Working Group is responsible for reporting to the CPCC Executive Committee through the CPCC Secretariat on its projected activities and expenditures, actual activities, outputs and expenditures.

In the case of Working Groups receiving operating funds raised in conjunction with the CPCC from donor agencies, the Steering Committee will ensure that all formal reporting requirements to funders are met in a timely and complete manner.

### **Staffing**

Staff or contractual employees of Working Groups receiving operating funds raised in conjunction with the CPCC from donor agencies will be employed by the CPCC Secretariat or by a legally constituted organization which is part of the Working Group and who's representative is a member of the Steering Committee of that Working Group and is an organizational member of the CPCC network.

The terms and conditions of Working Group staff employment will be agreed between the Steering Committee of the Working Group and the CPCC Secretariat and approved by the Executive Committee of the CPCC and the Steering Committee of the Working Group.

### **Reporting by Working Groups**

The Working Group is responsible for:

- ▶ providing to both its members and the CPCC Secretariat a proposal for Working Group activities in the next fiscal year by January 15, for inclusion in CPCC's annual proposal;
- ▶ informing its members and the CPCC Coordinator of all upcoming activities;
- ▶ providing copies of minutes, reports of workshops, research reports, etc to its members and the CPCC Coordinator to share with the network.

### **CPCC Support**

A properly constituted Working Group can apply to CPCC for a small annual grant to facilitate logistics, as well as for additional small grants to support specific activities such as workshops. The application will be reviewed by the Executive Committee.

A working group can also raise funds from other sources. The following conditions apply:

- ▶ copies of proposals, fundraising letters, etc must be submitted to the CPCC Coordinator and Executive Committee;
- ▶ the Working Group and the CPCC Executive Committee must reach agreement prior to the fundraising effort as to whether the project holder will be CPCC or one of the working group members;
- ▶ direct mail solicitations to the general public on behalf of CPCC Working Groups are not appropriate.

The CPCC Secretariat will provide policy and administrative support to Working Groups and will enable the dissemination of the findings and lessons learned from the various working groups to CPCC members and other interested parties, including the general public.

#### **Dissolution of Working Groups**

If a working group wishes to dissolve itself, the Steering Group should report this decision and the reasons for it in writing to the CPCC Secretariat.

The CPCC Executive Committee may dissolve a working group. In such case, the Executive Committee will inform the group in writing of its intention, setting out the reasons for dissolution, and then meet with members of the group to discuss the situation before making a final decision.