

Guidelines for regional coordinators

The informal regional networks constitute co-operative, non-hierarchical participatory structure with regional coordinators functioning as facilitators and coordinators rather than programme managers.

In keeping with the essential nature of the informal networking programme, the planning and implementation of the various networking activities must be undertaken in close, ongoing consultation with the relevant participant organizations in response to needs and priorities agreed upon within the regional network itself.

- 1) The NGO section/DESA will be responsible for identifying and providing contact information on organizations currently holding ECOSOC consultative status.
- 2) The sphere of its networking activity at the regional level will be clearly delineated and agreed upon by each regional coordinator in collaboration with the NGO section/DESA and any other regional coordinator from the same region.
- 3) It is to be understood that with the possible designation of additional regional coordinators in a given geographical region, the parameters of these original networks may have to be adjusted.

Where more than one coordinator is operating in a specific region, questions of overlapping areas of responsibility will first be addressed by the concerned organizations. If the organizations cannot reach a mutual satisfactory solution, the problem will be referred to the NGO section/DESA whose decision on the matter will be final.

Once the sphere of the regional coordinators' networking activities has been established and agreed upon, each regional coordinator will establish a working relationship with all organizations with ECOSOC consultative status that fall within the designated geographic area.

No eligible organization falling within that its designated networking area may be excluded by the responsible regional coordinator from any activity of the Informal Regional Network on the basis of race, ethnicity, religion, or other ideological orientation or nature and/or sphere of activities.

Should there be any organization with which the regional coordinator cannot establish and maintain a viable, supportive relationship as required under the terms of the informal regional network, the matter will be referred to the NGO section/DESA with a full explanation of the problem.

All related activities will be undertaken under the name and logo of the Informal Regional Network with organizations acting as regional coordinators identifying themselves as such.

Regional coordinators must submit an outline of any proposed activity to the NGO section/DESA and receive written approval before its initiation.

Project outlines must include the following information:

- 1) Statement of the objective(s);
- 2) Description of the implementation process, including inputs, anticipated outcome and success criteria.
- 3) A listing of network NGOs to be involved in the activity.
- 4) Where the project will involve only selected NGOs in the regional coordinator's network, the outline must explain fully reasons for a selective initiative, the criteria for NGOs to be included in the particular project and a description of the selection process.
- 5) Identification of and background information on any organizational entity other than counterpart regional coordinators that will be involved in the planning or implementation of the activity.

Regional coordinators will submit a brief report to the NGO section/DESA summarizing the outcome of each initiative and emphasizing the lessons learnt from its implementation.