

Annex 4

TERMS OF REFERENCE FOR INFORMAL REGIONAL NETWORK COORDINATORS

1- **The NGO Informal Regional Network Coordinator's** networking activity at regional level will be clearly delineated and agreed upon by each coordinator organization in collaboration with NGO Section/DESA. It is to be understood that with the possible designation of additional NGO Informal Regional Network Coordinator in a given geographical region, the parameters of this original network may have to be adjusted.

2- **The NGO Informal Regional Network Coordinator** will be responsible for establishing contact throughout its designated networking region with all NGOs in consultative status with the Economic and Social Council as well as potential applicants for consultative status;

3- **The NGO Informal Regional Network Coordinator** will be responsible for establishing systems of communication to transmit information from the NGO Section to NGOs within its designated sphere of activity, particularly those with limited access to the electronic communication network. The NGO Informal Regional Network Coordinator shall moreover ensure that such information is disseminated in the timeliest manner possible;

4- **The NGO Informal Regional Network Coordinator** will devise the means:

(i) to provide advice to NGOs in consultative status in the region to assist them in preparing their mandated Quadrennial Reports in full conformity to the format set forth in the guidelines issued by the Section and,

(ii) to provide information and advice to NGOs seeking consultative status with the ECOSOC in the region, particularly with regard to the correct preparation and submission of the required application documents thus helping to ensure that the application are as complete as possible before they are actually sent it in to the NGO Section for review;

5- **The NGO Informal Regional Network Coordinator** will undertake to organize a yearly meeting/workshop to enable a representative of the NGO Section/DESA to engage in a direct dialogue with the NGOs of their respective regions on the significance of the consultative relationship and role of NGOs as active contributors in the work of United Nations in the context of follow-up to the various major international meetings and in particular the implementation of action to address the areas of concern identified in the United Nations Millennium Declaration.

6- As a follow-up to the yearly meeting/workshop, **the NGO Informal Regional Network Coordinator** will undertake to provide advice and assistance to NGOs on the

implementation of the measures outlined by the NGO Section/DESA for enhancing their participation in the work of the United Nations, (e.g. support to the establishment of NGO networks in the region; advice on strengthening the capacity of individual organizations and/or coalitions to make effective contributions in the area of economic and social development etc).

7- **The NGO Informal Regional Network Coordinator** will undertake to organize the necessary meetings to elicit representative regional inputs for the NGO contribution to the topic under discussion in the High-Level Segment of each Substantive Session of the Economic and Social Council.

8- Wherever possible, networking activities will be undertaken in conformity with the established United Nation's development objectives and within the context of the areas of concern identified for global action in the third millennium.

9- **The NGO Informal Regional Network Coordinator** should keep the NGO Section/DESA informed of proposed and ongoing activities. Project outlines should include the following information:

- i) Statement of the objective(s) and anticipated outcome(s) and success criteria.
- ii) Where the project will involve only selected NGOs in the NGO Informal Regional Network, the outline must include the reasons for the selection, and describe the criteria used.
- iii) Identification of and background information on any organizational entity other than a counterpart Network Coordinator that will be involved in the planning or implementation of the activity.

10- upon the request of the NGO Section/DESA **the NGO Informal Regional Network Coordinator** will carry out additional ad hoc responsibilities, provided it is within the capacity of that organization to do so.

11- **The NGO Informal Regional Network Coordinator** will share experiences in implementing network activities as a major component of the annual meetings of the NGO Informal Regional Network Coordinators. These meetings will be hosted in turn by each of the coordinator organization.

12- Pursuant to paragraph 30 of ECOSOC Resolution 1996/31, **the NGO Informal Regional Network Coordinator** will prepare, in consultation with the NGO Section, a written statement on the activities undertaken in the region relevant to the work of the Council.

13- **As** means of expanding its insight and familiarizing itself with the functions of the NGO Section/DESA, the Committee on Non-Governmental Organizations and the relationship with the Economic and Social Council, each **NGO Informal Network**

Coordinator will endeavour to recruit and sponsor at least one qualified individual annually to serve an internship in the NGO Section/DESA for a period no less than three months.

14- **The NGO Informal Regional Network Coordinator** shall undertake the responsibilities outlined above for an initial period of two years to end in December 2003. The NGO Informal Regional Network Coordinators' continued collaboration after December 2003 will be decided by mutual consultation between The NGO Informal Regional Network Coordinator and the NGO Section at that time.

NB: It is to be understood and agreed that, should any NGO in the region wish to communicate directly with the NGO Section, it is free to do so without the intervention of the NGO Informal Regional Network Coordinator.