CSOPartnership for Development Effectiveness

CSO Partnership Bye Laws

Amended 30 October 2020

I. Name and Purpose

The name and purpose of the platform is set forth in its founding document, approved by the Global Assembly, formerly called the Global Council on December 9, 2012.

II. Membership

Composition. The CPDE is an open platform whose membership is composed of civil society organisations (CSOs) that are organised and operating constituencies. These constituencies are:

- regional platforms representing national CSO platforms engaged in development effectiveness ; and,
- sectors/major group representing worldwide, membership--based, and constituencies that have a pivotal role in their sector or major groups on the issues related to development effectiveness.

Membership to the constituencies is determined by the abovementioned criteria, with a special criterion on adherence to the Istanbul Principles, International Framework for CSO Development Effectiveness, and the CSO Key Asks. Such criteria undergo the screening of the constituency itself and facilitated by the focal person/s before endorsement to the Global Secretariat. Constituencies should have a policy promoting gender equity.

Coordination. The coordination at sub--regional, regional and sector/major group--level is facilitated by convenors. They convene existing platforms, development CSOs and/or sectoral networks/groups to devise a collective work plan. Constituencies may decide to set up a Secretariat to support their convenor. Advocacy work is conducted in a way that allows full country participation.

Decision--making. The platform decides and works through consensus. Decisions are made at the appropriate level by the corresponding constituency/ies, governance body or working structure.

III. Funding

Fundraising. The CSO Partnership may raise funds for its activities through:

- membership contributions
- grants from government, private institutions, and/or other funding agencies; and,
- contributions or donations from members or non--members either in the form of cash, labor, or in kind, and through related activities considered appropriate for the CSO Partnership's purpose; and,

Fund Management. The CSO Partnership will select a Financial Management Organisation that will also host the Global Secretariat. The term of the Financial Management Organisation is co--terminus with the CSO Partnerships multi--year programme of three years.

IV. Governance Structures

A. Global Assembly (GA)

Roles and responsibilities. The GA is the highest governing body of the CSO Partnership that selects Co-Chairs, and affirms the Coordination Committee and Steering Committee members. It meets at least once every three years to review the CPDE mandate, set the platform's strategic direction and approve the strategic plan. It provides political leadership and direction. The GA is responsible for the signing off of policy, advocacy and external communication papers. It ensures the accountability of the Coordination Committee (CC) and the Steering Committee (SC), and approves the size and composition of the GA. It will approve the number and responsibilities of the Co-Chairs.

Composition. The GA will be composed of representatives from CPDE constituencies. Every sub--region and region should have at least one representative while sectoral or major groups should have between 2 and 8 representatives depending on the representational strength.

Region/Sector/Constituency	No. of Reps	Region/Sector/Constituency	No. of Reps
Sectors/Constituency	**24**	**Sub-regions**	
Labour	6	**Africa**	4
Women	8	Central Africa	
Global CSOs	2	Southern Africa	
Rural	4	West Africa	
FBOs	4	East Africa	
Regions	**6**	Asia--Pacific	**5**
Africa		North East Asia	
Asia-Pacific		South East Asia	
Europe		Central Asia	
Latin America		South Asia	
Middle East and North Africa		Pacific	
North America		**Europe**	2
		EU	
		Non-EU	
		Latin America and the Caribbean	3
		Southern Cone	
		Central America	
		Andean Region	
		Middle East and North Africa	2
		Middle East	
		North Africa	
Co--Chairs	**4**	North America	1
SUB-TOTAL	**36**	**SUB--TOTAL**	**17**
TOTAL			**51**

Table 1. Composition of the Global Assembly formerly called the Global Council (GA), as of December 2012

B. Coordination Committee (CC)

Roles and responsibilities. The CC is composed of members of the GA constituencies. It acts under the supervision and mandate of the GA. The CC meets face to face annually, as opportunities allow, or as the need arises. The CC reports to the GA through the Global Secretariat in every meeting. It has the following specific responsibilities:

- Following up on the decisions of the GA in between GA meetings;
- Representing the CSO Partnership;
- Facilitating policy development;
- Preparing the draft agenda and reports for the annual GA meeting;
- Facilitating the setting up, coordination and coherence of the Thematic Task Forces (formerly Working Groups);
- Overseeing the work of the Global Secretariat;
- Approving the draft annual budget for the CSO Partnership; and,
- Forming a Finance Committee within the CC.

Composition. The membership of the CC consists of one representative from Europe, MENA, and North America; two representatives from Africa, Asia Pacific, and Latin America; one representative from each of the sectoral groups, and the Co-Chairs – currently a total of 18 members**.** Chairs of Working Groups will be invited to CC meetings.

Region/Sector/Constituency	No. of Reps
Labour	1
Women	1
Global CSOs	1
Rural	1
FBOs	1
Africa	2
Asia-Pacific	2
Europe	1
MENA	1
LatinAmerica	2
North America	1
Co-Chairs	4
Chief Executive of Finance Management Organisation	1
TOTAL	**19**

Table 2. Composition of the Coordination Committee (CC)

Regional secretariats will be invited as resources allow.

C. The Steering Committee (SC)

Roles and responsibilities. The Steering Committee takes responsibility for the implementation of policies approved by the CC. The Steering committee can make decisions in between meetings, but they are mandated to inform the CC about all decisions they made. In the same respect, the Steering Committee must also consult the CC for any important decisions to be made. It also endorses platform-level objectives, plans, budgets, and reports for CC approval. This committee is more hands-on in the day-to-day steering of the platform's core processes, as compared with the CC which is primarily tasked with oversight functions.

Composition. It is composed of Co-Chairs, Executive Secretary, and the FMO Director.

D. The Co-Chairs

Roles and responsibilities. The CPDE Co-Chairs are tasked to facilitate the implementation of the CPDE mandate, vision and objectives, and facilitate the leadership of the CPDE governance bodies, per definition and principles in the CPDE founding paper. Co-Chairs will not be the main decision or governance body, as it will be a function of the GA. They are accountable to the GA and CC.

The GA will approve the Terms of Reference (ToR) for CPDE Co-Chairs, attached as Annex 1.

E. Fiscal Management Organisation

Roles and responsibilities. The CPDE FMO designs, plans, implements, and monitors all the platform's programs aligned with the strategic plan. It also sets up the CPDE Global Secretariat that will provide support to the platform work on advocacy engagement, external and internal communications, membership engagement and programme management.

F. The Global Secretariat

Roles and responsibilities. The Global Secretariat shall be responsible for the program management and coordination of the CSO Partnership, including all of the administrative functions expected of a secretariat. This includes the implementation of planned CPDE program cycles, developing fundraising proposals and reports, liaising with donors, drafting reports and ensuring financial management at a high level of stewardship and transparency, for which it co-operates closely with the CC, SC and the Finance committee.

Composition. Secretariat functions may be devolved and hosted by members to allow for regions and sectors to take up responsibilities or functions/posts, if so decided by the GA.

The Terms of Reference (ToR) of the Global Secretariat was approved by the GA.

The specific composition of the GS is as follows:

- Executive Secretary
- Network Manager
- Finance Manager
- Capacity Development Officer
- Program Monitoring and Evaluation (PME) Officer
- Grants Administrative Officer
- Communications Team

G. The Independent Accountability Committee (IAC)

Roles and responsibilities. The IAC is tasked to ensure that the platform meets the requirements of effective governance and accountability systems.

The GA will approve the Terms of Reference (ToR) for the Independent Accountability Committee, attached as Annex 2.

H. Advocacy and Policy Committee (APC)

Roles and responsibilities. The APC, chaired by the Policy Co-Chair, is formed to advise the CC on matters regarding the iteration of the advocacy strategies and translating these strategies to different levels of work. It advises the GS on matters relating to policy, advocacy and outreach to other actors, and it also formulates policy positions for approval of the SC or CC. It meets annually back-to-back with the Constituency Meeting.

Composition. Members of the APC include CPDE members, co-chairs and formal representatives/ focal points in policy arenas.

I. The Program and Finance Committee (ProFinCom)

Roles and responsibilities. The ProFinCom is the sub-committee of the CC that looks more closely at the financial matters of the CSO Partnership. It aims to help ensure sound finance management of through finance management advice and oversight, and oversight in fundraising from donors and CSOs. The ProFinCom is established in accordance with the internal regulations of the CPDE.

Composition. The ProFinCom shall be composed of members with background and capacity in fulfilling finance management tasks. The appointed head of the ProFinComm will act as the Treasurer of the global platform.

V. Working Structures

J. Regional Constituencies (RC)

Roles and responsibilities. Regional Constituencies have the discretion as to how their structure will be formed depending on the regional context, provided that it includes all sectors. Regional constituencies are tasked to implement the advocacy and capacity development work for the region and it also facilitates country work.

Composition. Respective regional constituencies are chaired by the CC representative, supported by the Regional Coordinator, who meet yearly with sectoral coordinators.

K. Sectoral Constituencies (SC)

Roles and responsibilities. Chaired by the CC representative, the sectoral constituencies implement the advocacy and capacity development work for the sector. Each structure depends on the context of every sector, ensuring the inclusion of regions. Sectoral coordinators meet annually with regional coordinators.

Regional and Sectoral Constituencies form the CPDE Constituency. This body facilitates inter-constituency coordination and formulates constituency-level objectives, plans, budgets and reports for SC or CC approval.

L. Thematic Task Forces

Roles and responsibilities. Thematic task forces formally replace the Working Groups. It shall be created by the APC to forward the advocacy work of the platform. Specific mandates of task forces must be reviewed yearly at the APC meeting:

- Decide on the theme of work;
- Identify core membership;
- Invite members who have relevant info and are willing to participate actively to join the TF.

M. Country Structures

Roles and responsibilities. Country structures formulate policy positions for approval of the SC or the CC. This specific body, structured depending on the country context, is coordinated by Country Focal Points.

VI. Amendment and Repeal of this Bye Laws

The members of the Global Assembly Council (GA), at the regular or special meeting duly called for the purpose, amend or repeal any of these Bye Laws or adopt new Bye Laws.

Adopted this 13th day of October 30 by the consensus of all the members of the GA.

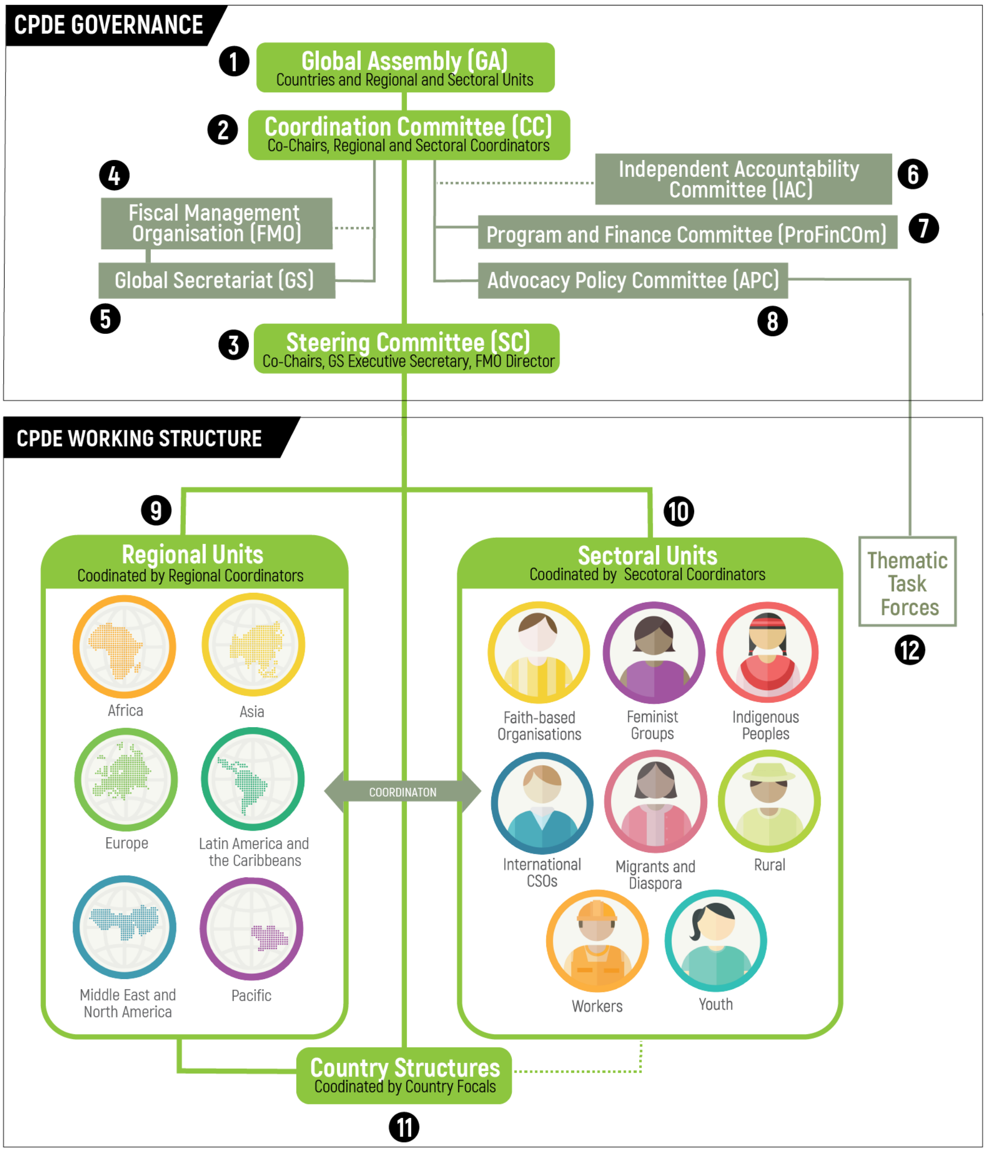
VII. List of Annexes

The following annexes form part of the Bye Laws.

1. Terms of Reference (ToR) for CPDE Co-Chairs
2. Terms of Reference (Tor) for FMO
3. Terms of Reference (ToR) of the Global Secretariat
4. Terms of Reference (ToR) for the Independent Accountability Committee

THE CPDE ORGANIGRAM

CSOPartnership for Development Effectiveness



ANNEX 1

TERMS OF REFERENCE (TOR)
CPDE Co-Chairs

Mandate of Co-chairs

To contribute to the achievement of CPDE mandate, vision and objectives by exercising leadership in the CPDE governance bodies, as per definition and principles in the CPDE founding paper.

General responsibilities

The Co-chairs will, in general, have the tasks of:

a. facilitating the CSO platform engagement
b. bringing members together
c. ensuring voices are heard,
d. ensuring CPDE reach consensus, and,
e. and providing oversight roles over the managerial or execution roles of the GA

Co-Chairs will not be the main decision or governance body, as it will be a function of the GA. They are accountable to the GA and CC.

Specific responsibilities

There will be four Co-chairs who will divide among themselves the responsibilities according to general categories of roles and responsibilities. Each co-chair will hold ***one category of responsibility*** with a particular focus. They will liaise with the regional, national and sector levels, and their activities, as appropriate.

Political

The Co--chair for political concerns will have the responsibility of steering the platform towards the achievement of its political objectives. Her/his responsibilities include, but are not limited to, the following:

1. facilitate reaching consensus on political positions (e.g. key asks, negotiating points, etc.);
2. act as point person in the political processes;
3. chair the advocacy working group;
4. serve as primary CPDE representative to the Global Partnership structure;
5. facilitate linking with the institutions relevant to CPDE's political processes;
6. provide guidance to the liaison officer in securing intelligence and disseminating relevant information; and.
7. coordinate and facilitate political decision--making and execution of the advocacy.

CSO effectiveness, outreach and learning

The Co--chair for CSO effectiveness, outreach and learning will have the responsibility of championing CSO effectiveness through outreach and learning. His/her responsibilities include, but are not limited to, the following:

1. lead in promoting the implementation of the Istanbul Principles and International Framework;
2. oversee the work of the Working Group on CSO Development Effectiveness and Working Group on Enabling Environment;
3. promote knowledge sharing and learning approaches in the platform;
4. oversee implementation of platform capacity development strategies; and,
5. oversee implementation of the outreach plan.

Inclusion and communications

The Co-chair for inclusion and communications will have the responsibility to lead in ensuring inclusiveness and effective communications in the platform. Her/his responsibilities include, but are not limited to, the following:

1. oversee preparation; coordination and facilitation/chairing of the CC and GA meetings;
2. oversee CC and GA meetings agenda--setting and choice of location;
3. ensure CPDE communications are transparent, broad, equitable and meet the needs of the constituencies and membership including adequate translation/interpretation for equitable participation;
4. oversee implementation of CPDE communications strategy;
5. oversee the work of the Communications Working Group;
6. ensure that all voices have the space to speak, and are heard; and,
7. ensure new constituencies have a process for inclusion.

Finance oversight and good internal governance:

The Co--chair for finance oversight and good internal governance will have the responsibility to lead in ensuring sound financial management and good internal governance. Her/his responsibilities include, but are not limited to, the following:

1. chair the Finance Committee to ensure finance oversight of CPDE fund management;
2. work with the Global Secretariat in assisting the work of the Independent Accountability Committee;
3. oversee budgeting, finance reporting, audits, evaluations and other internal accountability processes; and,
4. oversee donor relations and negotiations.

Any further responsibilities may be assigned to different co-chairs with the approval of the CC and according to the agreements of the CPDE and GA. The categories and responsibilities will be reviewed and confirmed by the GA annually.

Terms

The chairs will be elected with a term of 2 years. There will be an attempt to link the exact dates of terms to other key events, such as the ministerial meetings and CPDE GA meetings.

The chairs can serve only one term. There will be a process of retirement by rotation, with half of the chairs elected each year, to ensure continuity. A Co--chair, after retiring, can stand for nomination again after the passage of one term.

In the first year of the CPDE, those who have already acted as Chairs in the precursors to the CPDE will have a mandate of 1 year. In year 2, there are two options:

1. Only 2 Co-chairs are elected with one of those who have already acted as Chairs in the precursors to the CPDE holding over for another year
2. Three Co-chairs are elected with one having term of one year, the choice of which Co-chair will serve only one term will be decided upon by the four Co-chairs.

In both options, the Co-chairs can decide who will be having either an extended or shorter term.

Checks and Balance

In order to safeguard the highest standards of transparency, internal accountability, and potential conflict of interest, several checks and balances will be put in place.

The co--chairs will allocate themselves to the various categories of roles and responsibilities ensuring that there is no apparent, real, potential or political conflict of interest[1]. Co--chairs will exercise wisdom in voluntarily recusing from any final decision that may be considered as a conflict of interest although they may participate in the discussion and information exchange.

The Co--chairs are accountable to the GA.

The Independent Accountability Committee will provide oversight and due diligence regarding the responsibilities of the Co--chairs.

Selection of the Cochairs

Criteria

The CPDE will follow the following criteria for selection of Co--chairs:

1. possess necessary skills, competencies, habits, values and leadership style;
2. obtain recommendation and release from her/his organization for the time it will require, (in the form of a letter);
3. have played a leadership role in her/his own organization and/or constituency;
4. familiar with the Development Effectiveness agenda and existing track record in engaging this agenda; and,
5. acquire recommendation of her/his constituency.

As additional criteria, the total composition of the Co--chairs will have one from Women's Rights/Feminist Group and at least two from the "Global South". Further, the composition of the four Co--chairs will strive for balance based on Gender, Sectors, Regions, bring in some continuity, and have the right mix of skills and competencies.

Selection process

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The procedure will take into account the consensus principle, but find mechanisms of practical process, in order to ensure timely decisions.

- **Pre-GA Meeting**

The GA shall sign off the proposed selection process of co--chairs through email.

Upon GA sign--off of the selection process, the CC will establish a Co-chairs Selection Committee as part of preparation for the CC & GA meeting. The Selection Committee members cannot stand for nomination.

The Selection Committee will propose a time frame for the constituencies to nominate potential candidates, of their own or other constituencies prior to the GA meeting. Each constituency can nominate up to 2 or 3 candidates (depending on the option decided upon under Section 4. Terms). Nominations should include a statement of the person's interest, recommendations of her/his own organisation and the endorsement of the constituency to which s/he belongs. Nominations will be submitted to the Co--chair Selection Committee with Global Assembly mailing list in copy.

Additional endorsement and objections can be sent to the Selection Committee until the Selection Committee closes the submission of endorsement and objections based on a proposed time frame.

The Selection Committee will consolidate and circulate the nominations, endorsement and objections to the CC for discussion and the GA for information following a proposed time frame.

Once the endorsement and objections are closed, the CC discusses the nominations, endorsements, and objections and comes up with a shortlist of four or six candidates (depending on the option decided upon under Section 4. Terms). The shortlist shall be based upon the highest number of nominations and followed the criteria for co--chair composition.

- **GA Meeting**

Day One: Presentation of Candidates

On the first day of the meeting, the GA will review and confirm the ToR of Co-chairs including criteria and process of selection which was already signed off prior to the meeting.

[1]Such conflict of interest, apparent or real, would be considered if the person has a leadership role (financial or otherwise) within an institution that manages a portion of the funds or programs, or for other links with partner organizations.

The Selection Committee will proceed with the presentation of the shortlisted candidates for co-chairmanship.

Candidates will be asked to briefly present to the GA their priorities, opportunities and capacity to serve the CPDE. The GA will be given an opportunity to ask questions to each candidate and each candidate will be allowed to respond.

The day one selection session will be concluded by the Co--chair Selection Committee giving instructions to the GA on the next steps of the selection process.

The break between nomination and selection is to allow last--minute consultations among and between constituencies.

Day Two: Selection of Co--chairs

Before the sessions begin at day two, the CA will have a short caucus to share the discussion of constituencies' caucuses. The CC then selects 2 or 3 candidates (depending on the option decided upon under Section 4. Terms) based on consensus from the sharing of each constituency.

The CC submits the proposal of 2 or 3 candidates to the Selection Committee, and the Selection Committee presents the CC proposal for co-chairs to the GA.

The process is finalized upon the confirmation of the GA on the CC proposal for co--chairs.

If there is any contention, the Selection Committee will facilitate a process of arriving at consensus in plenary. If contentions cannot be resolved in plenary, there will constituency discussions to propose resolution(s) on the contention(s).

The constituency representatives will bring these proposed resolutions to the CC and the CC will agree on a resolution to present to the GA for approval.

If there is remaining contention, the GA should make a decision on further processes.

Post-GA Meeting

Selected Co-chairs are given up to one-month after the GA to finalise assignment of specific responsibilities. The discussion will be organised by the CPDE Coordinator and communicated to the GA accordingly.

ANNEX 2

TERMS OF REFERENCE (TOR)

Independent Accountability Committee (IAC)

Introduction

Working politically as an open platform, the CSO Partnership for Development Effectiveness (CPDE) requires effective governance and accountability systems that fulfill the Istanbul Principles, human rights--based approaches and the specific requirements of developing a comprehensive open platform operating at all levels, from the country to the global.

The CPDE will establish an Independent Accountability Committee (IAC) to be tasked to ensure that the platform meets these obligations. The IAC will promote ethical values and the highest standards of accountability, honesty and effectiveness at all levels. It will incorporate these CSO principles internally and embed them as part of ensuring the platform's horizontal and vertical accountability.

As such, the IAC aims to ensure the accountability of the platform's governance, programming, finances and operations globally. The IAC will oversee the platform's evaluation and auditing mechanisms as well as other related aspects of accountability.

The IAC will be distinct from the CPDE governance bodies and will act independently. The IAC will be free from all restrictions and influence, whether internal or external, including from other platform bodies and members.

To ensure the independent character of the committee, members of IAC should not hold any additional position in the Global Assembly.

IAC members will be drawn from CSO membership worldwide. Individuals will be selected based on their ability to meet the strict selection criteria set out and uphold the principles and mandate of the IAC. They should be nominated based on their character and past work, and must be endorsed by their respective organisations.

Role

The purpose of the IAC is to ensure the financial and operational integrity of the platform. Specifically, the IAC will aim to ensure that:

- The CPDE is effectively governed and characterised by the following traits: participatory, consensus--oriented, accountable, transparent, responsive, effective and efficient, equitable, inclusive and follows the rule of law;
- The CPDE is working towards its overall goals and objectives as defined by the platform while respecting its core values;
- The CPDE is carrying out its work in accordance with its overarching strategy;
- The various bodies of the CPDE are functioning in accordance with each of their mandates and are held accountable to each other;
- The funding raised in CPDE's name is spent and managed as efficiently and effectively as possible.
- The IAC promotes fiscal integrity and transparency, and sound financial practices by the Fiscal Agent and among member organizations.

The IAC will develop its own work plan (including its outreach and approach) based on its responsibilities and in coordination with the timeline of the CC and GA[2].

The IAC will carry out its mandate by:

- Drafting and ensuring implementation of platform policies and procedures in order to ensure that constituency efforts and initiatives are in line with platform's strategic and tactical objectives;
- Reviewing major documents that contain platform strategies and plans[3];
- Monitoring and evaluating the compliance of reporting done by various bodies of the CPDE (i.e. including the Coordination Committee, the Secretariat, the regional and sub--regional coordinating committees, sectoral/major groups and the working groups) on their performance and implementation)[4];
- Establishing internal accountability procedures both for the IAC and the Finance Committee. These procedures will ensure the platform's independence, transparency and accountability; prevent conflicts of interest; facilitate the fulfillment of the Istanbul principles; and disseminate best practice of CSOs.
- Receiving and reviewing financial reports from the Fiscal Agent(s) on expenditures and disbursement rates;
- Assessing accountability mechanisms within the CPDE platform at various levels (vertical and horizontal);
- Issuing periodic and timely reports on the platform's accountability (at least biannually);
- Proposing recommendations based on findings to the General Assembly for how the platform's functions, ways of work, initiatives, actions and tasks can be improved revised and reorganized.

[2] The Global Secretariat shares with the IAC the CPDE calendar of activities, containing the events organized by the constituencies, in order to efficiently schedule their workplan in relation to activities of constituencies.

[3] Major documents include advocacy strategy papers disseminated widely in various policy engagements and program workplans, including plans of activities of constituencies.

[4] In order to ensure that constituencies' activities are in line with platform values and objectives and program requirements, the IAC is mandated to review activity and program reports prepared by the various constituencies and the Global Secretariat.

As part of the IAC's work, it will have continual and constant exchanges with the CC and GA and fiscal agents. However, the exchanges will be open, transparent and free from intervention.

All findings of the IAC will be publicly disclosed and issued on a timely basis.

The platform will have the right to respond to IAC recommendations and findings that are made public. The response will be published as a "management response" and will sit separately from the IAC conclusions.

Selection and Terms

Sectoral and regional constituencies will each nominate an organization to compose a pool of 11 nominees to the IAC.

These nominees will then select up to five CSO representatives from among themselves to serve on the committee.

The selected nominees to the committee will serve for a term of three years with one--third (1/3) of the selected individuals changed after such period.

Replacement Process

As appointments are based on the individual rather than the organization, any vacated seat does not pass back to the organization to fill.

In the case a member of the IAC must step-down before her or his term is complete; the original group of individuals nominated by the constituencies must be reconvened to determine who among them will fill the position.

Criteria for Selection

In selecting the members of the IAC, the GA will ensure gender and geographical balance as well as the combination of skills that will enable the IAC to perform its functions, including at least one person with financial oversight skills.

Composition

- Representatives of CSOs that are members of CPDE
- Members should meet all the required skills, experience and expertise outlined in the TOR. This includes having a background in governance, accountability, programming, evaluation, financial management and/or operations
- These will be a maximum of 5 members
- Attention to gender balance, regional balance, and coverage of required skills.

A chair will be selected by the acting IAC members.

Frequency and venue of meeting

- The chair of the IAC will attend the annual GA meeting. A representative of the IAC may request or maybe requested to attend the meeting of the Global Coordinating Committee as appropriate.
- The IAC physically meets once a year after the annual financial audit of the Fiscal Agency.
- The IAC will utilize conference calls in order to meet and discuss issues relevant to their check and balance function. Conference calls will occur at least once per quarter.

Support

The Finance and Administration Officer of the Secretariat support the IAC in its role.

ANNEX 3

TERMS OF REFERENCE (TOR)

Global Secretariat (GS)

Selection and Term

The Global Assembly (GA) selects the Financial Agent and Secretariat Host from the recommendations of a Selection Committee. The Coordination Committee creates the Selection Committee.

The Host, once selected will set up the Global Secretariat. Both will be in post co--terminus with each multi--year programme of the CSO Partnership. At the end of the programme or upon programme evaluation, the GA acting on the recommendation of the CC, can choose to re--affirm the existing Financial Agent and Global Secretariat or call for a new selection process.

Accountabilities

The Host and Secretariat will be accountable to the GA. In between the GA meetings, the Secretariat will report to the CC. The CSO Partnership Co--Chairs provide day--to--day supervision to the Global Secretariat. The Program Manager provides technical and administrative supervision to the Secretariat staff.

The Host is accountable to the GA through the organisation's head being represented in the GA and CC as ex--officio member. The Global Secretariat is accountable to GA and CC and reports to it directly through the Program Manager.

Responsibilities of Financial Agent and Secretariat Host

The over--all function of the Financial Agent and Secretariat Host is two--fold: (1) to take on fiduciary responsibilities on behalf of the CSP Partnership and (2) to establish the Global Secretariat. Under these two over--all functions are specific responsibilities. The Financial Agent and Secretariat Host is tasked to:

- Prepare and submit proposals in behalf of the CSO Partnership that will form the basis for consideration by donors;
- Enter into bilateral agreements with donors for their specific financial contributions;
- Receive and manage the funds disbursed under each bilateral agreement, using financial management systems and procedures in keeping with international standards of accounting and procurement as required by donors;
- Submit narrative and financial reports and audits to donors and responding to donors' feedback in keeping with international standards of

accounting and procurement;

- Share information with the CSO Partnership and with donors regarding external funds received for the proposals in the name of the CSO Partnership;
- Coordinate communication with the donors as appropriate;
- Participate in the Coordination Committee of CSO Partnership as ex-officio member;
- Define and source the personnel requirements of the Secretariat;
- Enter into agreements with other member organisations who are selected to perform Secretariat functions; and,
- Enter into agreements with other member organisations that are selected to lead in implementing specific programme activities as agreed upon by the different implementing units of the CSO Partnership.

Responsibilities of Global Secretariat

The Global Secretariat (GS) will be responsible for managing the programs of the CPDE, providing staff support to the platform and performing all expected administrative functions. It will be responsible for implementing planned program cycles, developing funding applications and reports, liaising with donors, preparing reports, and ensuring transparent financial management.