



## CONSTITUTION OF THE COMMITTEE FOR CO-ORDINATION OF SERVICES TO DISPLACED PERSONS IN THAILAND (CCSDPT)<sup>1</sup>

### Preamble

In early 1975 large numbers of displaced persons from Indochina began seeking refuge in Thailand. This movement of displaced persons into Thailand presented unusual needs and problems for the Royal Thai Government (RTG).

A number of voluntary agencies responded to these needs. Some of these agencies had already been involved in social, development and religious work in Thailand for some time. Others were specialised agencies which came specifically to help with the displaced persons problem. Some agencies were large, some small. Some were religious, others non-sectarian. These varied organisations realised that they could best maximise their assistance by carefully co-ordinating their efforts with the RTG and among themselves. Hence **The Committee for the Co-ordination of Services to Displaced Persons in Thailand (CCSDPT)** was established in September 1975.<sup>2</sup>

At its peak in 1981, CCSDPT membership included 52 agencies all serving displaced persons from Laos, Vietnam and Cambodia. There was a large reduction in membership in the early 1990's as the situation in these countries began to return to normal and most of the displaced persons were either resettled to third countries or returned home.

Displaced persons began to arrive from Burma in 1984 and a number of CCSDPT Member organisations began to offer services to these people. The number of displaced Burmese increased throughout the 1990s and by 1996, CCSDPT Member organisations were working primarily with displaced Burmese.

From 2005, CCSDPT became increasingly involved in strategic planning initiatives and in policy debate with the RTG, Donors and other stakeholders. In 2009, CCSDPT Member organizations undertook a two year process to review CCSDPT activities and organisational and meeting structures to reflect changing demands and expectations. Organisational changes agreed at the December 2010 Annual General Meeting are reflected in this revised constitution<sup>3</sup>.

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<sup>1</sup> Revised August 2011

<sup>2</sup> List of Charter organisations in Annex I

<sup>3</sup> List of current CCSDPT Member organisations in Annex II

# Chapter I

## Name and Objectives

### Section 1:

This committee shall be known as the **Committee for Co-ordination of Services to Displaced Persons in Thailand (CCSDPT)**.

### Section 2:

#### Vision:

Displaced persons in Thailand are living their lives in safety and with dignity, are self-reliant, are able to achieve their potential and are able to determine their own future.

#### Mission Statement:

CCSDPT Member organisations effectively coordinate humanitarian relief and development services for displaced persons in partnership with the RTG, affected communities, and relevant national and international entities to promote durable solutions aimed at self-sufficiency within an enhanced protection environment.

CCSDPT Member organisations are committed to the delivery of impartial assistance based on humanitarian needs alone and optimise the assistance to displaced persons in Thailand in accordance with the *Humanitarian Charter* and the *Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief*.

#### Shared Responsibilities:

CCSDPT Member organisations commit to a shared responsibility:

- to coordinate the provision of services;
- to provide mechanisms for sharing information among stakeholders;
- to advocate for the rights of displaced persons in Thailand;
- to facilitate cooperation between NGOs providing assistance to displaced persons in Thailand and the RTG;
- to advocate for the necessary resources from donors.

CCSDPT Member organisations commit to fulfilling their obligations under the CCSDPT Membership Agreement<sup>4</sup>.

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<sup>4</sup> See Annex III

## **Chapter II**

### **Member Organizations and Membership**

#### **Section 3:**

CCSDPT shall be composed only of Member organisations with an office in Thailand and which have a continuing interest in the provision of services to displaced persons.

#### **Section 4:**

CCSDPT is committed to ensuring the effective delivery of services to displaced persons and the coordination of programs and services between Member organisations to avoid duplication among themselves and with other stakeholders. Membership in CCSDPT does not affect a Member organisation or prospective Member organisation's autonomy over their own operations.

CCSDPT is obliged to examine prospective Members' programmes on behalf of Thailand's Ministry of Interior (MOI) and Member organizations must have MOI approved programmes.

The application process for a Prospective Member organisation to CCSDPT is as follows:

- 1) The Prospective Member organisation submits a letter and a proposal in the format required by MOI to the CCSDPT Chairperson stating the organisation's desire to join CCSDPT, naming the organisation's Designated Representative and his or her position within the organisation.
- 2) On receipt of an application for Membership, the Chairperson shall forward the proposal to the appropriate CCSDPT Sub-committee (SC) or Working Group (WG) for review. If the proposal concerns a sector without an existing SC or WG, it is forwarded to all Member organisations.
- 3) Prospective Member organisations are invited to a CCSDPT SC/WG and/or CCSDPT Directors Meeting to explain their objectives to the CCSDPT.
- 4) The CCSDPT Member organisations, as represented by their Designated Representatives and/or the appropriate CCSDPT SC/WG, ensure that the following criteria are satisfied:
  1. the Prospective Member organisation meets an existing, well-defined need as indicated by a consensus of the CCSDPT SC/WG member organizations and other relevant service providers who have documented humanitarian aid and service delivery gaps;
  2. the Prospective Member organisation's programs do not duplicate existing services;
  3. the Prospective Member organisation's mandate and program goals are compatible with CCSDPT's vision, mission statement and shared responsibilities;
  4. the Prospective Member organisation demonstrates a commitment to the shared responsibilities and is willing and able to fulfil the obligations of membership.

Prospective Member organizations may be invited to reconsider, rewrite and resubmit membership requests in order to address any concerns raised at this stage.

- 5) The CCSDPT SC/WG makes a recommendation at the CCSDPT Director's Meeting. After consideration, a vote is taken and membership is determined by two-thirds majority. The decision and rationale regarding the CCSDPT membership shall be made known to the applicant in writing.
- 6) If a Prospective Member organisation is approved by CCSDPT, it must submit its final proposal in English and Thai. The proposal is forwarded by the CCSDPT Chairperson to the Thai MOI with the recommendation that they be approved for CCSDPT Membership.

#### **Section 5:**

Membership of CCSDPT shall be discontinued upon:

- 1) A CCSDPT Member organisation notifying the Chairperson in writing of its intention to withdraw;
- 2) A two-third's majority of Member organisations in a CCSDPT Directors Meeting or CCSDPT Extraordinary Meeting resolving that a given Member organisation's activities and/or objectives are not in accordance with the objectives of CCSDPT or are detrimental to the collective effort by the Member organisations of CCSDPT;
- 3) A CCSDPT Member organisation failing to pay any quarterly membership dues by a period exceeding six months after the normal due date; or
- 4) CCSDPT being dissolved.

## **Chapter III**

### **Rights and Responsibilities of CCSDPT Member Organisations**

#### **Section 6:**

Membership of CCSDPT is an organizational commitment and Member organisations are required to sign a Membership Agreement<sup>5</sup> that details their responsibilities with regards to:

- compliance with RTG requirements;
- demonstrating alignment with established humanitarian principles and international codes of conduct and standards;
- cooperation and coordination between CCSDPT Member organisations;
- leadership and support required for CCSDPT administration;
- participation in meetings and decision making at every level.

CCSDPT Member organisations are required to pay a subscription fee decided and voted upon by the Member organisations on an annual basis.

#### **Section 7:**

CCSDPT is fully committed to protecting displaced persons in Thailand from all types of harm, abuse, and human rights violations by personnel of the Member organisations, especially sexual abuse and exploitation. Accordingly, CCSDPT requires that any organisation applying for membership sign the *CCSDPT Code of Conduct* and endorse the *CCSDPT Interagency Protocols for the Prevention of Sexual Abuse and Exploitation*. It will be expected of new Member organisations that they incorporate the Code of Conduct, the Interagency Protocols and any protocols stipulated in the CCSDPT Membership

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<sup>5</sup> See Annex III

Agreement into their assistance operations after joining CCSDPT.

**Section 8:**

Each CCSDPT Member organisation is entitled to one vote on any motion or in any election. The Designated Representative of a CCSDPT Member organisation unable to attend a meeting may nominate another senior level staff member within their organisation or nominate another CCSDPT Member organisation to exercise their vote. The transfer of a vote to another CCSDPT Member organisation must be notified to the Chairperson in writing in advance of the meeting.

**Section 9:**

A CCSDPT Member organisation has the right to request advice and assistance from the CCSDPT Secretariat in matters concerning displaced persons in Thailand and is entitled to receive circulars, annual reports and any other information available through CCSDPT.

**Section 10:**

A CCSDPT Member organisation has the right to present comments and to offer recommendations to the membership on matters concerning the activities and operations of CCSDPT.

## **Chapter IV**

### **Membership groups and meetings**

**Section 11:**

The **CCSDPT Directors Meeting** is the final decision-making forum of CCSDPT which

- coordinates and manages the network membership
- oversees management processes
- develops strategic coordination and partnerships
- steers agendas and meeting processes
- responds to emergencies

CCSDPT Directors Meetings are normally held 6 times a year on a bi-monthly basis. CCSDPT Member organisations' Designated Representatives and CCSDPT Sub-Committee and Working Group Chairs are expected to attend.

The last CCSDPT Directors Meeting of the year is designated as the Annual General Meeting for the purpose of electing CCSDPT officers and approving the budget for the following year.

Observers may attend the CCSDPT Directors Meeting upon request and agreement of the CCSDPT Member organisations.

**Section 12:**

The **CCSDPT Executive Committee** is a sub-set of the CCSDPT Directors Meeting and is established to take specific leadership and management responsibilities on behalf of the wider network. It is accountable to all the CCSDPT Member organisations and is responsible for:

- Strategic planning and relationships
- CCSDPT Secretariat management and oversight
- Supporting and enhancing the discussions and decision-making of the CCSDPT Directors Meeting.

CCSDPT Member organisations volunteer to be part of the Executive Committee and undertake the extra-responsibilities listed in the CCSDPT Membership Agreement.

### **Section 13:**

**CCSDPT Sub-committees** (SC) may be established or dissolved by the CCSDPT at any regular CCSDPT Directors Meeting or a CCSDPT Extra-ordinary Meeting. Their scope is governed by Terms of Reference approved at CCSDPT Directors Meetings.

Membership of SC shall be open to all CCSDPT Member organisations and SC meetings may be attended by staff of Member organisations, staff of the CCSDPT Secretariat, or representatives of non-members which have like aims and objectives to CCSDPT at the discretion of the CCSDPT SC Chairperson/Vice-Chairperson.

The Chairperson and Vice-Chairperson of a CCSDPT SC shall be elected by the Members of the SC and ratified at the next CCSDPT Directors Meeting. Any CCSDPT Member of the SC may be nominated for the position of Chairperson/Vice-Chairperson.

CCSDPT Member organizations may initiate and lead additional Working Groups (WG), however these Working Groups do not necessarily fall under the CCSDPT structure.

CCSDPT SC and WG may be established to:

- provide sectorial leadership
- ensure co-ordination and relevance
- promote learning
- support and steer the wider CCSDPT agendas and discussions
- ensure activities are in line with any agreed Strategic processes.

### **Section 14:**

**CCSDPT Field and Camp co-ordination groups** may be set up to:

- Raise awareness of strategic processes
- Maximise local information and knowledge to improve programming and decision-making
- Build local capacity and learning
- Ensure participation and openness of process

### **Section 15:**

**The CCSDPT Meeting** is the information sharing forum of CCSDPT. Representatives from the CCSDPT Member organisations as well as from the RTG, International Organizations and Embassies may attend and receive minutes. This meeting will normally be convened every two months.

Other individuals and organisations interested in the refugee and displaced persons situation may attend the CCSDPT Meeting subject to the agreement of the Chairperson.

The press shall be excluded from all CCSDPT meetings, including those held on the border or in the camps.

**Section 16:**

The dates of all CCSDPT Directors Meetings, CCSDPT Meetings, the CCSDPT Annual General Meeting and any CCSDPT Extra-ordinary Meetings, must be announced to all members giving at least fifteen days' notice. In the case of CCSDPT Extra-ordinary Meetings the purpose of the meeting and any potential resolution arising must be clearly stated and no other business shall be considered.

**CCSDPT Extra-ordinary meetings** may be called by:

- 1) The CCSDPT Chairperson and the CCSDPT Vice-Chairperson; or
- 2) CCSDPT Member organisations submitting to the CCSDPT Chairperson a written request signed by at least one third of the total CCSDPT Membership, upon receipt of which the meeting shall be held as soon as practical and not later than the following CCSDPT Directors Meeting.

**Section 17:**

A quorum for a CCSDPT Directors Meeting or CCSDPT Extra-ordinary Meeting shall be one half of the total membership and a resolution shall be carried upon a majority voting in favour of the resolution. In the event of an equally split vote, the CCSDPT Chairperson shall cast the deciding vote. When a quorum is not achieved, decisions can be made by a majority vote of those CCSDPT Member organisations Designated Representatives present at the following meeting.

**Section 18:**

Copies of minutes of CCSDPT Directors and Executive Committee Meetings shall be distributed exclusively to CCSDPT Member organisations, CCSDPT SC Chairpersons and the CCSDPT Executive Coordinator. Minutes may be shared with senior level staff but are considered confidential and not for distribution. The proceedings of the CCSDPT Directors and CCSDPT Executive Committee Meetings are not for circulation outside of the CCSDPT Membership and under no circumstances may be quoted.

Subject to the discretion of the CCSDPT officers, the minutes of The CCSDPT Meeting may be made available to any outside individual or organisation providing that the individual or organisation states in writing to the Chairperson the reason for which the minutes are required and commits to not quoting them. An appropriate subscription may be charged.

## **Chapter V**

### **CCSDPT Officers**

**Section 19:**

CCSDPT shall elect two CCSDPT officers comprising a Chairperson and a Vice-Chairperson from the Member organisation's Designated Representatives. The CCSDPT Chairperson chairs the CCSDPT Directors Meeting and the CCSDPT Meeting. The CCSDPT Vice-Chairperson chairs the CCSDPT Executive Committee meeting.

CCSDPT officers shall be elected at the CCSDPT Annual General Meeting for a period of one year by calling for nominations and conducting an election by secret ballot.

CCSDPT officers can hold office for a maximum of two consecutive terms. CCSDPT Member organisations having held an office for two terms must step down for at least one term before standing again for election.

**Section 20:**

CCSDPT officers have no personal or organizational financial liability towards CCSDPT.

**Section 21:**

In the event that any CCSDPT officer is unable to complete the term of office, new elections for that position will be called.

**Section 22:**

CCSDPT officers shall leave office upon:

- 1) The expiration of their terms.
- 2) The CCSDPT Member organisations so resolving by a two thirds majority of those present in a CCSDPT Directors Meeting or CCSDPT Extra-ordinary Meeting;
- 3) The membership of their organization in CCSDPT being terminated for whatever reason; or
- 4) The dissolution of CCSDPT.

## **Chapter VI**

### **Responsibilities of CCSDPT Officers and CCSDPT Secretariat**

**Section 23:**

**CCSDPT Chairperson**

- Ensure that all parts of the CCSDPT are fulfilling their mandates and meeting their commitments
- Ensure that the reputation and profile of CCSDPT is maintained in all aspects of member operations
- Represent CCSDPT with external stakeholders
- Ensure that CCSDPT Meetings are appropriately chaired and facilitated.
- Chair the CCSDPT Directors Meeting
- Provide oversight on all legal and fiscal responsibilities of the CCSDPT
- Ensure periodic reviews of overall CCSDPT health, viability and standards.

**Section 24:**

**CCSDPT Vice-Chairperson**

- Chair the CCSDPT Executive Committee meetings
- Provide supervision to the CCSDPT Executive Coordinator



- Stand in for the CCSDPT Chairperson as required at CCSDPT Directors Meetings and The CCSDPT Meetings

**Section 25:**

The implementation of CCSDPT's vision, mission statement and goals are supported by a CCSDPT Secretariat led by the CCSDPT Executive Coordinator, a CCSDPT administrator and other personnel as needed.

**CCSDPT Executive Co-ordinator**

- Ensures coherent coordination and management of CCSDPT's network of meetings, efficient information flow and effective liaison among member organizations.
- Ensures that assistance to Burmese refugees is in accordance with the regulations of MOI, coordinated, tracked and reported in a timely manner.

## **Chapter VII**

### **Election Procedures**

**Section 26:**

The outgoing CCSDPT Chairperson shall identify a person among the CCSDPT Member organisations to record nominations for all elected positions, at least 60 calendar days before the CCSDPT Annual General Meeting, usually at the penultimate CCSDPT Directors Meeting of the calendar year.

**Section 27:**

All CCSDPT officers elected shall be held only by the individual - a Designated Representative of a CCSDPT Member organisation.

**Section 28:**

Nominations for all elected positions will be accepted at the CCSDPT Annual General Meeting provided that the nominee is either present at the meeting or has given written consent to the CCSDPT Chairperson prior to the meeting.

**Section 29:**

Election to each position is by secret ballot, which shall be exercised by one designated representative per agency. Results shall be presented simply as "elected" or "not elected". In cases where there is only one nomination for any position, the nominated candidate will be appointed to the position and no ballot will be taken.

**Section 30:**

The CCSDPT Member organisation's Designated Representative chosen to record nominations shall also conduct and supervise the ballots including the distribution and collection of ballot papers, the counting and scrutinising and the certifying of the results. This individual cannot run for office. If he or she wishes to do so, an alternative shall be selected from among the CCSDPT Member organisations.

## **Chapter IX**

### **Finance**

#### **Section 31:**

The fiscal year for CCSDPT shall be from the first day of January to the thirty-first day of December inclusive.

#### **Section 32:**

A one year expenditures budget denominated in Thai Baht shall be prepared for each fiscal year prior to the commencement of that fiscal year and shall be supported by schedules and explanations of the items comprising the major components in the budget.

The budget shall be prepared by the CCSDPT Secretariat. The budget shall then be presented for consideration and approval by CCSDPT Directors at the CCSDPT Annual General Meeting.

#### **Section 33:**

Once the budget has been approved at the CCSDPT Annual General Meeting, changes to the overall budget greater than 10% must be brought to the CCSDPT Directors Meeting for official amendment.

#### **Section 34:**

CCSDPT's operational costs shall be financed by an annual subscription fee the amount of which and the means of payment of which shall be recommended by the CCSDPT Chairperson and approved by a two-thirds majority of CCSDPT Member organisations at a CCSDPT Directors Meeting, having notified Member organisations of the proposed changes at least fifteen days prior to the meeting. It may be reviewed from time to time.

Other funding may be sought from outside funding sources, regular observers, International Organisations and embassies or by soliciting additional contributions from Member organisations.

#### **Section 35:**

The CCSDPT Secretariat staff shall prepare monthly financial reports denominated in Thai Baht in accordance with established accounting practice which set out the budgeted and current financial position. The reports shall be presented by the CCSDPT Secretariat on a quarterly basis at the CCSDPT Directors Meeting for approval.

#### **Section 36:**

Each year the accounts of CCSDPT shall be audited by an auditor/s approved by the CCSDPT Member organisations. The results of the audit will be reported to the Membership at a CCSDPT Directors Meeting and kept on file available to CCSDPT Member organisations on request. CCSDPT Member organisations may choose to undertake the audit providing that at least two CCSDPT Member organisations participate and at least one of the auditors is not from a CCSDPT officer's organisation.

#### **Section 37:**

CCSDPT will seek both restricted and unrestricted funding to cover annual expenditures. A review of the annual budget including the likelihood of prospective revenues will be undertaken at the CCSDPT Annual

General Meeting, and thereafter regularly at the CCSDPT Executive Committee meetings. CCSDPT will endeavour to hold at all times a minimum total fund balance (fixed and savings accounts) sufficient to cover one month's expenses. On a yearly basis, the CCSDPT Secretariat may choose to increase the total amount held in cash reserves (fixed account) by recommending a specific increase to be added to the fixed account from surpluses held in the saving account. Changes to this policy shall be with the knowledge and consent of a two-thirds majority at a CCSDPT Directors Meeting or CCSDPT Extra-ordinary Meeting.

## **Chapter VIII**

### **Alteration of the Constitution and Dissolution of CCSDPT**

#### **Section 38:**

The Constitution of CCSDPT may be amended by CCSDPT Member organisations at a CCSDPT Directors Meeting or CCSDPT Extra-ordinary Meeting, by a vote of two-thirds majority present. CCSDPT Member organisations shall be notified in writing of the proposed changes at least fifteen days in advance.

#### **Section 39:**

CCSDPT may be dissolved by:

- 1) Two-thirds of CCSDPT Member organisations present at a CCSDPT Directors Meeting or CCSDPT Extra-ordinary Meeting called for this purpose. CCSDPT Member organisations shall be notified in writing of the proposal at least fifteen days in advance.
- 2) All CCSDPT Member organisations terminating programmes for displaced persons in Thailand.
- 3) Instruction of the RTG.

#### **Section 40:**

In the event that CCSDPT is dissolved, all assets remaining after the payment of all outstanding debts and the fulfilment of all obligations, shall be transferred to appropriate charitable institutions or appropriate research or library institutions, approved by a majority of CCSDPT Member organisations present at the dissolution meeting. Assets donated to CCSDPT may be returned to the original donors.

## **Annex I**

### **Charter organisations**

The charter organisations were:

- CAMA Services, Inc.
- Cath Coun Thai for Dev.
- Finnish Free Foreign Mission
- Food for the Hungry, Inc.
- International Rescue Committee
- Médecins Sans Frontières
- Norwegian Refugee Council
- Norwegian Church Relief
- Overseas Missionary Fellowship
- Project Vietnam Orphans
- Scandinavian Pentecostal Mission
- Thailand Baptist Mission
- The Save the Children Fund
- Tom Dooley Heritage, Inc.
- Y.W.C.A. Bangkok

## **Annex II**

### **CCSDPT Member organizations as of August 2011**

<b>Agency</b>	<b>Acronym</b>
1. Adventist Development and Relief Agency	ADRA
2. ARC International	ARC
3. Catholic Office for Emergency Relief and Refugees	COERR
4. DARE Network	DARE
5. Finnish Refugee Council	FRC
6. Handicap International	HI
7. International Rescue Committee	IRC
8. Jesuit Refugee Service	JRS
9. Malteser International	MI
10. Right To Play	RTP
11. Solidarites	SOL
12. Shanti Volunteer Association	SVA
13. Taipei Overseas Peace Service	TOPS
14. Thailand Burma Border Consortium	TBBC
15. Première Urgence - Aide Médicale Internationale	PU-AMI
16. World Education/ Consortium	WE/C
17. Women's Education for Advancement and Empowerment	WEAVE
18. ZOA	ZOA

## Annex III

### Membership Agreement for 2011

#### *Introduction*

The CCSDPT is composed of CCSDPT Member organizations who nominate a Designated Representative to attend the CCSDPT Directors meetings, the ultimate decision forum of the CCSDPT. CCSDPT Executive Committee Member organizations are self-nominating and form a sub-set of the whole group of CCSDPT Member organizations.

This **Membership Agreement** forms the basis of the 'contract' between CCSDPT Member organizations and the CCSDPT. Failure to meet the spirit of the Membership Agreement will be monitored and result in a review of an organization's membership, to be led by the CCSDPT Chairperson and involving the CCSDPT Directors' Meeting as the final decision-making body.

The spirit of the CCSDPT will remain one that aims to support individual member organizations wherever possible to meet their membership commitments, (rather than to seek punitive action). The CCSDPT Chairperson and Vice-Chairperson will be responsible for exercising judgment and guidance on this as a part of their governance responsibilities for the CCSDPT.

Membership is clearly understood as **an organizational commitment**, not just the commitment of individual staff members such as Directors. Participation within CCSDPT is encouraged at all staffing levels, including Senior Program staff in sub-committees, and Field Officers in the co-ordination bodies at camp/provincial level. The responsibilities of membership set out on the following two pages therefore describe the *commitment that a member organization* is making to the operations and development of the CCSDPT.

In the agreements and commitments set out below, those elements highlighted in **Bold** form the basis of **the annual review of membership commitment and compliance**, which is an annual peer assessment process.

	All Member organizations (including Executive Committee Member organizations)	Additional for Executive Committee Member organizations
<b>Compliance with</b>	<ul style="list-style-type: none"> <li>▪ RTG reporting requirements</li> <li>▪ Mol regulations</li> <li>▪ PSAE Code of Conduct</li> <li>▪ CCSDPT Constitution</li> </ul>	
<b>Demonstrable commitment to/alignment with</b>	<ul style="list-style-type: none"> <li>▪ Established humanitarian principles and international codes of conduct (specifics to be determined and reflected in the constitution)</li> <li>▪ The CCSDPT/UNHCR Strategic Framework for Durable Solutions</li> <li>▪ Programme quality standards and openness to review and learning (specifics to be determined and reflected in the constitution)</li> <li>▪ Adherence to internationally recognized sector specific standards (to be determined by sub-committees)</li> <li>▪ Overall CCSDPT humanitarian assistance principles (to be developed at a later stage)</li> </ul>	
<b>Participation in<sup>1</sup></b>	<ul style="list-style-type: none"> <li>▪ 4 (out of 6) CCSDPT Meetings per year</li> <li>▪ 4 (out of 6) CCSDPT Directors Meetings per year</li> <li>▪ Senior program representation at 2/3rds of relevant sectoral CCSDPT sub-committee/working group meetings</li> <li>▪ Senior field level representation at 2/3<sup>rd</sup> of relevant field/camp level co-ordination meetings engaging CBOs &amp; refugee groups</li> <li>▪ Annual RTG/NGO Workshop meeting</li> <li>▪ Annual CCSDPT/CBO meeting held in border area</li> <li>▪ 1 of 2 CCSDPT/UNHCR Retreats</li> </ul>	<p>As per wider membership for other commitments</p> <ul style="list-style-type: none"> <li>▪ All 6 Executive Members Group Meetings (<i>Note: maximizing time efficiency by grouping meetings together, leaving open the option for conference call-ins for border based members, the use of flexible scheduling to allow for unavoidable scheduling conflict and the use of Skype conference calls for urgent matters</i>)</li> </ul>
<b>Decision-making over</b>	<ul style="list-style-type: none"> <li>▪ New membership entry into CCSDPT</li> <li>▪ Annual budget of CCSDPT, including membership subscription fee levels</li> <li>▪ Operational and policy matters affecting the whole network (including network advocacy positions – but more discussion needed here)</li> <li>▪ Operational/co-ordination decisions affecting the network</li> <li>▪ Grievance/compliance issues</li> <li>▪ Status of current CCSDPT Member organizations after the CCSDPT Annual Membership Review.</li> <li>▪ All member organizations responsible for approval of appointment/dismissal of CCSDPT Executive Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recruitment and recommendation of the CCSDPT Executive Coordinator applicant</li> <li>▪ Management and support for CCSDPT Executive Coordinator</li> <li>▪ Schedule and process for developing and reviewing CCSDPT-UNHCR Strategic Framework for Durable Solutions</li> </ul>
<b>Access to</b>	<ul style="list-style-type: none"> <li>▪ All CCSDPT published information,</li> </ul>	

	<ul style="list-style-type: none"> <li>minutes, policies etc</li> <li>Data collected as a result of CCSDPT work (databases, reviews etc)</li> <li>Website and associated information</li> <li>CCSDPT contacts information</li> </ul>	
	<b><i>All member organizations (including Executive Committee Member organizations)</i></b>	<b><i>Additional for Executive Committee Member organizations</i></b>
<b><i>Input to</i></b>	<ul style="list-style-type: none"> <li>Setting agenda for CCSDPT and CCSDPT Director Meetings</li> <li>Setting agendas for the CCSDPT Subcommittee and working group meetings</li> <li>Development and review of the CCSDPT-UNHCR Strategic Framework for Durable Solutions (within process led by Executive Committee Member organizations)</li> <li>Bi-annual discussions with UNHCR and other key partners as scheduled by CCSDPT Executive Member organizations</li> <li>Annual discussion with the RTG</li> <li>Discussion with the Donor – Humanitarian Actors Working Group (within process led by CCSDPT Executive Member organizations)</li> <li><b>Participation in the preparation of the Sectoral Update Presentations of the – CCSDPT-UNHCR Strategic Framework for Durable Solutions at the CCSDPT Meetings</b></li> </ul>	
<b><i>Responsible for (on behalf of wider membership)</i></b>		<ul style="list-style-type: none"> <li>Facilitate strategic framework re-design and review processes</li> <li>Leadership for developing advocacy/key policy positions for consultation with the wider membership</li> <li>Sustaining regular dialogue with external donors, UNHCR etc and linking this back to the wider membership</li> </ul>

<sup>1</sup> Participation at the CCSDPT Directors Meeting, RTG/NGO and UNHCR forums does not necessarily require an NGO director to attend but the delegate must have an appropriate level of decision making authority on behalf of the NGO.