

THE BUTTERFLY EFFECT Network

Internal Rules

October 2016



Article 1 – Nature

The Butterfly Effect is a network of international and local CSO/NGO which advocates for effective local solutions that have a sustainable impact on improving access to water and sanitation and water resource management. The Butterfly Effect promotes joint initiatives without competing with (or taking over from) other international, regional and local initiatives, and supports its members in their initiatives to strengthen their advocacy actions. As such the Butterfly Effect is a catalyzer for CSO/NGO voice in the water sector and in the international agenda.

Getting together and working together under the Butterfly Effect umbrella benefits all members that participate. The Butterfly Effect is a facilitator to let civil society organisations globally, engage on water issues to express themselves on common aspects. Its key objective is not to speak on behalf but rather to support its members (NGO and CSO) from across the globe to voice the views of the sector in strategic water-related international fora (*World Water Forum, Agenda 2030, climate change conferences, etc.*) in order to influence consistently the political agendas of water-related issues.

Article 2 – Origins

The BE has been originally established in December 2010 during the preparatory phase leading up to the 6th World Water Forum in Marseille, with its first Steering committee composed by the Freshwater Action Network (FAN), Coalition Eau & the International Secretariat for Water (ISW) (both playing the coordination role) and Women for Water Partnership (WfWP). Coalition Eau left the coordination on January 2013 while ISW continues to assume this role.

Article 3 – Objectives

The Butterfly Effect objectives are to:

- Mobilize and facilitate meaningful NGO and CSO participation and contribution in World Water Fora and on the “Water” international agenda in general by pooling knowledge and resources and exert greater influence over the sector’s actors and decision-makers;
- Promote inclusive processes in the World Water Fora in order to ensure a prominent role for civil society organisations, both throughout the preparatory processes and during the Forum;
- Share innovative expertise: The Butterfly Effect proposes solutions based on human rights principles, communities’ experience that relate to policies, projects, information campaigns and empowering stakeholders. Crucially, these solutions are local, sustainable, adaptable, innovative, equitable, accountable and people-orientated.

Article 4 – Membership

Any not-for-profit national or international Non-Governmental Organization (NGO) or Community based organization, with at least three years of experience, may join the BE through simple signature of these internal rules addressed to the Secretariat of the BE

together with a motivation letter justifying the national or international scope of activities related to water performed by the applying organization, and sharing what they could bring (funds, in-kind work, information, experiences, etc.) to the network.

The Secretariat will check their information against the criteria above and inform the Steering Committee members; and if there is no objection the membership will be approved.

All organizations which are already part of the Network, as reflected in the mailing list at the time of adoption of the present Internal Rules, are exempted from writing the motivation and are only required to send a signed a copy of the Internal Rules (IR) by their highest executive officer to the Secretariat of the BE within three months after adoption.

Members are expected to support BE messages at national level, (as a minimum) contribute in-kind and where possible incorporate BE activities in their funding (proposals). Members are expected to contribute to the activities of BE based on their expertise or area of work and be accountable for their commitment and activities.

Article 5 – Bodies

The Butterfly Effect has three types of organizational components, as:

- The General Assembly,
- The Steering Committee,
- The Secretariat.

The General Assembly

It is formed by all the members of the Butterfly Effect network. They validate the nominations to the Steering committee.

The General Assembly has three main roles: i) representing the organization that form part of the Butterfly Effect network; ii) define the strategic orientations of the network, (iii) proposing new institutional regulations; and iv) holding the Steering Committee to account.

Any member that fulfills the requirements could be proposed to any of the governing bodies of the Butterfly Effect.

The Steering Committee

The Steering Committee (SC) is the strategic decision-making committee and the political voice of the Butterfly Effect. It is formed by 11 members representing the following regions: i) two from Africa, ii) two from Asia, iii) Two from Latin America, iv) two from Europe, v) One from North America and vi) Two Global organizations.

The Steering Committee is elected by the network's members on nomination. Elections of the SC take place every three years by the way of written expressions by paper or electronic means. They are eligible for re-election. All members are invited to vote. A simple majority of the members that reacted is required. The candidates with the highest number of votes are elected.

A Roster is established that allows for 1/3 of the SC members being up for re-election, establishing a rotation system and allowing for continuity at the same time.

The SC meets at least once a year (with as many members as possible – back-to-back with a global event) and exchanges regularly (emails, Skype).

The SC declares the will to make the decisions by consensus. However, if disagreements turn up, then decisions will be made by simple majority.

The Steering committee members engage to participate in the internal consultations including the Skype meetings that the Secretariat convenes for the best interest of the BE governance.

Lack of participation of SC members will be evaluated after three continuous unjustified meetings absences.

The role of the Steering Committee is:

- To define the orientations of the BE
- To define and validate the BE strategy & Action Plan
- To validate advocacy messages
- To represent institutionally the BE, to advocate its messages during key events and processes and to advise the network on advocacy opportunities
- To entrust with power to speak and act on behalf of the BE for agreed activity streams in the work plan.
- To vote the budget
- To supervise the Secretariat
- To advise the Secretariat on resources mobilization

The Secretariat:

The Secretariat is carried out by coordinator(s) that have a managing role, as well as facilitation and communication tasks. The Secretariat is appointed by the SC.

The Secretariat executes the SC decisions through the following functions:

- To assist the SC in developing the BE strategy and Action plan and to implement the BE strategy and Action plan (regular report to SC)
- To facilitate the BE network and the active participation of its members
- To propose the SC tasks to be delegated to working groups
- To facilitate and coordinate the work of the working groups
- To consult members on the messages conveyed by the network
- To share and disseminate information (newsletter, website, communication, etc.)
- To account and control budget regularly
- To prepare an annual report to assess achievements, challenges, lessons learnt and ways forward
- To compile a financial report on a yearly basis, validated and approved by the steering committee
- To fundraise additional funding for activities especially on expenses for participation and seek further funding for the sustainability of the network

Permanent information and consultation will be one of the main tasks of the Secretariat as such a mechanism is a must in a network that works on social and environmental responsibility and advocacy. To reach a stronger joint impact, the Secretariat develops with members and the Steering Committee, the vision and network strategies along operational and measurable instruments. The Secretariat consists of one or several human resources from one or several BE members.

The Working Groups

The Working Groups are formed by initiative of the members and their creation and topic to be developed will be approved by the Steering Committee. The Working Groups will be set up to provide to operationalize the BE strategy and build the BE messages. It is also an opportunity for the members to get involved. The creation of a working group has to be validated by the Steering Committee, according to the BE strategic plan and budget, and needs a host member and at least 2 other members, including a member of the SC. Each Working Group chooses a coordinator who reports periodically to the SC. A stress should be put upon a balanced representation between the regions. The Secretariat facilitates and coordinates the work of the different Working Groups.

Article 6 – Voting of Members

Members vote to validate the nominations to the Steering Committee.

All Members in good standing present, in person or by means of a proxy, shall have one vote.

Article 7 - Advocacy

Advocacy and position papers and tools will be developed by the Secretariat, working groups and with voluntary contributions of experts on the subject within BE membership. Advocacy is a key line work of the BE. Consultations to approve new advocacy messages, strategies or positions will have a deadline to be respected – without feedbacks within the given time it will be considered as accepted. New advocacy positions/ ideas will be disseminated among the SC and the other members for consultation; no reply within the deadline will close the consultation process.

Working Groups / Issue leads: BE SC can assign specific tasks or issues to its members that have shown interest and are competent on the issue. This BE member will inform the SC of the activities and results of their action and then the supporting organization and coordinator can disseminate the information. Members can suggest the creation of a new Working Group to the SC.

Article 8 – Strategy, plan of activities and mandate

The Secretariat and SC prepare a broad plan of activities (PoA) basically for a two-year cycle. The PoA is sent to all members for comment and input and decided on by consensus. No reaction within the specified time means “no objection”.

The PoA can be adapted according to actual developments. In that case members will be informed and can comment if they so wish.

The Butterfly Effect is represented by the **Secretariat**, the **Steering Committee** members and any person mandated by the Steering Committee. The representation of the BE should be a decision of the SC.

Article 9 – Communication

BE (supporting organization) will maintain a Facebook page, a website and list server on behalf of BE. A newsletter is sent every 3 months to the BE members, to keep them informed about the activities of BE.

The Secretariat communicates with the assigned contact persons of its direct member organizations.

It's the responsibility of the member organization to make sure contact details are current and known to BE coordinating person or supporting organization. The contact persons are responsible for disseminating information within their own organization and members / umbrella organizations.

Article 10 – Use of Logo and name

Members are requested to reference their BE membership and have a hyperlink to Facebook/ website.

Members are entitled to use the Butterfly logo on their website etc.

Any inclusion of the Logo of the Butterfly Effect in statements or proposals needs to be accepted by the Steering Committee if not agreed already in the plan of activities.