

WORLD COALITION AGAINST THE DEATH PENALTY

Executive Board Members

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Steering Committee Members

ADPAN, Droits et Paix, DPP, ECPM, PRI, CAAPR, CONICOPEM, Coalition Marocaine, Coalition Tunisienne, Coalition Congolaise, Comunità di Sant'Egidio, CPJ, CPJC FIACAT, FIDH, FHRI, IHR, Paris Bar, PFF, PGA, Salam DHR, SHRDO, TAEDP, TAHR, WTI.

Member Organisations

Abolition of the death penalty, ABF, ACAT Germany, ACAT France, ACAT Liberia, ACS, ADALEH, ADPAN, AFSC, AI, AJEM, ALEF, AMDH, ASF France, ASF Guinée, AUNOHR, Bayt Al Hikma, BHC, BHRS, Braine l'Alleud, Catholic Mobilizing Network, CCDHRN, CCR, CCPR, CCSJ, CEDP, CGT, Chaml, CHESO, CIB, COALIT, Coalition arabe contre la peine de mort, Coalition congolaise contre la peine de mort, Coalition irakienne contre la peine de mort, Coalition mauritanienne contre la peine de mort, Coalition nigérienne contre la peine de mort, CODHAS, CODHO, COJESKI, Comité Paul Rougeau, Collectif français « Libérons Mumia ! », Coordination Éveil et cause pour l'Unité nationale et la lutte contre l'esclavage, Coordination Maghrébine, Cornell Center Death Penalty Worldwide, Conseil national des barreaux, CPF, CPR, CRSJS, CTCPM, CURE, Dijon, Ditshwanelo, Droits et Paix, EJ USA, European Association for Human Rights, FHRI, FIDU, FMVJ, Forum 90, FSU, GAM, Greater Caribbean for Life, GCADP, HOC, Hope Behind Bars Africa, HRCP, HRI, Human Rights Activists in Iran, Human Right Association, HRW, HURILAWS, ICHRDS, IBAHRI, ICJ, Kenya Human Rights Commission, ICJ Kenya, IODR, Inmates' Voices, Iraqi Coalition against Death Penalty, JIADEP, Journey of Hope, KADP, KMMK-G, KontraS, Kurdistan without genocide, Lawyers For Human Rights International, LACR, LBH Masyarakat, LDH, Leaders Organization, League of Women Lawyers of Tajikistan, LEDAP, Legal Awareness Watch-LAW, LHRC, LIDH, Lifespark, LPJ, Lualua Center for Human Rights, Madrid Bar Association, Mano River Union Youth Parliament, Marvi Rural Development Organization-MRDO, MDT, MEDEL, Michigan Committee Against Capital Punishment, Mothers Against Death Penalty, Mouvance des Abolitionnistes du Congo Brazzaville, MRAP, NACDL, NCADP, New Hampshire Coalition to Abolish the Death Penalty, NLG, Norden Directions, OBF, Observatoire burundais des prisons, OCTT, ODA Genève, ODA Liège, ODA Versailles, OMGeO Firenze, OMCT, OMP, Pax Christi Uvira, Parliamentarians for Global Action, PCHR, PFADP, Penal Reform International, Planètes réfugiés, PRCADP, Prisoner's Future Fondation, Project 39A, QUNO, RADHOMA, RAL, Reggio Emilia, REPECAP, REJADD TOGO, Reprieve, REPRODEVH, Réseau des droits de l'Homme du Kurdistan, Réseau marocain Euromed des ONG, ROTAB, SACP, Salam DHR, Save Anthony, SHAMS, Society of the Right to Life Guardians, Sunny Center Foundation, Think Centre, The Justice Project Society, The Rights Practice, Themis Fund/The 8th Amendment Project, UCPDHO, UJA, Venise, VIASNA, Vivere, WTI, WICC, We Believe in Second Chances

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RULES OF PROCEDURE

This document has as its intent of clarifying roles, responsibilities and powers of the Members, the Steering Committee, Executive Board, President and Treasurer, and of the Staff in relation to key areas of operation of the World Coalition Against the Death Penalty. This document should be read in conjunction with the Statutes of the World Coalition.

In the event of a conflict between the French and English versions of these Rules, the French version shall be considered binding.

Rules of Procedure as amended by the Steering Committee on 3 December 2023

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1. Roles, Responsibilities and Operating Procedures

1.1 General Assembly

The General Assembly comprises all the members of the World Coalition. It meets once every two years, in the six months following the end of the financial year. It is convened by the President of the World Coalition by any existing mean. Its agenda is fixed by the Steering Committee.

If there is a need, or at the request of half-plus-one of its members, the President of the World Coalition can convene a Special General Assembly (Article 7.1 of the Statutes).

Role of the General Assembly

The General Assembly (Article 7.2 of the Statutes):

- elects the Steering Committee for two years;
- determines and adopts the general strategy of the World Coalition ;
- In the years in which the General Assembly meets, it also adopts the activity report and the financial report which are presented by the Steering Committee;
- can put working groups in place for specific projects that will be coordinated by a member of the World Coalition. (See Operational Guidelines 2.4 below)

Operating procedure of the General Assembly

As a general rule, at all levels of the World Coalition, decisions are taken with a majority of two thirds of the members present or represented. (Article 4.1 of the Statutes)

Each member has one vote. A member of the World Coalition can be represented with a written proxy by another member of the World Coalition at the General Assembly. A member can represent a maximum of two other members. (Article 7.3 of the Statutes)

The right to vote at the General Assembly will be reserved for those members who are up to date with their subscriptions, except cases of exemption. (Article 7.4 of the Statutes)

It may meet by videoconference, in which case it may conduct secure remote voting to ensure the participation of a larger number of members, or when circumstances so require.

1.2 Steering Committee

General Role of the Steering Committee

The twenty-five members of the Steering Committee are elected by the General Assembly for a two-year mandate. Each member organization elected to the Steering Committee has to designate two representatives. Each member is encouraged to appoint their two representatives, having regard to the values of diversity, equity and inclusion, including gender balance, of the World Coalition. The Steering Committee will serve as volunteers and receive no payment for their work.

The Steering Committee is charged with advising on, implementing and evaluating the strategy of the World Coalition as defined by the General Assembly (Article 8.1 of the Statutes). The Steering Committee oversees the work of the Executive Board, the Treasurer, the President, the Staff and the Working Groups to:

- define a broad work plan for the World Coalition;

- elect among its members an Executive Board of 5 representatives and among them a Treasurer, a President and three Vice-Presidents for two years;
- ensure that the finances of the World Coalition are properly managed by reviewing financial reports and accounts as prepared by the Treasurer and Staff at least once a quarter;
- present an activity and financial report to the General Assembly;
- undertake an analysis of the work and impact of the strategy of the World Coalition, and reporting such evaluation to the General Assembly with a view to making suggestions for strengthening its international strategy;
- at least once a year, review and evaluate the work of the Executive Board, including of the President and Treasurer, or the Staff and of the Working Groups;
- oversee and approve the production of documents issued in the name of the World Coalition (See Operational Guidelines 2.3 below);
- oversee and approve the employment of such staff as are necessary for carrying out the work of the World Coalition subject to budget (See Operational Guidelines 2.6 below);
- put working groups in place for specific projects that will be coordinated by a member of the World Coalition (See Operational Guidelines 2.4 below);
- approve in advance any spokesperson for the World Coalition (see Operational Guidelines 2.5 below) and authorised its intervention when an urgent action is needed;
- review and approve membership applications for new members, where information about the organization is insufficient, these will be cross-referenced by SC members before approval can be granted. All unsuccessful applications will be provided with a letter detailing reason for the refusal, and what further information might be helpful in order to reconsider the application;
- authorise the President to represent the World Coalition to initiate an application to a court on behalf of the World Coalition;
- ensure that all actions taken and representations made on behalf of the World Coalition are in line with the World Coalition's overall objective of the global abolition of the death penalty. (See Operational Guidelines 2.2 and 2.5 below);

Specific Roles of the Steering Committee

In relation to the General Assembly

- suspend or revoke the membership of a conflicted member

In relation to the Executive Board, the Treasurer and the President

- elect them from amongst its members every two years and ensure that all the quarterly reports are made available;
- relieve any member of the Board, including the Treasurer or the President from their role following repeated failure to deliver their mandate;
- notify relevant donors of mismanagement of funding;

In relation to the Staff

- establish the Staff and act as its supervisor. The Steering Committee is empowered to decide, among other issues, the staffing structure (subject to available budget) and the location of offices;
- supervise the human resources policy (validation of the Job Descriptions, approval of the Executive Board's proposal to hire staff members and, when needed, approval of the end of a contract; potential participation in the interviews) ;

- approve quarterly work plans for the Staff, and make amendments to work plans if the Steering Committee feels this is necessary;
- approve publications and campaigning materials for use by all World Coalition members to help them in their activities to fight against the death penalty.

Responsibilities of the Steering Committee members

- Steering Committee members have an obligation to act in the best interests of the World Coalition and should inform the Steering Committee when a situation may arise where there may be a potential conflict of interest.
- Steering Committee members have an obligation to respect confidentiality when internal information is marked as confidential and refrain from circulating it to non-Steering Committee members.
- Steering Committee members may, if needed, share information within their organisation. It is the responsibility of the designated Steering Committee representative to ensure that rules on confidentiality are understood and respected.

All members of the Steering Committee shall actively participate in the implementation of the World Coalition strategy as defined by the General Assembly. This will include, at a minimum:

- actively participating in discussion of all Steering Committee propositions (either in person, or via electronic means), including responding to Steering Committee emails in a timely manner;
- actively participating in all decision-making processes (whether in person, or via electronic means);
- attending 50% of meetings (physical & online);
- participating in the activities of the Working Groups established by the Steering Committee;
- working closely with the Staff;
- preparing for meetings;
- When the representatives of an organization cannot fulfil their duty, the organization must notify the Steering Committee and if this 'absence' is expected to last more than 2 months, a new 'interim' representative should be appointed in the best possible time by the organization concerned;
- informing the members of the World Coalition on a regular basis of all Steering Committee decisions made and activities undertaken on behalf of the World Coalition to implement the World Coalition strategy; and
- sharing information with members of the World Coalition on their own organisations' activities, research, documents, working tools, and experience that can contribute to the achievement of agreed actions and common campaigns.

Operating procedure of the Steering Committee

a. Steering Committee meetings

The Steering Committee agrees to meet at least once a quarter. Meetings shall be held in person at least once a year, and via electronic means. Steering Committee meetings will be hosted either by the Secretariat or by one of the Steering Committee members.

Steering Committee meetings are not deemed to have taken place, nor do decisions have any validity unless a quorum is present/participates. A quorum is a majority of the Steering Committee members present in person, by electronic means or by proxy.

A timed agenda for Steering Committee meetings will be drafted by the Staff and circulated to all members of the Steering Committee for comment and approval at least two weeks in advance of any meeting. The agenda will include, inter alia, the following standing issues:

- adoption of the agenda and the last Steering Committee minutes;
- Treasurer's report;
- Executive Board report;
- Working Group report(s);
- Staff report (information point);
- update on membership fees and new members;

The Staff will provide support to the President during the meeting; if the President cannot attend the meeting, the Steering Committee will decide which of the Executive Board members will act as the Chair for this meeting.

The minutes of each Steering Committee meeting will be established by the Staff and should be circulated to all Steering Committee members in the two weeks following the meeting. The final version of the minutes will be approved at the following Steering Committee meeting and circulated to all members.

b. Voting Procedures

Each Steering Committee member has one vote. A Steering Committee member can be represented by proxy. Proxies may only be appointed by a notice in writing and hand delivered or sent by email to the Staff before the beginning of the meeting.

All decisions of the Steering Committee, if no consensus can be achieved, will be taken by two-thirds majority.

1.3 Executive Board

The Executive Board is made of 5 representatives and among them a Treasurer, a President and three Vice-Presidents.

Role of the Executive Board

The Executive Board, under the delegation of the Steering Committee, has the responsibility for the general control, management, governance and legal issues concerning the non-profit association. The Executive board implements the decisions of the Steering Committee (Article 9.1 of the Statutes). To do so, the Executive Board works in close collaboration with the Staff and supervises its activities.

Executive Board members will serve as volunteers, and receive no payment for their work.

Responsibilities of the Executive Board

The Board may seek, with Steering Committee approval, external professional advice on all matters where there may be material risk to the World Coalition, such as legal or accountancy issues.

In relation to the Steering Committee

- The President and the Treasurer must report all decisions, including on the financial status of the World Coalition, at all Steering Committee meetings. In the event of absence of the President and/or Treasurer, this role can be given to another Board member.

In relation to the Staff

- The Board is responsible for elaborating and implementing the human resource policy regarding the Staff and for dealing with any employment law issues.
- The Board, under the leadership of the Steering Committee, is jointly responsible for recruitment of staff.
- The Board should inform the Steering Committee immediately if any member of staff repeatedly fails to absolve their tasks.

Operating procedure of the Executive Board

The Board will meet as and when necessary (either physically or remotely), but there will be at least one meeting per quarter (to be held before each Steering Committee meeting).

Executive Board members should be active and are required to attend a minimum of 50% of Board meetings during the duration of their mandate (either physically or electronically).

Any decisions of the Board should aim to be taken by consensus and, if a consensus is not reached, by a majority (3 out of 5 members). No individual member will have veto power.

Quorum: Three members

Non-Executive Board members may be invited to Board meetings as and when necessary at the discretion of the Board members.

Election process of Board members

All members of the Board must be elected by the Steering Committee from among its members.

The process will be as follows:

- All Steering Committee members have the option to nominate an individual to serve on the Board (Members of the Steering Committee may only nominate one individual per organisation).
- Those who have been nominated must submit a short paragraph detailing why they would be suitable Board members.
- Voting takes place in June, at the Steering Committee meeting following the General Assembly.
- If the number of candidates is not sufficient to fill the 5 posts, the Executive Board will be working with the number of members elected.
- Board members (including President and Treasurer) will serve a term of 2 years, with options to be re-appointed by the Steering Committee upon completion of each term.
- Board members may serve a maximum of three consecutive terms.
- If a Board member resigns before the end of their term, the Steering Committee can appoint a de facto member to serve the rest of the term at the next appropriate Steering

Committee meeting (the period served by a de facto Board member will not be considered a term of office).

- If a Board member leaves their member organisation, they will be considered as having resigned from the Board. If this occurs, it will not affect the member organisation's standing in the Steering Committee or the General Assembly. The Steering Committee may then appoint a de facto member to serve the rest of the term.
- If a Board member works for a member organisation that leaves the Steering Committee (by resignation or not being re-elected), they will be considered as having resigned from the Board.
- The President and the Treasurer are elected by the Steering Committee (from among the five appointed Board members).

1.4 Treasurer

Under the leadership and supervision of the Steering Committee, the Treasurer is in charge of the finances of the World Coalition and must ensure that the finances are organised and managed effectively and properly accounted for to the Steering Committee.

Election: see Election process of Board members.

With the Staff, the Treasurer prepares a draft annual provisional budget, presents it to the Steering Committee and submits it to World Coalition members' vote at the General Assembly. They regularly report to the Executive Board and to the Steering Committee about the expenditure, budget and financial situation of the World Coalition.

Book-keeping can be undertaken by a member of Staff, under the supervision of the Treasurer. The Treasurer should check every quarter that accurate bank reconciliations have been done.

Responsibilities of the Treasurer

The Treasurer's responsibilities include to:

- oversee the management of all income, including invoicing and collecting subscriptions and all money owed to the World Coalition; ensure that all cash and cheques are deposited promptly in the World Coalition bank account; and that receipts for all money are received and recorded;
- oversee the management of all expenditures, including paying bills and recording the information;
- oversee the management of legal requirements, including handling payroll and tax matters concerning employees, and ensuring the preparation and timely submission any statutory documents that are required by law;
- oversee all financial reports prepared by the Staff to be submitted to funders;
- oversee records of all financial transactions, which can be reviewed by any Steering Committee member at any time;
- prepare and present a quarterly report to the Steering Committee on the World Coalition's financial status; this should include a comparison between actual income and expenditure and what was budgeted showing the variance between the two;
- prepare and present an annual financial report to the World Coalition at the General Assembly. The report must be presented for approval by the Steering Committee ahead of the General Assembly;

- work with the Staff, the Executive Board and the Steering Committee on financial planning, with the aim of producing an annual budget for approval by the General Assembly;
- cooperate with staff on the preparation of fundraising applications;
- arrange for the accounts to be audited;
- approve expenditures up to €5000 in any one expense or aggregate per month with the joint agreement of the Staff without prior approval by the Steering Committee, unless specified within the approved budget.

The Treasurer should inform the Steering Committee immediately if the World Coalition's:

- Bank account is overdrawn by €500 and if the World Coalition is experiencing financial problems;
- Income or expenditures are above 15 percent of what was initially budgeted ;
- is underspending by more than 10 percent of the budget.

If the Treasurer repeatedly fails to submit reports to the Steering Committee and General Assembly on the financial status of the World Coalition, or if they repeatedly fail to carry out their prerogatives, their mandate can be removed by the Steering Committee.

Written authorisation for financial expenditure

Written authorisation (including by email) for financial expenditures must be produced as indicated below and its proof kept in the archives of the World Coalition:

- All expenditure in line with the approved budget may be authorised by the Staff acting alone.
- If there is a variation of more than 15 percent of the approved budget, the expenditure may be authorised by the Executive Board.
- If expenditure is over €5,000 on any one item or matter, it may be authorised by the Executive Board
- If expenditure is over €10,000 on any one item or matter, a call for tender has to be issued and it may be authorised by the Steering Committee.

1.5 President

Under French law, the president of an association is mandated by the association and its powers are established in accordance with the statutes of the association. The President is accountable for its management and use of money and is responsible for any failure in performing its function. Its core mission is to execute the decisions taken by the Steering Committee and to represent the association in all acts of civil life.

Election: see Election process of Board members.

Responsibilities of the President

The responsibilities of the President include to:

- represent the World Coalition legally and take part in court proceedings on behalf of the World Coalition, both in defence and in application, with the provision, in this latter case, that it seeks the prior authorization of the Steering Committee (Article 11.1 of the Statutes);

- sign all the official documents in the name of the World Coalition, after the decision of the Steering Committee, including employment contracts, contracts with service providers, partnership agreements, funding agreements, lay-off letters, ...;
- sign all the narrative reports established by the Staff to be submitted to donors;
- convene the General Assembly by any existing means, no longer than six months following the end of the financial year; supervise, in coordination with the Steering Committee and the staff, all relevant preparatory documents for the General Assembly and ensure that those are circulated to all World Coalition members at least one month in advance of the General Assembly; supervise the recording of the minutes of the General Assembly, its circulation to all World Coalition members within one month of the General Assembly for comment, pending adoption of these minutes at the following General Assembly;
- If there is a need, or at the request of half-plus-one of its members, the President of the World Coalition can convene a Special General Assembly;
- convening meetings of the Steering Committee, at least once a quarter, supervising the recording of the minutes of each Steering Committee meeting, and circulating those minutes to Steering Committee members according to the operational procedures of the Steering Committee;
- publicly represent the World Coalition in accordance with Operational Guidelines 2.5 below.

Under French Law, the President has the right to sign for the World Coalition, however, documents and contracts signed without the approval of the Steering Committee are deemed null and void.

The President is not personally liable for debts contracted by the organisation if they have not gone beyond the President's mandate. However, the President will be held personally liable and responsible if the cause of the damage suffered by the organisation or by a third party contractor is due to their intentional wrongdoing, including without limitation embezzlement, breach of trust and tax fraud, under applicable law.

If the President repeatedly fails to carry out their prerogatives, their mandate can be removed by the Steering Committee.

1.6 Vice-Presidents

The three members of the Executive Board who are neither President nor Treasurer are called Vice-Presidents.

In addition to their role as Board members, they may replace the President in their absence.

Election: see Election process of Board members.

1.7 Staff

Under the impetus and control of the Steering Committee and of the Executive Board, the Staff implements the decisions of the General Assembly of the World Coalition and of the Steering Committee between General Assemblies. On this basis, it undertakes the day-to-day coordination and promotion of the work of the World Coalition.

Role of the Staff

The role of the Staff includes:

- implementing the strategy of the World Coalition and decisions of the General Assembly, of the Steering Committee and of the Executive Board;
- keeping World Coalition members informed of all key decisions of the Steering Committee, including of decisions that are made outside of Steering Committee meetings (and therefore not minuted) on a quarterly basis;
- in coordination with the Treasurer, proposing an annual budget to the Steering Committee and General Assembly; administering the day-to-day finances of the World Coalition in line with the agreed budget; and preparing the financial report presented by the Treasurer to the Steering Committee and General Assembly;
- raising funds and reporting to donors in cooperation with the Steering Committee;
- cooperating with the Steering Committee to evaluate the work and impact of the World Coalition's strategy on the fight against the death penalty;
- maintaining on behalf of and for the use of the World Coalition a record of all member organisations, including names, contact details, membership type and renewal date, payment history and status, and a general overview of the activities, thematic and geographic focus of that member in line with prevailing legislation on data protection;
- facilitating communication between the members of the Steering Committee and the World Coalition, within the World Coalition generally, and with the worldwide abolition movement, including at an inter-governmental level, in particular, to bring together members who may be working on similar activities or thematic/geographic issues in order to better strengthen resources and capacity;
- maintaining a website and being a resource centre for all members of the World Coalition;
- identifying opportunities for intervention by the World Coalition and drafting relevant materials (see Operational Guidelines 2.3 of this document);
- support, coordinate and facilitate any other work of the Steering Committee as required.

The Staff should notify the Executive Board and the Steering Committee of conflicted members, with a view to removing their membership status.

2. Operational Guidelines

2.1 Membership Rules

These membership rules were voted by the Steering Committee of the World Coalition in May 2016.

Application Process for New Members

Membership applications are submitted to the Steering Committee's sub-committee for review and approval, where information about the organization is insufficient, these will be cross-referenced by Steering Committee members before approval can be granted.

Applicants will be considered for membership if their organizations carry out at least one of the following anti-death penalty activities:

- Advocacy at the local, national, regional or international level;
- Participation to WCADP campaigns, World Day, Moratorium campaign and OP2 campaign;
- Getting media coverage on the topic or to promote a campaign or an individual cases;
- Organizing an event for World Day;
- Developing and using WCADP tools to raise awareness with the public at large;
- Adapting and/or translating WCADP tools available on the website to promote distribution and reach as many as possible.

All unsuccessful applications will be provided with a letter detailing reason for the refusal, and what further information might be helpful in order to reconsider the application.

Membership Fees

Members will pay the following annual membership fee, based on their annual operational budget.

- For organizations with less than 30,000€ (thirty thousand) – Membership Fee 50€
- For organizations with less than 70,000€ (seventy thousand) – Membership Fee 100€
- For organizations with more than 70,000€ (seventy thousand) – Minimum Membership Fee 150€

Exemption of Membership Fees

Members can send a request for exemption of payment in a letter explaining the financial difficulties in settling their dues. This request will be reviewed by the Steering Committee's sub-committee.

Any member applying for an exemption must write an official letter with the organization's letterhead to the World Coalition explaining:

1. The extraordinary circumstances¹ that mean they are unable to pay;
2. What their plan is for being able to pay again, and the date they think this will happen;
3. Details of other support they are currently giving to the World Coalition, through their actions, campaigns and direct assistance in kind (e.g. serving on Steering Committee, doing translations).

There will be no circumstances in which an exemption will be automatically granted, and an exemption will not be granted without these details.

Members cannot be granted exemption of their membership fee for more than two consecutive years.

Subsequent exemptions might be granted under exceptional circumstances on a case-by-case review by the Steering Committee.

Non-Payment of Membership Fees

After two-year of non-payment of membership fees, the member will be contacted three times to have the opportunity to settle the outstanding fee(s), then without payment the membership will be terminated.

2.2 Guidelines for sharing information with all members

To facilitate the process of sharing information between the World Coalition and its members, the Staff creates and maintains emailing lists accessible to all the members of the World Coalition:

Rules and guidelines for using the World Coalition Against the Death Penalty "members" email group:

- (1) The World Coalition will email these rules and guidelines to the members@worldcoalition.org email list, when appropriate, as a reminder.
- (2) All messages are moderated. The World Coalition will not approve an email if it is not in compliance with these rules. If a person violates any of the rules listed below, they will be suspended from sending emails for one week.
- (3) Rules:
 - a. All messages must be on-topic. Our topic is the universal abolition of the death penalty. Conditions of detention for people sentenced to death are on-topic. Our topic does not include extra-judicial executions.
 - b. Messages must not include insulting or incendiary language.
 - c. All messages must be in English or French.
 - d. No person may send more than one email in a 24-hour period, with the exception of emergencies or responses to questions from other members.
 - e. No person may send more than 5 emails per week, with the exception of emergencies or responses to questions from other members.

¹ This can cover the issue of political changes in the country or the geographical location of the organization.

- (4) Guidelines. The World Coalition strongly encourages members using the members@worldcoalition.org email list to do the following:
- a. Use the subject line of the email message to identify the country or countries involved, and the purpose of the email, e.g. “USA – for your information,” “Chad – for action,” or “All countries – question.”
 - b. Identify at the end of the email message the organization to which the sender belongs that is a member of the World Coalition.
 - c. Provide a translation so that the message is in English and French. (Using machine translation tools is okay.)
 - d. Do not share an email message with anyone outside the World Coalition without the sender’s permission. Senders may give this permission in the original email by saying “please share” or “for distribution.”
 - e. Keep in mind that all members of the World Coalition receive these emails. Ask yourself whether your message is relevant to most or all members of the World Coalition. If you want to thank someone or give them a note of encouragement or support, consider sending an email to them directly, rather than to the members@worldcoalition.org email list.

The work of the members of the World Coalition is highlighted in articles, social media, and periodic newsletters that are issued to all members of the World Coalition and published on the World Coalition website.

2.3 Guidelines for approval of documents

On a quarterly basis, the Staff develops and circulates for Steering Committee approval a work plan to implement the agreed World Coalition strategy and publication of documents.

The approvals of documents will follow the following agreed timeline:

- at least 48 hours are given for the approval of short documents (up to three pages) by the committee.
- at least 5 working days are given for the approval of documents up to ten pages.
- at least 8 working days are given for the approval of documents longer than ten pages.

Once Steering Committee’s suggested changes to the document have been taken into consideration, the final document is circulated to the Steering Committee for final approval. If no objection is raised within 24h, the document is considered as final.

Members of the Steering Committee, who have not voiced their opinion by an agreed deadline, will be deemed not to have opposed the proposition in question.

No document should be published without consensus and without the approval of those members who are directly concerned (ie: Japanese members if the document is about Japan). Staff will be responsible for verifying accuracy of facts and statistics, and information should be verified from at least two reliable sources.

Urgent documents

Whenever the opportunity of reacting to key international death penalty development arises (violation of international law, legislative changes, moratorium, abolitions or ratifications,...), the Staff will assess the possibility of intervening and submit a proposal to the Steering Committee.

If no objections are made by the Steering Committee within 24h, the Staff can proceed with the preparation of flagged documents and follow the validation process as described above.

In cases of extreme urgency and with the approval of the President, the Executive Board and the members of the Steering Committee who have reacted during the day, the Staff will immediately react to an event.

2.4 Guidelines for Working Groups

In line with the Statutes of the World Coalition Against the Death Penalty (art. 8.7), the Steering Committee or the General Assembly can create Working Groups for specific projects or on permanent issues. Each Working Group is coordinated by a member of the World Coalition. Members of each working group should be interested in the issue, available and experts with regard to the work to be done. Geographical balance is sought wherever possible.

Once a Working Group is created, its members elect the Chair of the Working Group, define its program of work and share it with the Steering Committee.

The Chair of the Working Group shares updates on the work of the Working Group with the Staff and with the Steering Committee for its quarterly meetings.

2.5 Guidelines for representing the World Coalition

On specific occasions, the Steering Committee can appoint a member of the World Coalition as its representative in public or private meetings. When selecting the representative, the Steering Committee will assess:

- the nature of the event, including who are the interlocutors and what factors would make the message more easily understood (for example, same/different region, same/different expertise, same/different gender, etc.); and
- practical points and opportunities, including financial implications.

When appointing a member to represent the World Coalition, the Steering Committee clarifies what role they are expected to undertake on the specific occasion (participating in an event, lobbying particular authorities, monitoring mission, etc.) and provides guidance on what message the member should deliver on behalf of the World Coalition.

The nominated representative of the World Coalition states very clearly at the beginning of the meeting/presentation that they are speaking on behalf of the World Coalition and frames their message as agreed with the Steering Committee.

The World Coalition representative is allowed to mention their organisation in their interventions and to talk about their working experiences. However, the messaging and the aim of the intervention must be within the framework as agreed with the Steering Committee.

When representing the World Coalition, the member commits to uphold the values and decisions of the World Coalition itself.

At the end of the mission, the appointed representative will write a brief report and send it to the Staff.

2.6 Guidelines for Recruiting the Staff

The Board is responsible for elaborating and implementing the human resource policy regarding the Staff.

The Board informs the Steering Committee about the recruitment process, elaborates the job description, selects the candidates, organises the interviews and submits the final candidate for approval to the Steering Committee.

The Steering Committee oversees and approves the employment of such staff as are necessary for carrying out the work of the World Coalition. Members of the Steering Committee may participate to the interviews when invited to do so by the Board.

Interns are recruited by the Staff, under the supervision of the Board.

2.7 Press Procedures

Press inquiry submitted to press@worldcoalition.org : Inquiries are sorted by the Secretariat in order to keep only questions that fully pertain to the World Coalition's mandate.	
In the case the World Coalition already has an official position on the topic	In the case the issue refers to an uncertain or to no official position, or is related to a specific country or region
The Secretariat writes the answer under the supervision of the Director which is however entitled to delegate the drafting to any competent person from the Staff.	The Secretariat forwards the inquiry to a Press Sub-Committee made of two relevant people that have been recommended by the Executive Board to the Steering Committee for this purpose. Members of the Press Sub-Committee shall serve a 2-year term or until they are replaced by the Steering Committee. It must include one French-speaking person and one English-speaking person.
The Secretariat replies to the journalist as blind copying the Board (Cci).	In the case the inquiry is related to a specific country or region, it shall also be forwarded to a member that comes from that country or region. If no relevant member is available at this time, the inquiry shall be forwarded to another member that is close to that country or region, or whose local actions allow him to share an appropriate view.
	If the answer written by the Press Sub-Committee is likely to contribute to a new policy or to enlarging a policy that already exists, the Press Sub-Committee sends its answer after circulating it to the Steering Committee for approval.
	If not, the Press Sub-Committee sends its answer without circulating it to the Steering Committee for approval.

3. Amendment of these Rules of Procedure

These Rules of Procedures may be amended only at a meeting of the Steering Committee by a vote of three-quarters of the members present, provided that notice of the proposed amendment(s) have been given in writing to members of the Steering Committee at least 14 days before the meeting.

Any agreed amendments must be circulated to the World Coalition within one month of adoption of use amendments.

/End