

## **STATUTE**

### **of the Ukrainian National Platform of the Eastern Partnership Civil Society Forum**

#### **I. General provisions**

1.1. The Ukrainian National Platform of the Eastern Partnership Civil Society Forum (hereinafter - UNP) is an independent and autonomous informal network of the list of types of non-profit organizations defined by the UNP Membership Policy, which is established and operates within the Eastern Partnership Civil Society Forum. UNP aims to ensure regular dialogue between its members, Ukrainian government officials and parliamentarians, as well as representatives of European institutions during the implementation and monitoring of the European Union's Eastern Partnership (EU) initiative in the bilateral and multilateral dimensions.

1.2 The Eastern Partnership Civil Society Forum (CSF) is a multinational platform of civil society organizations from the Eastern Partnership countries, EU member states, European and international networks, created for the participation of civil society in the development, implementation and evaluation of the Eastern Partnership policy. The aim of the CSF is to strengthen civil society in the Eastern Partnership countries, as well as to help establish cooperation and exchange of experience between civil society organizations in these countries and the EU.

1.3 The Eastern Partnership (EaP) is a strategic initiative that is the Eastern Dimension of the European Neighborhood Policy, aimed at strengthening bilateral relations between the EU and its partners, which aims to bring together the six eastern neighbors (Azerbaijan, Belarus, Armenia, Georgia, Moldova and Ukraine) with the EU.

1.4 Name of the Platform:

Full name:

in Ukrainian - Українська національна платформа Форуму громадянського суспільства Східного партнерства,

in English - Ukrainian National Platform of the Eastern Partnership Civil Society Forum.

Short name: in Ukrainian - УНП ФГС СхП,

in English - UNP EaP CSF.

1.5. UNP is not responsible for the obligations of its members, performed or made public on behalf of UNP outside the procedures established by the Membership Policy of UNP, Organizational and Communication Principles of UNP.

#### **II. Goals and objectives of the Ukrainian National Platform of the Eastern Partnership Civil Society Forum**

2.1. The goal of the UNP is to strengthen the institutional capacity of Social agencies to influence Ukraine's reform agenda and international policy in the area of the Eastern Partnership. The UNP aims to ensure regular dialogue between its members, Ukrainian government officials and parliamentarians, Ukrainian civil society, and representatives of European institutions during the implementation and monitoring of the EU's Eastern Partnership initiative in the bilateral and multilateral dimensions.

2.2. In their work, the members of the UNP and the governing bodies adhere to the values and principles set forth in the Code of Ethical Conduct of the UNP EaP CSF.

2.3. The tasks of the UNP are (through open and regular communication) to ensure the possibility of participation of public organizations in the formation, implementation, monitoring and evaluation of the agenda of the Eastern Partnership initiative.

2.4. Representatives of the UNP advocate:

- a) consistent implementation of European integration as a fundamental and priority area of public policy;
- b) participation of Ukrainian civil society in shaping the reform agenda, development, implementation, monitoring and evaluation of state policy in all spheres of public life and ensuring an appropriate system of informing citizens about the content and quality of state policy in its European integration dimension;
- c) intensive cooperation of Ukrainian civil society with all European institutions, as well as with the authorities, organizations and civil society networks of the EU and the EaP.

**III. Activities of the Ukrainian National Platform of the Eastern Partnership Civil Society Forum**

3.1. In order to achieve the objectives set out in Section II of the Statute, UNP carries out the following activities:

- a) involves civil society institutions in the activities of the CSF;
- b) promotes the active participation of its members in the bilateral and multilateral processes of implementing the Eastern Partnership policy;
- c) promotes the implementation and enforcement of the EU-Ukraine Association Agreement;
- d) identifies and promote among citizens and concerned parties, the priorities of the national agenda in the framework of the Eastern Partnership;
- e) promotes the implementation of national political, legal and socio-economic reforms by making recommendations, monitoring, expert analysis, etc.;
- f) expresses its opinion by formulating a consolidated position on current events and decisions at the national and international levels;
- g) conducts a dialogue with the authorities of Ukraine, the European Union and the countries participating in the policy of EaP.

3.2. The main tools of UNP are:

- a) holding public events (consultations, meetings, conferences, working groups, etc.) and participating in them at the regional, national and international levels;
- b) expression of the opinion of the UNP in the form of Opinions and Statements;
- c) active communication with the media, authorities, business representatives and other concerned parties in Ukraine, the EU and the EaP countries;
- d) preparation of analytical documents to support the implementation of political, legal and socio-economic reforms;
- e) implementation of informational and educational activities related to the European integration of Ukraine, the activities of the Eastern Partnership, the Eastern Partnership Civil Society Forum and its national platforms.

3.3. The main organizational forms of UNP are:

- a) National Conference - an annual public event (conference) of UNP members. The UNP Steering Committee is responsible for the event.
- b) Meetings of Working Groups - public events of members of a certain Working Group of the UNP (among those defined in paragraph 6.5 of the Statute). The coordinators of the respective Working Groups are responsible for carrying out these activities.
- c) Other events (round tables, conferences, trainings, summits, seminars) within the thematic and programmatic framework of the Eastern Partnership policy in Ukraine and abroad.

#### **IV. Participation in the Ukrainian national platform of the Eastern Partnership Civil Society Forum**

4.1. Participation in the UNP is open to the types of non-profit organizations defined by the UNP Membership Policy.

4.2 A UNP member organization (hereinafter referred to as a UNP member) is a non-profit organization whose decision to become a UNP member has been made in accordance with the procedures and rules set forth in paragraph 4 of the UNP Statute and the UNP Membership Policy.

4.3. To participate in the UNP, an association of citizens must be registered in the "Register of the Ukrainian National Platform of the Eastern Partnership Civil Society Forum" (hereinafter - the UNP Register).

4.4. The UNP Register is a list of types of non-profit organizations defined by the UNP Membership Policy, which have expressed their desire to participate in the activities of the UNP, share the positions of the Memorandum on its establishment, provided all necessary information for registration in accordance with this Statute and the UNP Membership Policy and received a confirmation from UNP Steering Committee on registration as a UNP Member Organization. The responsibility for maintaining the UNP Register rests with the UNP Secretariat.

4.5. The data of the UNP Register (except for the name, legal status, full name of the authorized representatives of member organizations) are confidential, stored by the National Coordinator and the UNP Secretariat and may be transferred only to members of the Steering Committee and representatives of the UNP operational organization for use ensuring the activities of the Platform.

4.6. Acquisition of membership in the UNP is in accordance with the procedures and criteria set out in the UNP Membership Policy. The decision on granting the status of a member organization / refusal to grant the status of a member organization is made by the Steering Committee by consensus.

4.7. Termination of membership in the UNP is in accordance with the reasons and procedures set out in the UNP Membership Policy. The decision to deprive the organization of the status of a member of the UNP is made by the Steering Committee by consensus.

#### **V. Rights and responsibilities of members of the Ukrainian National Platform of the Eastern Partnership Civil Society Forum**

5.1. Participation in the UNP on behalf of a member organization included in the UNP Register is carried out by an authorized representative of this organization in the amount of not more than one representative from the organization.

Authorized representative of the UNP member organization (hereinafter - the Authorized representative) - a person who represents the interests and participates in the work of the UNP on behalf of the member organization included in the UNP register. If necessary, the UNP member organization has the right to appoint another representative or representatives, both for participation in certain UNP events and for permanent cooperation, but such a decision must be notified by the UNP member in advance to the Steering Committee.

##### **5.2. Rights of UNP members:**

- To be elected to the governing bodies of the UNP, as well as the CSF - in the case of election as a delegate to the Annual Assembly of the CSF;

- Be a member of one of the working groups of the UNP (as well as one or more subgroups of the relevant working group);

- Be a member of one of the working groups of the CSF;

- Send representatives of their organization to participate in meetings of other working groups of the UNP (of which the organization is not a member) without the right to vote in decision-making;
- Participate in UNP activities, as well as the CSF;
- Participate in CSF and UNP regranting programs;
- To be included in the database of CSF experts;
- Initiate and / or participate in the development of statements, positional documents and analytical materials of UNP, CSF, UNP working groups, CSF working groups, UNP Steering Committee, CSF Steering Committee;
- Represent UNP and CSF in relations with public authorities, the media, civil society institutions and business;
- Provide proposals for the formation of priorities for subgroups and working groups of UNP and CSF,
- Prepare / participate in the preparation of expertise on thematic priorities of subgroups and working groups of UNP and CSF;
- Participate in the activities of thematic panels of government platforms and other activities of the multilateral dimension of the Eastern Partnership;
- Initiate the creation of temporary working groups to address specific tasks and participate in the work of such groups.

### **5.3. Responsibilities of UNP members:**

- Adhere to the requirements of the Statute and regulatory documents of the UNP;
- Participate in meetings and work of working groups and subgroups of UNP;
- Adhere to generally accepted ethical norms and rules of conduct in the work of UNP and CSF;
- In case of change of the data submitted during the procedure of acquisition of the status of the member organization, to notify the Secretariat of UNP about the corresponding changes within 30 calendar days from the moment of their occurrence;
- Implement the decisions of the governing bodies in the framework of the UNP.

### **5.4. Interaction of UNP members with CSF**

In case of election of delegates to the Annual Assembly of the CSF, members of the UNP participate in the statutory events sponsored by the CSF (meetings of the Annual Assembly and working groups of the CSF). If UNP members are not delegates to the CSF Annual Assembly, they may attend CSF events as non-voting participants at their own expense.

All members of the UNP are considered members of the CSF. Membership is not limited to funding and the opportunity to attend the CSF Annual Assembly. Those members who do not have the status of delegates to the Annual Assembly of the CSF have the opportunity to participate in the CSF.

## **VI. Governing bodies of the Ukrainian National Platform of the Eastern Partnership Civil Society Forum**

### **6.1. National conference**

6.1.1. The National Conference consists of representatives of Member organizations included in the UNP Register (one representative from each member organization).

6.1.2. Each of the representatives of the Member organizations that are members of the UNP Register and participate in the National Conference has one vote to vote for decisions during the National Conference. Invited persons (spokesmen, conference guests, etc., who are not members of the

UNP) may participate in the National Conference, but they do not participate in decision-making procedures and do not have the right to vote.

6.1.3. Decisions of the National Conference are made by a quorum - a simple majority of votes of Member organizations that are included in the UNP Register and participate in the National Conference as registered participants.

6.1.4. The National Conference has the right to make decisions on all issues of UNP activity, including its organizational principles, main directions of work, priorities, strategic planning of activity.

6.1.5. Meetings of the National Conference are held at least once a year.

6.2. The Platform is coordinated by the National Coordinator and the UNP Steering Committee.

### **6.3. National coordinator**

6.3.1. National Coordinator of UNP (hereinafter - the National Coordinator) is person elected in the manner prescribed by this Statute from among the authorized representatives of UNP Member organizations, whose powers include representation of UNP in the Steering Committee of the CSF and participation in its work, representation of UNP in relations with public authorities the authorities of Ukraine, the Member states of the EaP, EU institutions, the media and other concerned parties.

### **6.4. Steering Committee**

6.4.1. The UNP Steering Committee (hereinafter referred to as the Steering Committee) is a representative body of the UNP with a mandate from UNP Member organizations, which includes the National Coordinator, WG coordinators, as well as those Member organizations that are coordinators of CSF Working Groups (during their term).

6.4.2. The Steering Committee has the following powers:

- a) determines the strategic directions of UNP activities, develops UNP program documents;
- b) coordinates operational activities aimed at implementing the decisions of the UNP and the National Coordinator, as well as the consensus decisions of the Steering Committee;
- c) decides on the delegation of representatives of UNP Member organizations to the CSF (in agreement with the EU governing bodies and the CSF institutions);
- d) decides on the inclusion of the applicant organizations in the UNP Register;
- e) coordinates the election of the National Coordinator and the coordinators of the Working Groups within the time limits specified in this Statute;
- f) decides on the approval of the use of the CSF logo at events in line with the Eastern Partnership mission.

6.4.3. All decisions are made by consensus of the Steering Committee. If it is impossible to reach a consensus, the Steering Committee is allowed to make a decision of the Steering Committee by voting among the members of the UNP in accordance with the procedure defined by the Organizational and Communication Principles of the UNP. In this case, members of the Steering Committee who disagree with the position of the majority of members of the Steering Committee have the right to disclose their position among all members of the UNP using the UNP communication channels in accordance with the Organizational and Communication Principles.

6.4.4. Meetings of the Steering Committee are held at least once a quarter. A meeting of the Steering Committee is considered valid if more than half of the members of the Steering Committee participate in it.

6.4.5. The Steering Committee can make decisions through the Internet.

6.4.6. If a member of the Steering Committee was not present at the meeting (including through the Internet) and does not agree with the decision made during the meeting, he/she has the right to appeal to the Steering Committee by submitting a written request for reconsideration of the issue.

## 6.5. Working groups

6.5.1. The UNP Working Group is a thematic working platform within the UNP structure, which correlates with one or more relevant official thematic platforms within the Eastern Partnership and focuses the activities of UNP members in the relevant thematic area.

6.5.2. The following Working Groups operate within the UNP:

- WG 1. Democracy, human rights, good governance and stability
- WG 2. Economic integration and convergence with EU policy
- WG 3. Environment, climate change and energy security
- WG 4. Contacts between people
- WG 5. Social and labor policy and social dialogue

This list of working groups is not exclusive and unchanged. The UNP Steering Committee has the right to decide on the formation of new working groups by consensus and on the basis of a written statement from the initiative group of UNP members who have expressed a desire to join the relevant newly established working group.

6.5.3. The coordination of each Working Group is coordinated by the Coordinator of this group.

6.5.4. UNP Working Group Coordinator - a person elected in the manner prescribed by this Statute from among the authorized representatives of Member organizations of the relevant Working Group, whose powers include general coordination of the Working Group, organization of work and interaction of thematic subgroups within the relevant Working Group, communication and coordination of relations between the Working Group chaired and the Steering Committee, the Secretariat, and other UNP Working Groups.

6.5.5. Within the framework of each Working Group, Thematic Subgroups may be established.

6.5.6. The UNP thematic subgroup is a structural part of the Working Group, which is created by the decision of this Working Group in accordance with its thematic priorities. Responsible for organizing the work of the relevant Thematic Subgroups are determined by the participants of the relevant subgroups in agreement with the Coordinator of the Working Group.

6.5.7. If necessary, representatives of various Working Groups may form operational expert groups to address operational situational tasks within the work of the UNP. Those responsible for organizing the work of the relevant operational expert groups are determined by the participants of the relevant operational expert groups in agreement with the coordinators of the Working Groups, from which the operational expert groups are formed.

6.5.8. If necessary, representatives of other organizations and institutions, as well as interested persons may participate in the meetings of the working groups in agreement with the Coordinator of the working group.

6.6. The UNP Secretariat (hereinafter referred to as the Secretariat) is the executive body of the UNP, accountable to the UNP Steering Committee, which is the working tool of the Steering Committee and the UNP as a whole and serves as a holder of information on UNP activities, providing the Platform and its WG activity, interacting on behalf of UNP with the authorities of Ukraine, the Member states of the EaP, EU institutions, the media and other concerned parties. Prior to taking office, the Secretary undertakes to sign an Agreement on the confidentiality of UNP members data that prohibits to transfer these data to third parties.

6.7. **The Code of Ethical Conduct Advisor** is a person appointed by the UNP Steering Committee for a term of 2 years and who has the following responsibilities:

- make sure that all members of the UNP know about the existence of the Code of Ethical Conduct, have access to it and understand its content;

- monitor the implementation of the Code on an ongoing basis in an unobtrusive manner by monitoring meetings and other events, reviewing documentation, interviewing UNP Steering Committee members and other UNP concerned parties on an anonymous basis;
  - accept complaints on a confidential basis;
  - if possible, respond to complaints constructively. If the complaints cannot be resolved within the UNP, the Advisor and / or the Applicant may apply to the Compliance Committee;
  - organize an annual internal self-assessment using the template included in Annex 1 of the Code of Ethical Conduct;
  - cooperate with external experts to facilitate their access to UNP concerned parties, UNP documentation; providing opportunities for observations.

The Code of Ethical Conduct Advisor is not responsible for enforcing compliance with the requirements or imposing sanctions. This responsibility rests with the EaP CSF Compliance Committee after consultation with the EaP CSF Steering Committee.

## **VII. Procedures of activities for the Ukrainian National Platform of the Eastern Partnership Civil Society Forum**

### **7.1. Procedure for preparation and adoption of Position Documents and Statements**

7.1.1. The UNP Position Document is an analytical summary prepared by UNP experts and adopted by its members on a particular event or decision important for the implementation of the Eastern Partnership policy, as well as the implementation and enforcement of the Agreement on Association. The position contains a generalized assessment and forecast of consequences. The position of the UNP is sent to the managing authorities of Ukraine, the European Union and civil society organizations of the Eastern Partnership countries.

7.1.2. The Statement of the UNP is understood as a statement of the consolidated position of the UNP participants, in order to draw the attention of the managing authorities of Ukraine, the European Union and the general public to specific problems and possible ways to solve them or support certain actions or policies.

7.1.3. UNP positions and statements are adopted in accordance with the following algorithm and in compliance with the relevant provisions of the Organizational and Communication Principles of the Ukrainian National Platform of the Eastern Partnership Civil Society Forum:

a) Determining the need for the preparation of the document and its key messages and / or problems: it can be done by the authorized representative of the UNP Member organization, the National Coordinator, the Steering Committee. This process involves the formulation of key theses and familiarization with the members of the Steering Committee;

b) The Steering Committee prepares a draft joint decision (Position Document, Statement), which is put to the vote by UNP member organizations in accordance with the procedures set out in the Organizational and Communication Principles of the Ukrainian National Platform of the Eastern Partnership Civil Society Forum. Voting takes place within two working days. A decision is considered adopted if less than 20% of UNP participants oppose it. A decision cannot be adopted if more than 20% of UNP participants have voted against it. Re-voting of the decision is possible only with the consensual consent of those participants of the UNP who opposed.

c) preparation of the document: carried out by the initiator of the document and other persons involved by him within a period determined by him and agreed with the Steering Committee, but not later than five working days from the date of the decision to prepare it;

d) discussion of the draft document: provides for the collection of proposals and comments on the draft document. It occurs within two working days from the date of the decision on the need to adopt a joint document (unless otherwise specified by the Steering Committee). The Steering Committee and the Secretariat are responsible for collecting editorial changes. Once the collection of proposals and comments has been completed, the Steering Committee or Secretariat shall send the draft, as amended, within one working day.

e) final approval: carried out during the working day, unless other deadlines are set by the Steering Committee (which must be additionally notified to all UNP participants). In case of categorical disagreement of more than 20% of UNP member organizations from the number of organizations entered in the UNP Register, the decision is vetoed. The preparation of the relevant vote must be carried out by the Steering Committee during the working day and conducted during the next working day. Votes received after the deadline will not be counted. Deadlines should be defined in the text of the message.

7.1.4. In the event of a rapid response to or related to certain developments in the Eastern Partnership, the Steering Committee may adopt Statements on behalf of the UNP Steering Committee by consensus, or initiate the adoption of a statement by the Steering Committee of the Eastern Partnership Civil Society Forum.

7.1.5 If it is necessary to adopt strategic and / or regulatory documents important for the activities of the UNP in the period between the meetings of the National Conference, such documents may be adopted in accordance with the procedure of preparation and adoption of position documents and statements of the UNP, but using the principle “decision as adopted by a simple majority of UNP members” and in compliance with the relevant provisions of the Organizational and Communication Principles.

## **7.2. Election procedure of the National Coordinator of UNP EaP CSF**

7.2.1. The election of the National Coordinator takes place on the day before the CSF Assembly, during which it is planned to elect / approve a new CSF Steering Committee (no later than 30 calendar days before the relevant Assembly; once every 2 years).

7.2.2. The National Coordinator is elected from among the delegates of the last Assembly of the EaP CSF for a term of two years (cadence cycle). A person elected to the position of National Coordinator may not hold this position for more than two cycles of cadence (not more than 4 years in total). The newly elected person shall take office 30 calendar days after Election Day.

7.2.3. The start of the election of the National Coordinator is announced by the Steering Committee / Secretariat using the communication channels specified in the Organizational and Communication Principles of the Ukrainian National Platform of the Eastern Partnership Civil Society Forum.

7.2.4. UNP Member organizations registered to participate in the regular UNP National Conference with the right to vote (voter organizations) have the right to participate in the election of the National Coordinator.

7.2.5. Any authorized representative of a UNP Member organization may nominate a candidate for the position of National Coordinator, including by self-nomination.

7.2.6. The time frame for nomination is determined by the Steering Committee, which immediately informs the voter organizations.

7.2.7. After the nomination is completed, the Steering Committee forms a list of candidates and informs all voter organizations about the nominated candidates.

7.2.8. Elections are held by secret ballot during the National Conference in accordance with the rules developed and in advance (not later than 1 month) announced by the Steering Committee.



7.2.9. The candidate who receives a simple majority of votes of the electoral organizations wins the election. In the event that several candidates receive an equal (maximum) number of votes, voting shall be held among these candidates until the winner is determined.

7.2.10. The Steering Committee is responsible for conducting elections and following procedures.

7.2.11. The same candidate may not hold the position of National Coordinator for more than two consecutive election periods.

7.2.12. In case of deprivation of the National Coordinator of membership in the UNP, a new coordinator shall be elected in accordance with the procedure specified in paragraph 7.2 from among all members of the UNP for a maximum of two months.

### **7.3. Procedure for election of Working Group Coordinators**

7.3.1. The Coordinators of the Working Groups are elected from among the nominated members of a particular Working Group for a term of two years during the National Conference. The newly elected person shall take office 30 calendar days after the Election day.

7.3.2. Nomination of candidates for the position of Working Group Coordinator begins no later than two weeks before the National Conference.

7.3.3. The start of the nomination is announced by the Steering Committee / Secretariat using the communication channels specified in the Organizational and Communication Principles of the Ukrainian National Platform of the Eastern Partnership Civil Society Forum.

7.3.4. Any voter organization from the relevant Working Group may nominate a candidate, including by self-nomination.

7.3.5. After the nomination is completed, the Steering Committee forms a list of candidates and informs all members of the Working Group about the submitted candidates.

7.3.6. Elections are held by secret ballot during the meeting of the Working Group in accordance with the rules developed and in advance (not later than 1 month) announced by the Steering Committee.

7.3.7. The candidate who receives a simple majority of the votes of the electoral organizations of the relevant Working Group wins the election. In the event that several candidates receive an equal (maximum) number of votes, voting shall be held among these candidates until the winner is determined.

7.3.8. The Steering Committee is responsible for conducting elections and following procedures.

7.3.9. The same person may act as the Coordinator of the Working Group for no longer than three consecutive election periods.

7.3.10. In case of deprivation of the UNP membership coordinator, the new coordinator shall be elected in accordance with the procedure specified in paragraph 7.2 from among all members of the relevant working group for a maximum of two months.

## **VIII. Ensuring the activities of the Ukrainian national platform of the Eastern Partnership Civil Society Forum**

8.1. Organizational support of UNP activities is provided by an operational organization, represented by the National Coordinator, under the following conditions:

- a) the consent of the governing body of that organization, and
- b) opportunities to provide organizational support for UNP activities.

8.2. In the event that, for one reason or another, the organization represented by the National Coordinator is unable to support the activities of the UNP, the Steering Committee may turn to another non-profit organization. The determination of another non-profit organization is subject to mutual agreement between the Steering Committee and the potential operating organization in accordance with the conditions specified in clause 8.1. All decisions of the Steering Committee relating to 8.2 shall be taken by consensus.

8.3. The operational organization is obliged to provide the activities of the EaP CSF for which it has received targeted resources (grants, etc.).

### **IX. The procedure for making amendments and additions to the Statute of the Ukrainian National Platform of the Eastern Partnership Civil Society Forum**

9.1. Amendments to the Statute of the UNP are adopted by the National Conference on the proposal of the members of the UNP or the Steering Committee.

9.2. Amendments to the Statute of the UNP are considered adopted if two thirds of the registered participants of the National Conference with the right to vote have voted for them.

### **X. Final provisions**

10.1. The right to interpret, explain and clarify this Statute belongs to the Steering Committee.

10.2. Regarding the interpretation, explanation and clarification of the Statute, the Steering Committee makes only a consensus decision.