

# SEE.NET

South East Europe Network for Energy and Transport

## **RULES OF CONDUCT:**

### **1. Membership:**

SEE.NET network is open for new members from the SouthEast Europe region, provided they:

- share the network's Vision and Mission;
- participate actively in the network's activities and/or communication;
- are non-for-profit environmental NGOs according to their Statute;
- are active in the field of energy and/or transport or plan to be active in these fields.

### **Becoming a member:**

There are two ways for an NGO to become a member of the SEE.NET:

- the Coordination Team invites an NGO to become a member; or
- an NGO requests a membership.

Each organization which wants to join the network fills in the Application and sends it to the coordination team together with a copy of their Registration Form and English version of the Statute. If English version of the Statute is not available, the NGO can send English translation of their goals, as stated in the Statute.

After receiving the above mentioned documents, the coordination team has to reply to all requests within a period of one month.

All newly joined NGOs are associate members of the network until their membership is confirmed by the Assembly, after which they become full members.

### **Termination of membership:**

There are two ways for an NGO to terminate the membership in the SEE.NET:

- member wants to leave the network, and it informs coordination team on that decision; or
- member is reported to coordination team by the other member organization, because of it's activities that are not in accordance with mission and vision of SEE.NET. In that case, on the next AGM, Assembly is discussing and voting on future membership of the organization. In case that Coordination team estimate that decision on this topic is urgent, discussion and voting can be made through e-mail list or conference call.

### **2. Communication:**

- the network's members maintain communication through e-mail list;
- specific working groups create their own e-mail lists for their communication;
- each year members gather for Annual General Meeting (AGM) where the most important decisions, including working plans are discussed and agreed.

### **3. Decision making:**

- all full members of the network have equal right and one vote on the Annual General Meeting;
- the Mission and/or the Vision of the network can be changed only with a consensus. The Rules of Conduct can be changed with majority voting;
- all other decisions are generally made by consensus.

### **4. Activities:**

- **lobbying and advocacy:** primarily through advocacy activities, members work on speeding up a transformation towards environmentally and socially sustainable energy and transport sectors both on a national and regional level;
- **thematic working groups:** networks' main activities are ad-hock working groups;
- **exchange of information:** one of the networks' goals is to establish and maintain regular exchange of information's between members of network.

### **5. Internal structure:**

SEE NET has Assembly (contained of all full members), working groups and a coordination team.

#### **Initial Coordination team**

SEE NET is initiated and created within the scope of the EC funded project "Networking and Capacity Building of environmental NGOs to Increase Energy Efficiency and Renewable Sources of Energy in Western Balkans" which is coordinated by regional partners Zelena akcija – FoE Croatia, Center for Environment, Bosnia and Herzegovina and Front 21/42, Macedonia. On the first regional conference (Skopje, April 8<sup>th</sup> – 10<sup>th</sup> 2010) these three organizations are elected to be the initial coordination team of the network.

The network will decide on the enlargement of the initial coordination team on the 2011 conference in Banja Luka.

#### **Coordination team**

The coordination team:

- has a mandate of one year;
- is elected on the Annual General Meeting.
- has not less then 3 and not more then 5 members;
- can not have more then one NGO representative from the same country.

#### **Working groups**

The networks' activities are realized through the work of the working groups (e.g. on energy efficiency, alternative energy strategies, transport).

- If minimum 3 NGOs are interested to work on some specific topic, they can form a working group on that topic;
- Each working group elects a coordinator;
- Working groups maintain regular communication with the network;
- Each working group submits a working plan at the AGM;
- Working groups' plans are approved by the Assembly at the AGM.