

Asia Democracy Network Terms of Reference (ToR)

Updated: September 16, 2015

The ADN was established at its founding assembly in Seoul on 22 October 2013. The Terms of Reference (ToR), formulated by the SC, serves as the guiding principles for the role and function of each organ of the organization. The ToR is accompanied by the implementation guidelines, which provide details of various relevant procedures.

The list of implementation guidelines is as follows;

- Implementation Guideline for Membership
- Implementation Guideline for Steering Committee Member
- Implementation Guidelines for Advisors
- Implementation Guidelines for Working Group

Article 1: Identity

- 1) The Asia Democracy Network (ADN) is a regional network of independent civil society organizations (CSOs) engaged in democracy promotion and committed to the full realization of democratic and human rights principles as well as the vision and mission articulated in the Charter of Principles.
- 2) ADN is affiliated to the Community of Democracies (CD) as a member of International Steering Committee of the Civil Society Pillar.
- 3) Asia refers to three sub-regions, namely South Asia, Southeast Asia and Northeast Asia for the period 2016-2017 with the following countries and territories.

South Asia	Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka
Southeast Asia	Brunei, Burma/Myanmar, Cambodia, Indonesia, Laos, Malaysia, Philippines, Singapore, Thailand, Timor Leste (East Timor), Vietnam
Northeast Asia	China (PRC), Hong Kong SAR, Japan, Mongolia, North Korea (DPRK), South Korea (ROK), Taiwan (ROC)

- 4) ADN works in partnership with CSOs in other neighboring sub-regions such as Central Asia, Southwest Asia, and the South Pacific region.

Article 2: Vision

ADN is committed to building a just, equitable, and sustainable community of democratic societies in Asia where all human rights of individuals, groups, and peoples are fully respected and realized.

Article 3: Mission

Under the slogan "Asian Solidarity for Democracy for All", ADN works to promote and advance democratization and democratic governance at all levels of society through effective solidarity and cooperation among civil society organizations and democracy advocates in Asia in accordance with democratic principles such as respect for human rights, rule of law, free and fair election, and judicial independence.

Article 4: Goal

ADN aims to build a stronger regional democracy network and movement engaged effectively in international solidarity and advocacy with governments, inter-governmental organizations, and other non-state actors and stakeholders in Asia and beyond.

Article 5: Values and Principles

- 1) ADN embraces principles such as international solidarity and partnerships; plurality and diversity, shared responsibilities and leadership, and the human rights based approach.
- 2) ADN believes that democracy is a universally recognized ideal as well as a goal, which is based on common values shared by peoples throughout the world.
 - a) Believes that participatory and inclusive democracy plays a role in promoting social justice, reducing inequality, and preventing armed conflict.
 - b) Believes that women's active participation and empowerment is crucial in advancing inclusive democracy.
 - c) Believes that democracy should contribute to the protection of religious, ethnic, and other minorities.
 - d) Believes that free, fair, and democratic elections are essential to good governance.
 - e) Believes that education for democracy at all levels ensures that citizens are aware of their rights and civic duties.

Article 6: Membership

- 1) The membership shall be of organizations or as individuals.
- 2) Organizational members shall be an independent civil society organization (CSO) operating at the regional, sub-regional, national or local level.
- 3) Individual membership shall be persons who cannot form an organization but wish to participate and contribute to the work of ADN.
- 4) Individual members shall be persons who have expertise and capacity, and are willing to commit to the Charter of Principles.

- 5) All members shall agree to the Charter of Principles, and abide by the Terms of Reference (ToR).
- 6) All members shall have the following rights and duties;
 - a) All members shall respect and observe the Charter of Principles and ToR.
 - b) All members shall actively participate in ADN activities.
 - c) All members shall be invited to relevant ADN meetings.
 - d) All members shall make effort to raise funds to cover their expenses to attend the ADN activities (unless invited as contributor with funding support).
 - e) All members shall receive communications from the Secretariat.
 - f) Annual membership fee for an organization shall be at the minimum 100 to 1,000 USD per year.
 - g) Annual membership fee for individuals shall be at the minimum 10 to 100 USD per year.
 - h) Members can join the Working Group.
- 7) All other organizations that do not fall into the above stated membership types may join the ADN as **partner**.

Article 7: Partnership

- 1) Organizations that do not fall into the criteria of membership can be invited to work with ADN as partner.
- 2) Partners are those CSOs or their networks or public institutions that support the work of the ADN financially, politically and morally.
- 3) The following categories of organizations or institutions can be invited to work with ADN as partner.
 - a) International and global CSOs that are operating in Asia (e.g. CIVICUS)
 - b) Public or private funding agencies or foundation (e.g. NED, KDF, TFD)
 - c) Global network of CSOs and public institutions on democracy which ADN may be associated with (e.g. World Movement for Democracy (WMD), Community of Democracies - International Steering Committee (ISC) for Civil Society, Open Government Partnership(OGP), etc.)

Article 8: Organs

The organization shall consist of:

- 1) General Forum
- 2) Steering Committee (SC)
- 3) Co-Conveners
- 4) Advisors
- 5) Secretary General
- 6) Secretariat



7) Working Group

Article 9: General Forum

General Forum

- 1) Shall be a meeting of all members and partners to discuss the state of democracy, pertaining to challenges and opportunities to democracy in Asia.
- 2) Shall be held in a conference form at least once every two years.

Article 10: Steering Committee (SC)

Steering Committee

- 1) Is the highest decision-making body of the ADN.
- 2) Shall have a two year term and renewable.
- 3) Shall be involved on an organizational basis.
- 4) Shall be composed of not more than 10 persons of highest executive position among regional or sub-regional CSOs which are members of the ADN.
- 5) Shall decide on the policies and programs of ADN.
- 6) Shall meet once or twice a year.
- 7) Shall appoint the Secretary General.
- 8) Shall decide on the admission of membership.
- 9) May form a working group when necessary, and subject to review by the SC, dissolve the same.
- 10) May appoint advisers when necessary.

Article 11: Co-Conveners

Co-Conveners

- 1) Shall convene Steering Committee (SC) Meetings.
- 2) Shall be composed of 2-3 persons among the SC members taking into account sub-regional and gender balance.
- 3) Shall oversee the work of the Secretariat on behalf of the SC including financial accounts.
- 4) Shall function on a voluntary basis.

Article 12: Advisors

The Steering Committee (SC) may appoint advisors. Advisors are to be chosen among experienced dedicated democracy advocates who can provide moral and political support to ADN.

Article 13: Secretary General

Secretary General

- 1) Shall be the head of the Secretariat and shall implement the decisions of the Steering Committee.
- 2) Shall be appointed by the Steering Committee.
- 3) Shall be accountable to the Steering Committee.
- 4) Shall be responsible for managing the Secretariat.
- 5) Shall supervise the work of the Secretariat including financial accounts.
- 6) Shall be the ex-officio secretary to the Steering Committee without voting power.
- 7) Shall be a full time or part time paid or voluntary position.

Article 14: The Secretariat

The Secretariat

- 1) Shall normally be situated in any one of the countries in the Asian region.
- 2) Shall provide administrative support in implementing the decisions of the Steering Committee under the leadership of the Secretary General.
- 3) Shall have staff and other infrastructural facilities required for undertaking the programs and activities of the ADN.

Article 15: Working Group

- 1) Working Group is the main working mechanism to address issues related to democracy in line with the Charter of Principles.
- 2) Working Group shall be established by the Steering Committee; and subject to periodic review, may be dissolved by the Steering Committee.
- 3) Working Group shall work on the issues in which are not being adequately addressed by the existing CSOs in Asia.
- 4) Members of Working Group shall be composed of organizational and individual members.
- 5) The Secretariat shall provide logistical support for the Working Group.
- 6) Working Group shall submit an activity report regularly to the Steering Committee.
- 7) Chair(s) of Working Group shall be appointed by the Steering Committee upon recommendation from the Secretary General.
- 8) Chair(s) of Working Group may be invited to attend the Steering Committee.

Article 16: Amendment

The ToR may be amended when necessary by the Steering Committee.

Annex

- A. Implementation Guidelines for Membership
- B. Implementation Guidelines for Advisors
- C. Implementation Guideline for Working Structure and Programmes

A. Implementation Guidelines for Membership

Terms of Reference (ToR)

Article 6: Membership

- 1) The membership shall be of organizations or as individuals.
- 2) Organizational members shall be an independent civil society organization (CSO) operating at the regional, sub-regional, national or local level.
- 3) Individual membership shall be persons who cannot form an organization but wish to participate and contribute to the work of ADN.
- 4) Individual members shall be persons who have expertise and capacity, and are willing to commit to the Charter of Principles.
- 5) All members shall agree to the Charter of Principles, and abide by the Terms of Reference (ToR).
- 6) All members shall have the following rights and duties;
 - a) All members shall respect and observe the Charter of Principles and ToR.
 - b) All members shall actively participate in ADN activities.
 - c) All members shall be invited to relevant ADN meetings.
 - d) All members shall make effort to raise funds to cover their expenses to attend the ADN activities (unless invited as contributor with funding support).
 - e) All members shall receive communications from the Secretariat.
 - f) Annual membership fee for an organization shall be at the minimum 100 to 1,000 USD per year.
 - g) Annual membership fee for individuals shall be at the minimum 10 to 100 USD per year.
 - h) Members can join the Working Group.
- 7) All other organizations that do not fall into the above stated membership types may join the ADN as **partner**.

Article 7: Partnership

- 1) Organizations that do not fall into the criteria of membership can be invited to work with ADN as partner.
- 2) Partners are those CSOs or their networks or public institutions that support the work of the ADN financially, politically and morally.
- 3) The following categories of organizations or institutions can be invited to work with ADN as partner.
 - a) International and global CSOs that are operating in Asia (e.g. CIVICUS)
 - b) Public or private funding agencies or foundation (e.g. NED, KDF, TFD)
 - c) Global network of CSOs and public institutions on democracy which ADN may be associated with (e.g. World Movement for Democracy (WMD), Community of Democracies - International Steering Committee (ISC) for Civil Society, Open Government Partnership(OGP), etc.)

Type and Criteria of Membership

- a) Regional CSOs refers to those CSOs whose activities cover three sub-regions of Asia, namely South Asia, Southeast Asia and Northeast Asia and whose headquarters is located in Asia. .
- b) Sub-regional CSOs refer to those CSOs who activities cover one or two of three sub-regions, South Asia, Southeast Asia or Northeast Asia and whose headquarter is located in Asia.
- c) National CSOs refer to those CSOs whose activities cover the whole country or a majority of the states or provinces in a country.
- d) Local CSOs refers to CSOs whose activities covers only one, some or less than half of the states or provinces in a country.
- e) Both national and local CSOs that belong to the regional or sub-regional member CSOs are considered as member of the ADN without separate membership.
- f) Both national and local CSOs also refer to CSOs that works for democracy of one of Asian countries while based in a country outside of a target country. (e.g. exile group)
- g) Regional (or sub-regional organizations) are eligible for Steering Committee (SC) members.
- h) Individual membership is for persons who cannot form organizations and who wish to participate and contribute to the work of ADN on a personal capacity.

Procedure for Membership

- a) Any interested CSO or individual can apply for ADN members by filling the online application form.
- b) The SC shall decide on the admission of membership.

Partnership

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B. Implementation Guidelines for Advisors

The objective and role of an ADN advisor (maximum of 5-8 members) is to provide moral and political support by giving advice to the Steering Committee of the ADN with regard to the implementation of the ADN's vision and mission.

Criteria:

- a) 5-8 persons of any nationality or ethnic origin with gender balance.
- b) Demonstrated experience and commitment to democracy promotion in Asia and globally.
- c) Political impartiality (not in a leadership position of any political party).
- d) Not in a governmental (executive, administrative, legislative) position.
- e) Knowledge and understanding of the role of civil society in democracy promotion in Asia.
- f) Committed to the values and principles of the ADN.
- g) Willing and able to contribute his or her knowledge, skills, and advice to the Steering Committee of the ADN when requested.
- h) Capable of providing moral, political, and intellectual support to the ADN.
- i) Demonstrated commitment towards gender equality and gender justice.

Role of Advisors

- a) Provide advice to the SC and the Secretariat when requested.
- b) Facilitate or advise on resource mobilization for ADN.
- c) Attend ADN activities and meetings as advisor on invitation, when necessary.

C. Implementation Guideline for Working Group

Article 14: Working Group

- 1) Working Group is the main working mechanism to address issues related to democracy in line with the Charter of Principles.
- 2) Working Group shall be established by the Steering Committee.
- 3) Working Group shall work on the issues in which are not being addressed by the existing CSOs in Asia.
- 4) Chair(s) of Working Group shall be appointed by the Steering Committee upon recommendation from the Secretary General.
- 5) Members of Working Group shall be composed of organizational and individual members.
- 6) The Secretariat shall provide logistical support for the Working Group
- 7) Shall submit an activity report regularly to the Steering Committee

- 1) ADN follows the principle of subsidiary, relying on member networks to take the lead in its work.
- 2) On issues where ADN members are not working on, a Working Group shall be established taking into the emerging challenges to democracy in Asia and needs of the member organizations.
- 3) The Working Group shall ensure a synergetic effect or added-value to the issue to avoid duplication or competition with an existing network or campaign.
- 4) The working structure and agenda of the Community of Democracies (CD) and other international organizations such as Open Government Partnership (OGP) and UN Human Rights Council need to be taken into account in order to engage more effectively.
- 5) Priority shall be given to the following issues:
 - Education for Democracy, Global Civic Education, etc.
 - Transparency and accountability, Right to Information
 - Civil society space and freedom of association and assembly
 - Democratic Institutions Accountability (Parliament, Judiciary, etc.)
 - Youth/Student Movements
 - Local Democracy and local governance/Human Rights Cities
 - Business and Human Rights