

Manual of Organisational Policies & Procedures



Bridging UPR actors

Policies and Procedures

1. Organisation

- *UPR Info* is an association under article 60, operating under full legal compliance with the Swiss civil code.
- *UPR Info* is a non-profit organisation, and as such, any surplus revenues generated through its operations are to be used solely for the purpose of the organisational mission.
- As a non-governmental organisation, *UPR Info* is not to be part of, or controlled by, any government or intergovernmental agency. The organisation acts in full independence and transparency.
- The mission of *UPR Info* is to promote and strengthen the Universal Periodic Review (UPR) by raising awareness, providing capacity-building tools, and bridging the different actors of the UPR process in order to ensure the universal advancement of human rights.
- *UPR Info* pursues its mission while holding as central the values of universality, transparency, impartiality, inclusiveness, and ownership.

1.1. Structure

1.1.1. Executive Board (as of 2014):

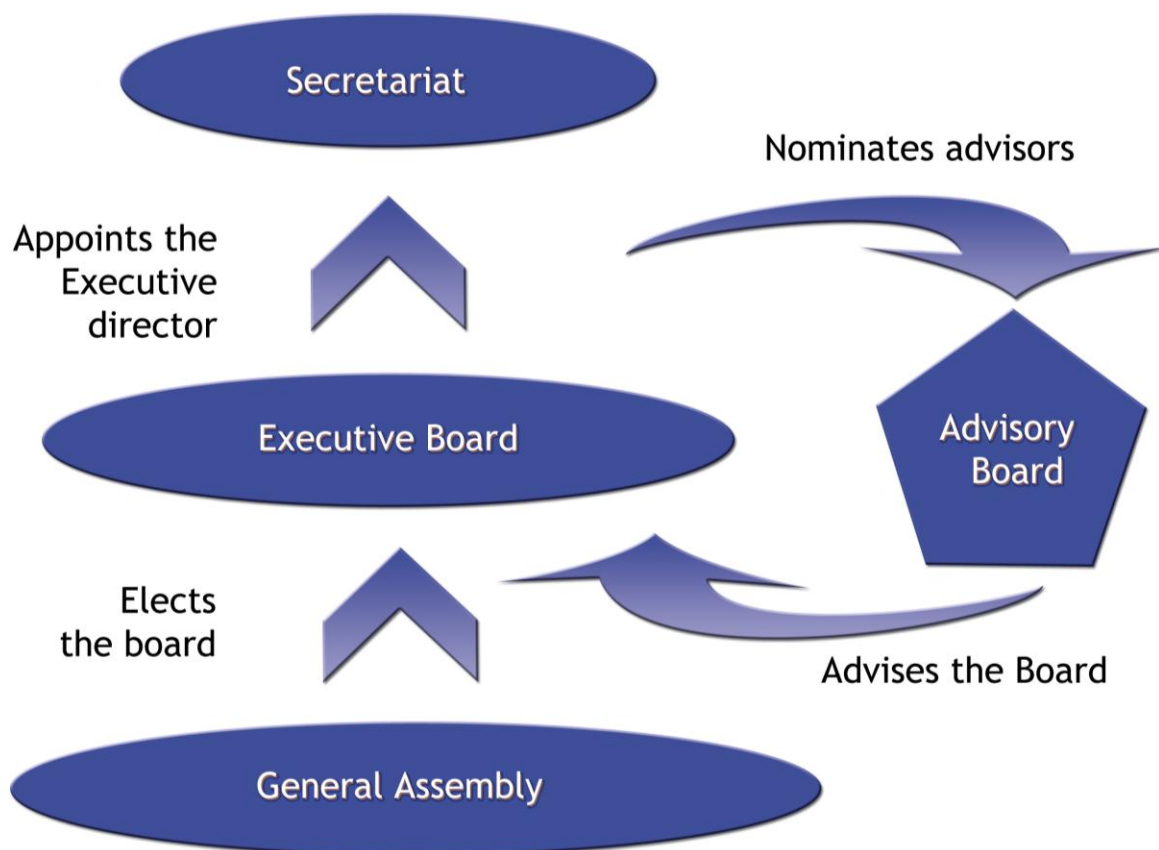
- ✓ President: Mr. Bertrand G. Ramcharan
- ✓ Executive Secretary: Ms. Kamelia Kemileva
- ✓ Treasurer: Ms. Saida Manieva

1.1.2. Secretariat (as of 2014):

- ✓ Executive Director: Mr. Roland Chauville
- ✓ Programmes Director: Mr. Jean-Claude Vignoli
- ✓ Programme Manager: Ms. Francesca Piccin
- ✓ Programme Manager: Ms. Kira Youdina

1.1.3. Advisory Board (as of 2014):

- ✓ Ms. Anita Goh (France), *NGO Group for the CRC*
- ✓ Mr. Marc Lemon (United Kingdom), *Universal Rights Group*
- ✓ Professor Edward R. McMahon (United States), *University of Vermont*
- ✓ Ms. Katharina Rose (Germany), *International Coordinating Committee of National Human Rights Institutions*
- ✓ Mr. Razvan Rotundu (Romania), *Permanent Mission of Romania*



2. Governance

2.1. General Assembly

- The General Assembly is the supreme organ of *UPR Info*. It consists of all members of the association, excluding the Advisory Board members.
- The General Assembly shall be responsible for approving the Annual Report and the Financial Report, and for electing the members of the Executive Committee, the President, the Treasurer, the Executive Secretary and an accounts controller. It shall also be responsible for deciding upon the admission or exclusion of members.
- Each member of the General Assembly is to be presented with the organisational statute, and shall become familiar with each item prior to the commencement of duties.

2.2. Annual Meeting

- The General Assembly meets once per year in ordinary session. It may also meet in extraordinary session whenever necessary or at the request of one fifth of the membership.
- The Annual Meeting is validly constituted by the presence of a qualified majority of its members.
- The decisions of the General Assembly are taken by a simple majority vote of the members present. In case of a tie, the President counts double. However, decisions relating to the modification of the statutes and the dissolution of the association can only be taken by a qualified majority of two thirds of all the members of the Assembly.
- A summons stating the agenda of the Annual Meeting is to be addressed by the Executive Committee to each member at least 10 days in advance.
- Minutes of each meeting of the governing body shall be produced, distributed to each member of the governing body, and archived for future reference.

2.3. Executive Committee

- The Executive Committee is the deciding board in charge of reaching the organisation's goals, and is authorised to take all necessary measures to achieve the goals of the association.
- The Executive Committee consists of the President, the Treasurer, and the Executive Secretary.

- The President, holding the principal representational role, is commissioned with providing advice and expertise regarding the operational direction of the organisation, chairing the Committee meetings, representing *UPR Info* at meetings, and providing the final approval on the annual strategy and the annual report of *UPR Info*.
- The Treasurer manages the fiscal development of the organisation. The Treasurer is responsible for conducting an annual overview of the organisation's budget and accounting, providing inputs on the general organisation of the administration and financial modalities of the organisation, and providing advice on fundraising opportunities. The Treasurer shall work closely with the Executive Director, and participate actively in Committee meetings.
- The Executive Secretary provides the Committee with the necessary background information and documentation in support of its objectives, works with the Executive Director to organise the meetings of the Committee, and participates actively in the Committee meetings.
- The Committee holds meetings approximately two times per calendar year, but not less than once per year.
- The Committee composition shall demonstrate, whenever possible, geographical and gender diversity.
- The term of office of each member of the Executive Committee is two years, with a possibility of renewal.
- The members of the Executive Committee act voluntarily and can only claim compensation for the actual costs of their travel. For duties requested which go beyond the usual functioning of the post, each member of the Committee may receive appropriate compensation.
- Prior to joining the Committee, each potential Executive member shall be asked to disclose any potential and actual conflicts of interests with the organisational aims.

2.4. Advisory Board

- The Advisory Board is in charge of providing the Executive Committee and the staff with advice, expertise and strategies on the activities of the organisation in order to better fulfil its mission.
- The Advisory Board consists of representatives of different actors of the UPR process, namely civil society representatives, UN agencies, UN Member States, National Human Rights Institutions.
- The Advisory Board shall correspond regularly with staff, whether by meetings in person or through mediums aided by communication technologies, to provide and share resources for the progress of the organisational mission.

2.5. Secretariat (Staff)

- The Secretariat is headed by the Executive Director of *UPR Info* and is responsible for the day-to-day activities of the organisation, programmes and project management, fundraising (as per consultations with the Advisory Board and the Executive Committee), and other operational activities.
- The Executive Director cannot be elected to the Executive Committee and is not eligible to vote in the General Assembly.
- The organisation is legally committed by the signature of its Executive Director.

3. Human Resources

- *UPR Info* is an equal opportunity employer, and does not discriminate on the basis of gender, ethnicity, disability, age, religion, marital status or sexual orientation.
- The equal opportunity policy is applicable to all facets of recruitment, including, but not limited to hiring, job placement, promotion, termination, pay level, and access to benefits.
- All personnel, including staff, interns and volunteers, are expected to act at all times with utmost professionalism and integrity, in a manner reflective of the values of the organisation.
- All personnel are to be treated with fairness and equity. Should any grievances occur, the concern shall be resolved in a productive manner.
- Personnel will be responsible to understand, respect and work at all times without prejudice to age, ethnic origins, disability, gender, physical and mental health, religion, sexuality or cultural background.
- *UPR Info* shall provide proper training and orientation for new personnel, including information on its structure, mission, strategies, activities, policies, and conditions of employment.
- Personnel shall be provided with suitable working conditions conducive to the fulfilment of their job duties.
- Personnel shall be guided in maintaining the highest standards of professional and personal conduct, and in taking personal and professional responsibility for their actions and decisions.
- The organisation shall provide opportunities for individual growth and staff development, and foster an environment whereby supervisors encourage the growth of staff.
- Guidance shall be provided to personnel with access to official documentation or information regarding maintenance of the integrity, confidentiality, and privacy of such information to protect any individual concerned.



4. Partnership & Cooperation

- In all partnerships, *UPR Info* shall seek to create linkages based upon mutual benefit in line with the mission of the organisation.
- *UPR Info* shall act in full transparency in its interactions with prospective and actual partners, enabling mutual trust and knowledge sharing.
- *UPR Info* shall support any actor, especially civil society representatives, in need of further information in order to fully participate in the UPR.

5. Fundraising

- The resources of the organisation come from bequests, gifts, donations, actions, and private and public grants. Funds are used in accordance with social purpose.
- *UPR Info* works to ensure full compliance with the donor guidelines, and strives in all its endeavours, through careful planning, monitoring and evaluation, to ensure the sustainability and maximal stakeholder impact of each activity undertaken.
- While universality is a core principle, *UPR Info* does not pursue or accept funding from any source that would potentially jeopardize its impartiality and neutrality.

6. Fiscal & Legal

- The fiscal year begins on January 1 and ends on December 31 of each year.
- The accounts are audited annually by an auditor appointed by the General Assembly.
- The annual Financial Report shall be made publicly available, through the organisational website and upon request.
- Should any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, or partners arise, *UPR Info* will convene meeting with Executive committee and take all necessary action against continuation of fraudulent activity.
- *UPR Info* shall provide for a procurement system of quality and integrity, ensuring the fair and equitable treatment of all persons or firms involved in purchasing, while at the same time seeking to obtain the most cost efficient services and products.



Promoting and strengthening
the Universal Periodic Review
<http://www.upr-info.org>

7. Public Communications

- *UPR Info* does not use any technology to individually identify the visitors of the website, nor does it provide information obtained to third parties or private organisations. *UPR Info* transparently explains the use of the "cookies" on its website.
- Guided by the value of transparency, *UPR Info* shall publish its Annual Report, as well as its Financial Report, online.
- As a non-governmental and non-partisan organisation committed to maintaining neutrality, *UPR Info* shall ensure the political impartiality of its messaging and formal correspondence.
- Committed to saving Earth resources, *UPR Info* shall mitigate its environmental footprint. It will notably print documents sparingly, as well as limit and compensate the impacts of flights abroad.

Contact

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