

ICAN international structure

GENERAL PRINCIPLES

ICAN is a broad, inclusive campaign, informed by the need, urgency and feasibility of abolishing nuclear weapons, and focused on mobilizing civil society around the specific objective of negotiating a global nuclear weapons abolition treaty. It is open to all organizations that agree with its aims and do not use or advocate violence.

The ICAN international structure consists of Partner Organizations, an International Steering Group (IGS) and an International Staff Team (IST). The IST facilitates the ICAN work of Partner Organizations and is supervised/guided by the ISG.

INTERNATIONAL STEERING GROUP

Function

- The ISG facilitates the growth of the campaign and the achievement of its goal of a treaty banning nuclear weapons through effective international campaign coordination. Its roles include strategic planning, campaign building, fundraising, policy formulation, information sharing and helping to coordinate international events, activities and publications.
- While recognizing that some members of the IST are hired by national campaigns or Partner Organizations and have national responsibilities in accordance with direction and management provided by the relevant national structures, the ISG is responsible for overall supervision of the international work carried out by the IST and governance of ICAN's international network.
- The ISG consults regularly with Partner Organizations and national campaign coordinators, and seeks to incorporate widely held views. This is balanced with the need for effective and efficient decision-making.
- The ISG considers and approves all requests from international organizations or networks wishing to become Partner Organizations, and national or regional organizations in countries or regions where there is no national or regional ICAN network. The ISG may disaffiliate any Partner Organization that does not respect the principles and objectives of ICAN.
- The ISG may designate individuals as ICAN international patrons or supporters, provided that such a designation is not opposed by the relevant national or regional ICAN network, where one exists.

Composition

- The ISG has a minimum of seven members. No maximum number is set, but the ISG should remain small enough to meet and function effectively and efficiently. ISG members must be members of ICAN Partner Organizations. ICAN staff may also serve on the ISG in an ex officio (non-voting) capacity.
- ISG members are invited to serve for two-year renewable terms. The maximum term of continuous service is normally 6 years. Normally, any member who retires from the ISG must wait at least 12 months before being considered for further ISG membership. However, in exceptional circumstances where continuity is considered critical for ICAN's effectiveness, the ISG can request a member to stay on longer.
- Three ISG members, excluding staff, are appointed Co-Chairs by the rest of the ISG, and if possible serve in that capacity for the duration of their term. If a Co-Chair is unable to continue serving in that capacity, the ISG shall choose a replacement, taking into account regional and gender considerations, skill set and contribution to ICAN's objectives and management.
- The Co-Chairs should if possible be from different geographic regions and organizations; and at least one should be male and one female.
- The Co-Chairs are responsible for coordinating the implementation of ICAN strategies, including communications and public representation of ICAN in close collaboration with the IST and ISG.
- The ISG may invite an individual to join the group at any time as needs arise. However, the terms of all members will be evaluated and renewed (or not renewed) at the same time (i.e. terms will not be staggered).
- Members of the ISG are selected on the basis of factors relevant to the needs of the campaign, including their personal capacity as well as their organization's capacity; their personal skills, knowledge and experience; their access to national, regional and international networks; and their commitment to contribute significant time and work to the campaign.
- The ISG membership aims to reflect the breadth of the campaign, including age, gender, geographic, professional and organizational diversity.
- The names and email addresses of ISG members are published on the ICAN website, along with their regions, organizational affiliation and areas of work and interest.
- Nominations for new members must be sponsored by at least one member of the ISG, and approved by the ISG in accordance with its decision-making procedures. Any Partner Organization can recommend a qualified individual for nomination to the ISG.

Practices and decision-making

- The ISG meets regularly by Internet conference calls and when feasible in person. Individuals who are not on the ISG may be invited to join calls and face-to-face meetings from time to time as advisers.
- The ISG will do its utmost to reach decisions by consensus. If consensus cannot be achieved despite all attempts to discuss and persuade, a vote may be taken. If it is necessary to vote, then a decision will be considered valid if it is supported by at least two-thirds of the voting members of the ISG.
- ISG members may not exercise a vote when they are themselves standing for the position being voted upon, such as for renewal of their ISG membership or for the Co-Chair positions.
- ICAN employees who are members of the ISG are ex officio and do not exercise a vote.
- The ISG may meet without members who are ICAN employees in order to discuss human resources (staffing or personnel) issues.
- All significant decisions made by the ISG will be communicated to Partner Organizations.
- The ISG may establish sub-groups to work on specific issues such as human resources, fundraising and strategic planning, and may invite other individuals to contribute to these sub-groups on a case-by-case basis.

PARTNER ORGANIZATIONS

ICAN operates on the basis of a partnership model. Partners may be national or regional campaigns or networks that take the ICAN name or NGOs that choose to affiliate directly in their own names. Requests for international partnership with ICAN are considered and approved by the ISG. National ICAN groups or partners retain their rights and responsibilities to form national partnerships as they see fit, in accordance with the aims and principles of ICAN.

Function

- ICAN Partner Organizations are encouraged to promote the campaign and its goal of a treaty banning nuclear weapons, including by taking part in coordinated actions, developing and adapting ICAN resources, and publicizing the campaign through their networks and the media.
- Partner Organizations are free to decide whether or not to take part in certain international actions or use specific ICAN resources.
- Partner Organizations should not act in a way that is inconsistent with or undermines the campaign's goal of a nuclear weapons ban.

- ICAN is committed to non-violence, so partnerships cannot be made with organizations that use or advocate violence.
- Partner Organizations may advocate other goals appropriate to their purpose and situation which are consistent with ICAN's overall goal.
- Partner Organizations may choose to operate as part of local, national or regional ICAN campaign networks with their own structures and processes.
- Partner Organizations may request the ISG to consider any campaign-related issue.

Joining

- Any NGO is eligible to be an ICAN Partner Organization.
- Joining ICAN as a Partner Organization involves pledging to: 1) promote the campaign's objective of a treaty banning nuclear weapons; 2) identify publicly with the campaign; and 3) operate non-violently.
- Upon joining ICAN, Partner Organizations are encouraged to outline how they intend to promote the campaign and its goal of a ban on nuclear weapons, and to report back on their activities and progress.
- ICAN partnerships existing prior to 21 August 2012 are automatically recognized. The criteria for ICAN partnership outlined in this document, or as updated by the ISG, will be used consistently in engaging new partners.
- Where they exist, national or regional ICAN campaign networks will be responsible for considering and approving requests from national or regional organizations in their country or region seeking to become ICAN partners.
- For national or regional organizations located in areas where there is no ICAN network, and for international organizations, the ISG will consider and approve partnership requests.
- Individuals or organizations may be designated by a national or regional ICAN network as ICAN patrons or supporters in their country or region.
- Partner organizations are listed on the ICAN website.

ICAN email group

- The purpose of the ICAN email group is to allow for better communication among Partner Organizations, and between Partner organizations, the IST and the ISG.
- Partner Organizations should choose one or more focal persons to join the email group. An individual may be added or removed at any time at the

request of the Partner Organization concerned or, in the case of individuals that disrupt or undermine the group or ICAN's objectives, by decision of the ISG, in which case the relevant Partner Organization will be invited to nominate an alternative.

- Emails should focus on ICAN's activities and building support for a ban on nuclear weapons. The email group should not be used as a general forum for sharing information about all nuclear-related issues or for communications of an unrelated personal nature.
- Notes from ISG meetings and information about ICAN international meetings, new resources and opportunities for action will be shared through the group.

Working groups

- Working groups may be established by the International Steering Group on an ad hoc basis to focus on specific issues such as communications and specific campaigns or actions, which may be regional or international.
- The purpose of the working groups is to allow for a small group of individuals to work together on specific aspects of the campaign or issues of specific relevance, for example the Middle East, nuclear-umbrella states, or divestment.
- Each working group should appoint a convener, who is responsible for ensuring effective communication within the group, organizing meetings and reporting on the group's activities to the ISG and Partner Organizations.
- At least one member of the working group should be an ISG member. If the working group convener is not an ISG member, s/he shall be invited to participate in an ex officio (non-voting) capacity in ISG meetings at which the working group's issues are discussed.
- Working group members should be either ICAN staff or members of ICAN Partner Organizations.
- The names of working groups and their conveners should be published on the ICAN website.

INTERNATIONAL ICAN STAFF TEAM

ICAN has developed organically, and has paid staff members who are employed by Partner Organizations or national, regional or international ICAN entities, and who have rights, responsibilities and line management procedures that are specific to their different employers. Some work on national or regional campaigns as well as contributing to ICAN's international work, and some carry out coordinating and management roles vis-à-vis other staff. Notwithstanding the geographic, structural and functional diversity, ICAN aims to develop a coherent IST.

- Whether by formal delegation or otherwise, the international work of ICAN-designated staff is coordinated and guided by the ISG.
- Under the direction of the ISG, ICAN staff engaged in international work should form a cohesive international team, sharing and allocating roles and responsibilities between them according to available capacity, to maximize effectiveness and efficiency. They should ensure regular communications with Partner Organisations, members of the ISG, working group and email lists. Where relevant, one or more staff members may be delegated to take the lead on particular projects or functions, as directed by the ISG.
- The responsibilities of the IST will include:
 - Initiating and contributing to strategies and tactics, work plans, budgets and fundraising proposals;
 - Maintaining a database of Partner Organizations and recruiting new Partner Organizations;
 - Developing and maintaining email lists and other databases as required;
 - Inspiring, supporting, coordinating and encouraging campaign actions, events and outreach;
 - Developing and producing resources such as websites, reports, campaign and outreach materials and news updates across a range of relevant media (including electronic, digital, visual and print);
 - Facilitating effective internal and external communications; and
 - Identifying and carrying out the roles and responsibilities necessary to implement ICAN strategies and plans, including (where relevant) coordination of international work undertaken by staff or consultants.