

Terms of Reference

C-EHRN Advisory Committee

Correlation

  European Harm
 Reduction Network

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C-EHRN's Advisory Committee

The Advisory Committee (AC) is elected by C-EHRN Members and is one of the main bodies within the governance and operational structure of Correlation – European Harm Reduction Network (C-EHRN). The AC supports the C-EHRN Secretariat in fulfilling C-EHRN's vision, mission and objectives, by contributing to the development and implementation of the policies, strategies and operational procedures of the Network. The AC also ensures that the diverse needs and interests of network members are taken into account when it comes to strategic decisions.

Role and purpose of the Advisory Committee

1. To oversee the Network structures and governance.
2. To represent the diversity of Network members and ensure that different needs and interests are taken into account when it comes to strategic planning and decision-making.
3. To support the development, implementation, monitoring and evaluation of the Network's multi-annual strategy and direction.
4. To support the C-EHRN Management Team in developing, implementing, monitoring and evaluating its work plans.
5. To represent and promote C-EHRN's Vision and Mission at local, national, European and global levels.

Composition of the Advisory Committee

The AC is elected by the membership of C-EHRN; and consists of a Chairperson, the chair of the Network's Scientific Advisory Board, 7 elected C-EHRN Members, and one additional Community Representative from EuroNPUD. The AC should represent the diversity in the networks and ensure gender, regional and thematic balance.

AC Meetings are attended by the C-EHRN Director and the Management Team to provide input, updates and inform discussions.

Responsibilities of individuals elected onto the Advisory Committee

1. AC Members will contribute voluntarily without financial compensation for their work within the AC.
2. AC Members will actively participate and contribute to the strategic planning of Network operations, plans and activities.
3. AC Members will review and contribute to the development and execution of the Network's multi-annual strategy and action plans.
4. AC Members will represent the interests of C-EHRN, as well as its Vision and Mission, in their professional field at European, regional, national and local levels, as well as with other organisations or political bodies.
5. AC Members will initiate discussions on specific issues of interest for the Network related to their activities or any other issue of relevance.
6. AC Members will advocate and negotiate on behalf of C-EHRN interests in the various working fields.
7. AC Members will support the development, implementation, monitoring and evaluation of future plans, priorities, projects and activities of the Network in consultation with various stakeholders in Europe.
8. AC Members will provide technical guidance on C-EHRN's priority areas in relation to their specific field of experience and expertise.
9. AC Members will declare any potential conflict of interest.
10. AC Members will elect a Chair after each AC election.

AC Chair Responsibilities

1. Schedule, organise and prepare the agenda of a AC Meeting, given the established minimal number of participants required.
2. Chair the AC Meetings and support the drafting and review of the AC Minutes.
3. Facilitate the discussion of the agenda items and support the AC to make the required decisions.

C-EHRN Management Team Responsibilities

1. Provide the AC with all relevant information related to the Network's operations, activities, work plans as well as regular progress reports.
2. Draft minutes of the AC meetings; and send them to AC Members, for review, no later than 10 working after the meeting.
3. Implement the overall strategy and the coordination and management of the Network activities, including the monitoring of the project activities, risk management, communication with other operational and governance bodies, as well as the technical, administrative and financial management.
4. Support the SC Chair with relevant information and logistics in organizing the AC meetings, e-mails, and teleconferences (including drafting agendas, scheduling, invitations, relevant correspondence, etc.).
5. Organise and coordinate the AC Members' election process.
6. Respond to AC requests or proposals within 5 working days.

Operational Procedures of the Advisory Committee

AC Working Language

The working language of the AC is English.

AC Meetings

Facilitated by the C-EHRN Management Team, the Advisory Committee convenes four times per year, either online or face-to-face. The date, time and location of the following meeting is determined during the current one and it is included in the resulting minutes.

To make a quorum at least half of the AC elected Members are to be present at a meeting. AC Members may not delegate their participation or voting rights in an AC Meeting in absentia.

In preparation for the meetings, the C-EHRN Management Team will send a draft agenda to all the AC Members at least three weeks in advance. Suggestions and corrections to the agenda may be provided at least two weeks before the date of the meeting. The final version of the agenda will be sent by C-EHRN MT at least 1 week before the date of the AC Meeting.

In addition, the Chairperson has the right to call a meeting of the AC with or without the C-EHRN Management Team present.

AC Meetings Minutes

The minutes of the AC Meetings are taken by the C-EHRN Management Team and are shared with all members within 10 days. The minutes are finally reviewed and adopted during the following AC Meeting.

Internal Communication

In between meetings, the AC may be consulted to address, discuss and support decision-making on any time-sensitive issue that may arise, such as special projects, developments of current projects, appointment of C-EHRN representatives in events, new partnerships and collaborations with other organizations, C-EHRN membership applications or the approval of advocacy activities, including letters, press releases and public statements. To support and facilitate communication, C-EHRN will provide AC Members with a dedicated e-mail group.

Advisory Committee Elections

Length of service

Each individual elected onto the AC can serve a maximum of two three-year terms, with elections staggered to ensure that there are no more than five “constituency” seats being contested in any one year. This will ensure a balance between rotation and continuity within the AC.

After a first term, AC Members can decide to remain in the AC. After the second term, AC Members need to give up their AC seat.

Only, if no nominations are received within a certain “constituency”, an AC member may remain in the position until the next election cycle. Upon leaving the AC, an individual may not nominate themselves again for a further two years.

Advisory Committee Candidates

Candidates to the AC must be a C-EHRN member or belong to one of the organization members of the Network. Other requirements include:

1. Readiness and motivation to contribute actively to the AC.
2. Capacity to participate in the AC activities (6 working days per year are estimated)
3. Be informed about and subscribe to the principles articulated in this Terms of Reference.
4. Capacity to communicate in English.
5. Declare any potential conflict of interest - which may result in the person removing themselves, or being removed, from the AC for the duration of the conflict of interest.

C-EHRN AC strives to ensure representation of the diversity of its membership and the communities it works for and with. For this reason, the C-EHRN Management Team will facilitate the submission of candidacies from all geographical areas, legal and economic frameworks, fields of expertise and experiences.

To support this, C-EHRN may develop a specific profile for the vacancy in the AC, in order to ensure a balanced composition of the AC in terms of experience and expertise.

Equally, C-EHRN will strongly encourage proposals of candidates across the spectrums of lived experience of drug use, gender, sexual orientation, sex characteristics, involvement in sex work, homelessness, ethnic origin, age, physical or neural ability, migratory background, religious belief, or responsibility for dependents.

While there is no requirement for the AC members to be public about their status and lived experiences, C-EHRN recognizes the power of being open with stakeholders and the encouragement and support it gives to the community members.

Advisory Committee Vacancies

AC members are elected by rotation to support the consistency of its activities. Thus, no more than half of the AC's seats may be open for election. The exact moment is made by the AC, which authorizes the C-EHRN Secretariat to inform Network members of a forthcoming election.

Notification of the election and nomination of candidates is sent to the Network members at least 1 month before the start of the vote. Vacancies for the AC will be announced and disseminated to all members of the Network through C-EHRN's website and email. The notification of the vacancy must include:

1. A list of current AC Members, indicating the remaining members and the number of vacancies subject to rotation.
2. If necessary, a specific profile or requirements for candidates.
3. Timeline of the election processes, including all relevant deadlines.
4. The application procedure, application template, as well as the AC Terms of Reference.
5. Name of C-EHRN Office's contact person for the process, and email address.

Members who leave their seats may re-apply after their term ends. In case they decide to submit an application, these will be part of the election procedure on equal terms as other candidacies.

Application Procedure

The C-EHRN Secretariat will provide all candidates with an application procedure and an application template. All applications must include:

1. Full name and contact information, including organization, address, phone number and email address.
2. Formal consent to participate in the elections.
3. Short motivation letter, including the reasons of the candidacy, the interest in participating in the AC and a vision of their role, function and contributions to the AC.
4. Short narrative C.V./resume.

Candidates will submit their applications to the C-EHRN Secretariat within the period for nominations. C-EHRN Secretariat will send the applicant a confirmation of reception. If an application is incomplete, C-EHRN Secretariat will notify the candidate, allowing for the submission of missing information within the period of nomination.

Candidates are responsible for a timely submission. Submissions received after the provided deadline will not be taken into consideration.

Voting Procedure

C-EHRN Secretariat will coordinate the election procedure and ensure the confidentiality of voting. After the nomination period, the C-EHRN Secretariat will notify all members of the opening of the voting procedure. The announcement must include:

1. A list of current of candidates, including their motivation letter and narrative C.V./resume.
2. Timeline for the voting process, including relevant deadlines.
3. The voting procedure, and the voting bulletin or equivalent link to a digital voting system.
4. Name of C-EHRN Office's contact person for the process, and email address.

Organisational and individual C-EHRN Members are entitled to vote. Organisational members have to appoint one individual to vote on their organisation's behalf.

Members are responsible for the timely submission of their vote to the C-EHRN Secretariat. C-EHRN Secretariat will send the voters a confirmation of receipt and will ensure that it has

been submitted according to the procedure. Votes which are submitted incorrectly will not be counted.

Constitution of a new AC

After the voting period has concluded, the C-EHRN Secretariat count the votes and informs the remaining AC Members of its results. The final selection of AC members is made by the AC.

To ensure that the AC remains balanced in terms of geographical coverage, skills, expertise and background, the remaining Members have the right to prioritize most voted specific candidacies over others. In case this would take place, the C-EHRN Management Team will document the rationale for this action.

The results of the elections and the rationale for the selection of specific members will be published on C-EHRN's website. Members of the Network will also be informed by email.

On the first meeting of the newly constituted AC, members will (re)elect the AC Chair. AC Members may either nominate themselves for this role or be nominated by another member.

AC members are free to resign at any time.

Early re-election

An early election of the AC Member may take place in two situations:

1. At any point in time, whenever an elected AC Member identifies their lack of capacity to continue contributing or to uphold its responsibilities. In such case, the AC Member must inform the AC, which in turn may decide whether to call for an election.
2. At any point in time, whenever a particular AC Member fails to perform their responsibilities for a period of three months or more. In such case, the AC has the right to call for an election. This decision requires a majority of two-thirds of the current AC Members, excluding the member subject to re-election. Before a decision is made, the AC member subject to re-election should have an opportunity to respond.

Current AC Member Overview

Name	Length of Service
Marianella Kloka	Second term – seat will become available in next AC election 2024
Alina Bocai	Second term – seat will become available in next AC election 2024
Peter Sarosi	Second term – seat will become available in next AC election 2024
Róisín Downes	First term – Seat will become available in next AC election 2024
Tony Duffin	First term – elected till 2024 / 2028
Perrine Roux	First term – elected till 2024 / 2028
Daan van der Gouwe	First term – elected till 2024 / 2028
Christos Anastasiou	Fixed seat to ensure community representation
Tuukka Tammi	Fixed seat to represent SAB