

## **CSM GUIDELINES ON INTERNAL FUNCTIONING**

### **ON TRANSPARENCY, ACCOUNTABILITY, INCLUSIVENESS, SELECTION AND DECISION MAKING PROCESSES IN THE CSM**

The principles in these Guidelines apply to all the CSM bodies involved in CSM activities, and refer to organizations/social movements<sup>1</sup> on their capacity as CC members, and not to the activities of organizations/social movements outside the space of the CSM.

For more details on mandate and way of working of specific bodies (CC, AG, WGs), please refer to their respective TORs.

The CSM is an open space to all civil society organizations interested to engage with the CFS in order to ensure its effective and correct functioning, it is important to cooperate in good faith, with mutual trust, and in constructive ways. The CSM is a learning space for all, and continuous improvements are made based on lessons learnt. This requires a continuing effort to build an open and inclusive space, where those most affected by food insecurity can bring their voices. This also entails agreeing on common rules and principles to govern the CSM in the most effective way as possible. The principles in this document will apply to the upcoming renewal of the CC members, and further adjustments can be discussed by the CC in October 2016, after a proper assessment of their application.

#### **A. TRANSPARENCY at all levels**

**The purpose of this section is to ensure that the most relevant information on CSM activities is accessible and available to all the CSM members. The information on members will be limited to the names of the organizations/social movements involved in the CSM activities as well as the names of participants at the CSM meetings, and will not include contact or personal details to respect privacy of people.**

#### **CC Members should:**

- make all relevant documents pertinent to their constituencies and regions available on the CSM website, including information and updates about constituencies and sub-regional activities.
  - compile and share lists of members of the respective constituencies and sub-regions, including participants at CSM meetings, and provide them to the Secretariat so that they can be posted on the CSM website to facilitate mutual exchange and contacts
  - Copy the CSM secretariat in the relevant mails and other information they send to the mailing list of their constituency, sub-region and working groups to update them on CFS issues/processes and seek their input.
- CC members of the Advisory group, with the support of the CSM Secretariat, should continuously inform the CC, according to the ToR established for the AG, and particularly come up with recommendations for CC decisions key political messages, budget and CSM nominations for CFS sessions.

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<sup>1</sup> Social movements and NGOs are *defined in the CSM Foundation document.*

➤ **The CSM Secretariat should:**

- circulate the agenda of the upcoming Bureau/AG meeting to the CC members and chairs of the Working groups in order to get their input for the preparation of the meetings. The AG members with the help of the CSM Secretariat should make all efforts to get inputs from the co-chairs of the particular working group if the respective area of work is on the agenda.
- post on the web site the agendas of upcoming Advisory Group and Bureau meetings, briefing notes and minutes of these meetings, including informing the co-chairs and technical facilitators of the working groups about decisions and outcome of the discussion on their related area of work.
- provide the minutes of the meetings of the AG members, including the agenda and reference materials provided during the meeting
- send to the CC and post on the CSM website the list of CSM funded participants to CFS negotiations, CFS meetings and other CFS related activities, all efforts should be made to ensure gender and geographical balance, as well as participation from relevant constituencies and sub-regions.
- update the whole CSM by preparing and sharing the “CSM Updates” on a bi-weekly basis to increase awareness raising, mutual sharing of information and increased ownership by CSM membership.
- ensure that all key information and documents will be made available in all the 3 languages (EN, SP, FR)
- specify in the subject or cover mail the recipients of the communications, whether they are the CC, the AG, or the WGs, to make clear to whom the mail is addressed,
- codify the mails sent to the CC on behalf of the AG by indicating whether they are: for information / for decision / urgent – with clear deadlines and timelines, in order to facilitate reaction by CC members when required

**B. ACCOUNTABILITY**

**The purpose of this section is to ensure that all the CSM members are accountable towards the CSM community about the fulfillment of the responsibilities and commitments they undertake on behalf of the CSM.**

**a) Reporting process**

- The **CC** reports to the CSM Forum by preparing an annual report detailing its activities over the previous year, including how the CC members have facilitated participation within their constituency and sub-regions
- The **WGs** report to the CC through the CC coordinators who will include this piece of information in the CC annual report
- The **AG** reports to the CC after AG meetings, during the Annual CC meeting, and to the CSM Forum through the CC report

- The FWG reports to the CC at the Annual CC meeting
- The **CSM Secretariat** reports to the CC Annual meeting through an annual report
- The CSM Secretariat will prepare an easy reading template and will provide clear timelines for these reports to be delivered.

#### **b) Finance issues**

- in order to facilitate the CC's ongoing work on financial issues, the CSM sets up a finance working group (FWG) with the following composition: 4 CC members, 2 of them from the AG. The mixed composition will ensure a strong connection between the FWG and the AG.
- The FWG, will prepare, in cooperation with the secretariat, the annual budget proposal to be presented to the CC
- the annual CC meeting is responsible for approving and making final decisions on the CSM annual budget
- If adjustments to the annual budget are needed in the course of the year, the FWG will take decisions regarding activities whose cost does not exceed 10,000 euro
- for financial decisions outside the approved budget on amounts exceeding 10,000 euro, the FWG has to consult with the entire CC by mail
- the FWG should develop, in cooperation with the secretariat, a proposed long term funding strategy to be worked on and agreed by the CC
- when funds are allocated to constituencies, sub-regions, and working groups for specific activities, they should provide a financial report with all the expenses incurred as well as the savings, and report back at the CC annual meetings. The savings should return back to the CSM and be re-allocated accordingly with decisions by the CC.

#### **C. INCLUSIVENESS**

**The purpose of this section is to ensure that the CC members, as CSM focal points, facilitate the active involvement and participation of the organizations and social movements that are willing to work with the CSM, especially those from developing countries, those affected by hunger and those committed to the realization of the right to food and food sovereignty.<sup>2</sup>** Particular priority will be given to peasant and indigenous peoples food producers and workers affected by hunger and marginalization because they represent a large majority of the hungry people in the world and produce the largest proportion of the food in the world<sup>3</sup>

- The CSM is an open space to all civil society organizations interested to work with the CFS,, and should make particular efforts to involve those that are the most marginalized and affected by hunger and malnutrition<sup>1</sup>.
- Organizations and networks that wish to participate in the CSM should clearly identify to which constituency they belong and should present evidence for this upon request through contacting the relevant CC member copying the secretariat.

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<sup>2</sup> CSM Foundation document

<sup>3</sup> CSM Foundation document

- Following an evaluation of the functioning of the CSM, the Coordination Committee might decide to make changes to the constituencies such as the establishment of new constituencies<sup>4</sup>
- Inclusiveness is one of the key foundations of the CSM way of working. However, inclusiveness within constituency and sub-region has to be balanced with the need to respect:
  - the strategy of each major group, such as large social movements, widely represented platforms and federations
  - the diversity in the organizational autonomy
  - the work rooted at ground level
  - the process of political accumulation given by history and struggle and the involvement at local, national, regional, continental and global level.
  - the difference in nature between the constituency and the sub-region. The CSM is made of 11 constituencies, who are at the core of the CSM. Following the spirit of the CSM foundation document, constituencies are global in nature, while sub-regions would provide space for regional, national and local groups belonging to the 11 constituencies of the CSM, either affiliated or not to the major regional and global movements/organizations. This way full inclusiveness and effectiveness will be simultaneously achieved.
- In the **SUB-REGIONS**, inclusiveness of all the 11 constituencies, if present in the sub-region, should be ensured with assistance of the CC members.. Each sub-regional focal point, should prepare a list of the organizations/social movements of the 11 constituencies present in the region that work on food security, endorse the CSM principles and wish to work with the CSM, and facilitate their participation in the CFS activities, particularly national and grassroots organizations in that region.

In the **CONSTITUENCIES**: In a constituency, the main global movement should play a key role in participation and facilitation of the constituency and facilitate the participation of the other international, continental, regional social movements and organizations that are made up of persons from this constituency. When the constituency is not well covered by a single global movement, that constituency will include international, continental, regional organizations, and the most representative organizations should facilitate that constituency.

#### **D. SELECTION OF THE CC MEMBERS AND ADVISORY GROUP MEMBERS**

##### **a) Selection process for members of the CC (for the selection criteria please refer to the CC TORs):**

- All constituencies and sub-regions should ensure that its CC members come from social movements with an irrefutable record in the struggle for their rights,
- All the constituencies and sub-regions are autonomous in selecting their respective CC members
- CC members in charge, 8 months before the completion of their mandates, should open the consultation process in their regions or constituencies for the selection of the new CC

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<sup>4</sup> CSM Foundation document

member. They have then to report back to the whole CC about the process that led to the new appointment. This is communicated in written form.

- In case of vacant seats, one organization can be identified democratically in leading the process. This organization, with the support of the CSM Secretariat and the other CC members, should map the most relevant groups in the region or constituency and start the consultation.
- Gender and geographic balance among the focal points in the CSM Coordination Committee has to be ensured. The CSM should aim for a 50% women participation. Over time each constituency has to demonstrate that they have chosen focal points from all the regions.<sup>5</sup>
- The consultation in the SUB-REGIONS should include the relevant organizations in the sub-region, particularly the organizations of the 11 constituencies that constitute the CSM. It should be led by and ensure the full participation of organizations made up of persons of the different constituencies in the sub-region.
- The consultation in the CONSTITUENCIES should apply the principles of inclusiveness set above; when the constituency is very well covered by a main global movement, this movement is in principle part of the CC and has the responsibility to facilitate the consultation with the other international, continental, regional social movements and organizations that are made up of persons from this constituency. When the constituency is not covered by a single global movement, the consultation should involve the relevant international and regional organizations and social movements that are made up of persons from that constituency, and the most representative organizations should facilitate that constituency. The consultation in the constituency includes the duty to consult and get the full consent of those global movements that have an accumulated history and credibility of organizing people of this constituency
- In the case of smallholder family farmers constituency, which are recognized 4 seats in the CC, the distribution of seats must reflect and respect the history of struggles of the main global, continental and regional social movements. Given the current reality, the following distribution seems appropriate:
  - 2 seats for the main global movement of small scale family farmers
  - 2 seats to distribute among the other international, continental, regional smallholder family farmers platforms, on a rotative basis.
- The CC members do not represent their own constituencies and regions; their mandate is to facilitate the work of communication and consultation within their respective constituencies and regions.
- The mandate is for two years and can be renewed once for a maximum total of 4 years
- Some recognized leaders of peoples' organizations such as peasant farmers, pastoralists, artisanal fisherfolk, etc. may not always be able - on their own - to fulfill some of the tasks of communications and attendance outlined above. In these cases they are requested to communicate formally to the CC and the CSM secretariat the names of a limited number of colleagues from their organization who engage to assist them and act as delegates.

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<sup>5</sup> CSM Founding Document

**c) Selection process for the members of the Advisory Group (please refer to the TORs for more details)**

- The Advisory Group consists of 8 persons who will be inclusively and transparently selected by and from CC members during the Annual Coordination Committee meeting and endorsed in the Annual CSM Forum prior to the CFS plenary. All efforts should be made to have gender and geographical balance<sup>6</sup>
- The mandate is for two years and can be renewed once for a maximum total of 4 years

**d) Working groups**

- The WG are decided by the CC accordingly with the workplan adopted by the CSM. The participation in the WGs is open to all international, regional, national organizations and social movements who are willing to work actively with the CSM. Specific criteria will apply to select those participating in global and regional CFS and CSM meetings, negotiations, events. The criteria will follow the CSM organizing principles that will ensure gender, regions, constituencies and sectors balance.<sup>7</sup>
- The co-chairs for the working groups should be from the CC and be endorsed by the CC
- At least one of the co-chairs should be from the South
- All efforts should be made to involve social movements participation in the working group

**E. DECISION MAKING PROCESS**

- In any CSM body the method of consensus should be the first and preferred option
- If consensus is not achieved, a tentative mediation should be pursued by openly calling for volunteers from the CC to act as mediation body, or a third party to intervene as mediator accepted by all.
- if mediation fails to achieve a common position, the use of voting will be the final option.
- The decision will be taken by majority based on a quorum system:
  - 50+1 positive vote with minimum of 2/3 CC members participating in the vote
  - If the quorum is not achieved, at least 50+1 of all CC members expressed a positive vote.
- In the case of physical meetings of the CC, the same quorum will be applied to participants
- The CSM Secretariat should take a proactive approach and contact non-responding CC members over telephone. If CC members are unable to send a mail the verbal vote, as reported by the CSM Secretariat, will be considered
- No response will be equal to abstention – i.e it will not be counted neither as positive or negative

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<sup>6</sup> Approved TORs for the Advisory group members include selection criteria.

<sup>7</sup> Para 11, CSM Foundation Document.

- In any case, at least two weeks time should be given to allow as many as possible CC members to react. If for any reason of emergency, this time span has to be reduced, it is the duty of the CC and secretariat to contact each CC member over all communications channels, including telephone.
- All divergent positions must be noted and reported if those in disagreement require this.

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<sup>i</sup> Para. 9, *CSM Foundation document*