

# **NWG AGREEMENTS (as of Feb 2015)**

## **1. Composition of meetings & decisions**

- 1.1. All elected NWG members, Provincial Coordinators, and Staffers will participate actively in the NWG.
- 1.2. The NWG will meet (1) physically once a year at the Mid Term Review meeting, (2) monthly at a teleconference, and (3) on an ongoing basis through the NWG email list.
- 1.3. Where ever possible decisions will be taken by full participation and reaching consensus. In the absence of a consensus only elected members of the NWG will vote to resolve an issue.

## **2. Mid Term Review and teleconference**

- 2.1. Quorum for the Mid Term Review and teleconference will be 50% +1 (six) elected member of the NWG.
- 2.2 Reports and other documents and agendas will be circulated prior to meetings - at least 24 hours before the monthly telecon. Everyone will read these reports/documents before the meeting.
- 2.3 Everyone will participate actively in meetings.
- 2.4 Draft minutes/reports of meetings will be circulated timorously and adopted via email. In the case of our monthly telecon, draft minutes will be circulated no more than 3 days after meeting and will be adopted 3 days after that.

## **3. Email and Telecon procedures**

- 3.1 Everyone must check emails at least once a day and engage actively with matters raised.
- 3.2 A minimum of 24 hours must be allowed for any decision that is required from our email list - unless in exceptional circumstances like the approval of an urgent press statement.
- 3.3 If we fail to reach consensus quorum for a email vote will be 50% +1 (six) elected member of the NWG (i.e six at least 6 elected members must state their position on an issue).

## **4. Tasks of NWG members**

- 4.1 All activists will conduct themselves according to the R2K Activist Code of Conduct. Staffers will abide by the Staff Code of Conduct.
- 4.2 Everyone will participate actively in the life of the NWG. This will include share perspectives from other R2K structures they serve in, sharing their own views, and asking questions if there is anything they are not clear about.
- 4.3 Everyone will communicate relevant decisions of the NWG to other R2K structures in which they serve.
- 4.4 Everyone will communicate relevant decisions and developments of the R2K structures in which they serve to the NWG.
- 4.5 All elected NWG members will participate actively in their respective Provincial Working Groups (PWG).
- 4.6 All elected NWG members will participate actively in at least one of R2K's thematic Focus Groups.
- 4.7 All elected NWG members will take at least one task from the monthly NWG telecon and report on this task.

## **5. Accountability**

- 5.1 Any concerns regarding the fulfilment of these Working Agreements can be raised on the NWG email list at any time by anyone including Staffers.
- 5.2 The question of "NWG accountability" will be placed as as standing item on the monthly teleconference agenda.
- 5.3 if a NWG member misses 3 consecutive NWG telecons without apology, they will lose their NWG position and a replacement can be coopted onto the NWG.
- 5.4 If an elected NWG member fails (within 2 months of taking up the position) to become actively involved in all activities/ responsibilities as set out in the Working Agreement then they will be given a warning. If the situation maintains after another 2 months then the relevant member will lose their NWG position and a replacement can be coopted onto the NWG.
- 5.3 5 The NWG will address any other concerns regarding the fulfilment of these Working Agreements and take appropriate action.