

Control Arms Interim Board Proposal

Duration

The Interim Board (IB) will serve for a limited period, with the intention that this should be no longer than six months from the date it is established, and will step down as soon as the new Control Arms Board is established.

Membership

The IB will be comprised of Control Arms (CA) coalition members as follows:

- current Board members (Maria Pia Devoto and Roy Isbister) (2)
- representative from Asia-Pacific region (1)
- representative from Western Europe and Other and Eastern Europe region (1)
- representative from GRULAC (1)
- representative from Africa region (1)
- representative from International organizations and Middle East (1)

New IB members will be selected by their respective regions. Regions are encouraged to use the 'Matters relating to the selection process for the selection of Interim Board members' (Annex 1 below), which draws heavily on the 'Control Arms Ad Hoc Management Arrangement' proposal (attached) submitted by Tamjid Rahman of Changemaker.

Members of the IB cannot also be members of the CA Consultation Working Group (CWG).

Role and responsibilities

The role of the Interim Board is to ...

- provide direction, leadership and oversight of, and support to, the CA Secretariat
- lead on the interim process towards the constitution of a new Board, especially as the decision-making body for the recommendations made by the CWG

Specifically, the IB will ...

1. Select an IB Chair.
2. Develop ToR for an interim Director of CA, and then organise and implement a process for appointing the interim Director.
3. Oversee and support the work of Secretariat staff in
 - Fundraising
 - reporting to donors
 - financial planning and management
 - annual and strategic planning
 - project conception and implementation
 - developing advocacy approaches
 - coordinating activities of and supporting CA members as appropriate
4. Manage/oversee the interim Director once appointed

5. Develop/update as necessary human-resources and other CA policies, rules and guidelines, e.g. those relating to coalition membership, roles and responsibilities of members, participation of members in the regional consultations, regional representations, participation in regional and global thematic issues, etc. (acknowledging that this work may not be concluded during the IB-period and its completion may fall to the subsequent permanent Board).
6. Provide information and support to the CWG (as requested by the CWG)
7. Consider the findings/recommendations of the CWG and make decisions on the basis of those findings/recommendations as to the future of CA based on the following principles: transparency, inclusivity and accountability
8. Develop the procedure for replacing the Interim Board with the new Control Arms Board, and assist in efforts to convene the new Board, implementing this process on the basis of transparency, accountability and inclusivity, taking into account gender and regional balance
9. Support the Secretariat in engaging with coalition members
10. Other tasks/activities as may become necessary during the interim period.

In carrying out these activities, the IB will assign responsibility to named individuals or working groups from among IB members as appropriate.

Once the subsequent permanent Board is established, Maria Pia Devoto and Roy Isbister will resign from the Board.

The IB will itself determine whether other IB members shall be eligible to be on the permanent Board, however, any such membership shall not be automatic but would instead require those members to be subject to the same election/selection process as new potential Board members.

Meetings

The IB will meet remotely once a month and will exchange and share information via a Google group on an ongoing basis.

At least two-thirds of members must be present for the IB to have decision-making authority.

Minutes will be taken of all IB meetings.

The working language of the IB will be English.

Decision making

The IB will aim to take decisions on the basis of consensus but as required will take decisions according to a simple majority-based vote.

The IB will agree procedures for decision-making in circumstances which are urgent to the point

where normal decision-making processes are inadequate. These once agreed will be shared with CA members.

Annexe 1: Matters relating to the selection process for the selection of Interim Board (IB) members

Regional groups are encouraged to use the questionnaire below and to consider other issues, also set out below, in their selection process for IB members.

Questionnaire for prospective IB members (written answers preferred)

1. How long have you been a member of Control Arms?
2. What value-added activities have you undertaken for the CA coalition, and in support of the ATT/responsible arms transfer controls more broadly, in national, regional and international contexts?
3. What experience do you have in running a network or coalition?
4. What experience do you have in managing the following functions in a non-governmental or commercial context
 - Finances
 - Fundraising
 - Human resources
 - External communications
 - Information technology
5. What plans and ideas do you have for improving the functioning and inclusiveness of the coalition?
6. How would you characterize your ability to represent the coalition to wider stakeholders including the members, donors, states, and regional and UN bodies?
7. How much time do you have to devote to this role for the specified period (six months)?

Further questions for regional groups to consider in making their selections would include

- a. Is the candidate respectable and would she/he be acceptable to other coalition members and external stakeholders in the region and internationally?
- b. Do you anticipate the candidate will have the proper respect for rules and guiding principles developed jointly?
- c. Does the candidate have sufficient enthusiasm to work for the betterment of the coalition?