

ICAN International Structure

GENERAL PRINCIPLES

ICAN is a broad and inclusive campaign coalition consisting of 700+ non-governmental organisations from 111 countries around the world, informed by the need, urgency and feasibility of abolishing nuclear weapons, and focused on mobilising civil society around the specific objective of stigmatising, prohibiting, and eliminating nuclear weapons. It is open to all organisations that agree with its aims and do not use or advocate violence.

The ICAN international structure consists of Partner Organisations, an International Steering Group (ISG), a Swiss Registered non-profit association, and an International Staff Team (IST). The Swiss Registered association is the legally responsible entity.

INTERNATIONAL STEERING GROUP

1. Function

- The ISG is responsible for the governance of the campaign. Its responsibilities include strategic planning, financial oversight, fundraising, and policy formulation.
- The ISG supervises the Executive Director and ensures that personnel practices comply with relevant legislation. The ISG will also conduct regular assessments of the overall staff structure, in consultation with the Executive Director.
- The ISG focuses on institutional sustainability and accountability rather than daily management, which is handled by the Executive Director. In case any ISG member wishes to make substantive requests, proposals or criticisms to the staff, they should first discuss these matters with the Executive Director, instead of contacting staff members directly. .

- The ISG consults regularly with Partner Organisations and seeks to incorporate widely held views. This is balanced with the need for effective and efficient decision-making.
- The ISG considers all requests from organisations or networks wishing to become Partner Organisations and approves as deemed appropriate, in consultation with IST. The ISG may disaffiliate any Partner Organisation that does not respect the principles and objectives of ICAN.
- The ISG may, if deemed appropriate, on a case- by- case basis, designate specific individuals with an honorary ICAN title, provided that such a designation is not opposed by the relevant national or regional ICAN network, where one exists.

2. Composition

- The ISG is made up of Partner Organisations of ICAN. This reflects the nature of ICAN as a coalition of different Partner Organisations.
- The ISG is composed of representatives of a minimum of eight (8) and a maximum of twelve (12) Partner Organisations of ICAN. Partner Organisations interested in becoming ISG members apply through a biennial open call for new members coordinated by the ISG Membership Committee. All new members must be approved by the ISG.
- However, in cases where an organisation must leave unexpectedly and the ISG risks falling below its minimum membership threshold, new members may also be appointed on a needs basis, following the same approval process by the ISG.
- Each ISG member has two-year terms. Participation in the ISG will be reviewed more frequently if required.
- Each ISG member has an upper term limit of six consecutive years at a time – consisting of three two-year terms. Previous ISG members can re-apply to come back after two years of non-service, following the ISG onboarding processes for new members. Terms will normally run from 1 January to 31 December.
- Each ISG organisation should sign the Membership pledge every two years. Notably, the purpose of signing the Membership pledge is to affirm an ISG organisation's commitment to adhere to the ISG Code of Conduct, Roles & Responsibilities and does not restrict any organisation from leaving the ISG if necessary.

- Each ISG member organisation must have a clear organisational policy in support of outlawing and eliminating nuclear weapons and willingness and capacity to dedicate personnel and resources towards that goal.
- Each member organisation of the ISG has one vote in all ISG matters and should consult internally to ensure that any input offered by the ISG member organisation on issues of policy is consistent. Each member organisation's vote is of equal weight regardless of size, structure, or resources.
- The individuals engaged in the work of the ISG from each organisation do so in their capacity as representatives of those organisations. They must have the consent and support of the head of the organisation. Notwithstanding this, it is ISG members' responsibility to put the interests of ICAN first as the primary consideration. If there is any conflict between their organisation's interest and ICAN's interest, the ISG member must put ICAN's interests first or recuse themselves from the item under discussion.
- Each ISG member organisation shall identify one main representative who shall vote for the organisation during ISG meetings. ISG member organisations may select up to two additional individuals to participate in ISG meetings as alternates, with ISG consent. If the main representative is not able to participate in an ISG meeting, the organisation should designate an alternate to vote for the organisation instead.
- The ISG will circulate a call for new members to all ICAN Partner Organisations biennially, or more frequently as needed, and will review submissions from prospective member organisations of the ISG. These nominations will be assessed on the basis of both the organisation and the named individual(s) that will represent the organisation on the ISG.
- The criteria for reviewing nominations to join the ISG will include: knowledge and engagement with the nuclear weapons issue; commitment to the ICAN strategy; capacity to dedicate sufficient time and resources on behalf of their organisation to fulfil relevant roles and responsibilities; the needs of the ISG in terms of diversity of skills, expertise, gender, regional diversity, constituencies, and ability to mobilise resources; and the effective and smooth functioning of the ISG.
- The ISG will make the final decision over ISG participation.
- If it is proposed that the individual(s) representing an ISG member organisation are to change, there will be a discussion among the ISG to review the situation.

- The names of ISG member organisations are published on the ICAN website, along with name and contact information for the main individual representing each organisation.

3. Practices and decision-making

- The ISG will normally meet approximately every six weeks. Extraordinary ISG meetings may also be called when particular issues require more urgent consideration or approval by the ISG. Barring unforeseen circumstances, there will be at least one in-person meeting per year.
- The ISG is facilitated by one Administrative Chair. The role of Chair is held by an ISG organisation, with one individual from that organisation designated to fulfil that role. The Chair is elected by the ISG for one-year renewable terms.
- The Administrative Chair liaises with the ED and other members of the ISG on the agenda of those meetings. All items on the agenda of a regular (nonemergency) meeting that require a decision shall be accompanied by sufficient background documentation sent out in good time before the meeting and contain a proposed decision.
- Financial issues, overall planning and strategy, and evaluation of/oversight with ICAN's work should be central items on the agendas of the ISG meetings, in addition to other issues that are unusual, comprehensive, or of a significant character for ICAN.
- The ISG will do its utmost to reach decisions by consensus. If consensus cannot be achieved, decisions can be made by a simple majority vote of all ISG organisations..
- Decisions will normally be taken in the course of meetings, whether in-person or virtual. If an organisation is unable to participate in the meeting, its vote can be submitted via email to the entire ISG by the time of the start of the meeting in which the decision will be taken. Emergency voting can occur in the course of a meeting.
- In the event of urgent or unforeseen events requiring decisions, an extraordinary meeting can be convened to take a decision or decision can be taken by email within a 72-hour period. That decision will be reaffirmed in the course of the next regularly scheduled meeting. Extraordinary meetings or voting should be discouraged and only exercised in rare or unusual circumstances.

- 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.
- The ISG may meet without the IST in order to discuss certain matters.
- Significant decisions made by the ISG will be communicated to Partner Organisations.
- The ISG minutes will be kept available for consultation by ISG members. Decisions will be recorded appropriately in the minutes, noting voting records if appropriate.
- A summary of the ISG minutes will be published on the ICAN website.

4. Standing committees and working groups

- The ISG or IST may establish committees or working groups to work on specific issues (such as human resources and finances, or on relevant thematic issues) and may invite other Partner Organisations to contribute to working groups on a case-by-case basis.
- Each committee should appoint a convener, who is responsible for ensuring effective communication within the group, organising meetings, and reporting on the group's activities to the ISG and IST.
- The ISG will maintain at least three regularly operating committees: on finance, human resources and ISG membership. Each of these will develop its own terms of reference, which should be reviewed and updated as necessary at least biennially. These Committees will meet at least quarterly, but as often as they deem necessary. They must report back to the ISG as a whole with relevant recommendations or evaluations at least quarterly.
- Working groups should include at least one IST member appointed by the Executive Director. Working groups can include, at their discretion, relevant non-ISG Partner Organisations and individuals to participate in the group's work. Working groups should provide a brief summary of discussions and recommendations through the office of the Executive Director to the ISG as required.
- Finance and HR Committees can invite advisors or resource persons with relevant skills on certain topics, under the control and governance of the Committee Chairs. Chairs should ensure confidentiality and other matters in place to keep the integrity of ISG's governance.

SWISS REGISTERED ORGANISATION

- ICAN is a non-profit association registered in accordance with Article 60 of the Swiss Civil Code. Its headquarters are in Geneva, Switzerland. The official statutes are available upon request.

PARTNER ORGANISATIONS

- ICAN operates on the basis of a partnership model. Requests for international partnership with ICAN are considered and approved by the ISG.
- ICAN Partner Organisations are encouraged to communicate and collaborate with other ICAN Partner Organisations in their countries and regions.
- Partner Organisations may choose to operate as part of existing local, national or regional ICAN campaign networks with their own structures and processes.

1. Function

- ICAN Partner Organisations are encouraged to promote the campaign and its goals, including by taking part in coordinated actions, developing and adapting ICAN resources, and publicising the campaign through their networks and the media.
- Partner Organisations are free to decide whether or not to take part in certain international actions or use specific ICAN resources.
- Partner Organisations should not act in a way that is inconsistent with or undermines the campaign's goals.
- ICAN is committed to non-violence, so partnerships cannot be made with organisations that use or advocate violence.
- Partner Organisations may advocate other goals appropriate to their purpose and situation that are consistent with ICAN's overall goal.
- Partner Organisations may request the ISG to consider any campaign-related issue.

2. Joining

- Any civil society organisation is eligible to apply to be an ICAN Partner Organisation.
- Joining ICAN as a Partner Organisation involves pledging to:
 1. *Recognise the catastrophic humanitarian consequences of nuclear weapons and the urgent need for their elimination;*
 2. *Support and promote the full implementation and universalisation of the Treaty on the Prohibition of Nuclear Weapons;*
 3. *Identify publicly with ICAN; and*
 4. *Keep ICAN staff informed of plans and activities in support of ICAN's objectives, and operate non-violently.*
- Upon joining ICAN, Partner Organisations are encouraged to outline how they intend to promote the campaign and its goal, and to report back on their activities and progress.
- ICAN partnerships existing prior to 21 August 2012 are automatically recognized. The criteria for ICA partnership outlined in this document, or as updated by the ISG, will be used consistently in engaging new partners.
- Partner Organisations are listed on the ICAN website. Affiliates or chapters of existing ICAN Partner Organisations may independently apply to be listed on the ICAN website, with permission of the parent organisation, if that is required.

3. ICAN campaigners list

- The purpose of the ICAN campaigners email list is to allow for better communication among Partner Organisations, and between Partner Organisations, the IST, and the ISG.
- The campaigners list is the primary means of communication across the campaign. Through this list, Partner Organisations will be informed about announcements, new resources, developments, and opportunities.
- Partner Organisations should choose one or more focal persons to join the campaigners list. An individual may be added or removed at any time at the request of the Partner Organisation concerned or, in the case of individuals who disrupt or undermine the list or ICAN's objectives, by decision of the ISG,

in which case the relevant Partner Organisation will be invited to nominate an alternative.

- Partner Organisations are encouraged to share information about ICAN activities and developments, and use the list to discuss the campaign and its goals. Emails should focus on ICAN's activities and building support for its current goals and objectives. 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 nature.
- Partner Organisations are encouraged to share media stories in all languages through social media channels, including through the campaign hashtags (#nuclearban), or by tagging the campaign (@nuclearban).

INTERNATIONAL ICAN STAFF TEAM

- ICAN employs an international staff team (IST). The ISG regularly reviews and approves the overall staff framework, which is then implemented by an Executive Director. The IST is tasked with coordinating the campaign and supporting Partner Organisations in their work to promote the TPNW and eliminate nuclear weapons.
- The international work of ICAN staff is coordinated and guided by the Executive Director.
- Under the direction of the Executive Director, ICAN staff 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 Executive Director.
- The responsibilities of the IST are set out in their role descriptions and include:
 - o Initiating and contributing to strategies and tactics, work plans, budgets, and fundraising proposals;
 - o Maintaining a database of Partner Organisations and recruiting new Partner Organisations;
 - o Developing and maintaining email lists and other databases as required;

- o Inspiring, supporting, coordinating, and encouraging campaign actions, events and outreach;
- o 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);
- o Facilitating effective internal and external communications; and
- o 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.