

## **METROPOLIS WOMEN INTERNATIONAL NETWORK INTERNAL RULES OF PROCEDURE**

*Following a process of internal reflection concerning the organizational functioning of the METROPOLIS International Women's Network at the Hyderabad Congress of October 2014, it was resolved to restructure the Network on the basis of regional vice-presidencies. It is believed that this new structure will allow greater flexibility and will better reflect the specificities and diversity of the Women's Network.*

*As from this time, a consultative process is commenced with each antenna for the purpose of determining the key aspects of internal functioning.*

*This document is the result of this joint construction process, which is determined by the Network Internal Regulations as follows:*

Five regions are defined, coherent with METROPOLIS: North America, Latin America, Asia-Pacific, Africa, and Europe.

Procedure for the election of the Vice-presidencies: by way of voluntary candidatures approved with the consensus of the member antennas of that region.

Term of office of each vice-presidency and Presidency: Rotating every 3 years, coinciding with the METROPOLIS World Congresses (the next edition will be held in 2017).

### Functions and roles of the:

- **Presidency of the Network:**
  - Drawing up and monitoring the implementation of the action plan along with all the antennae
  - Circulating the action plan within METROPOLIS and to other stakeholders
  - Representing the Network on the Board of Directors:
    - ensuring the gender viewpoint and equality are included in the debates that take place in METROPOLIS
    - presentation of the Network's activities report and information on future initiatives
  - Defining a joint position and lobbying in defence of gender equality and the empowerment of women in the various forums in which the Network is represented and participates (UN Women, UN-Habitat, etc.)

- **Regional vice-presidencies:**
  - Creating new antennas
  - Coordinating the antennas in their region and with the others
  - Drawing up a specific thematic agenda for the region in conjunction with the regional antennas. This agenda must be in line with the Network's thematic agenda.
  - Encouraging and supporting joint initiatives between the antennas in the region and between antennas in different regions
  - Coordinating the raising of funds and sponsorship in conjunction with the regional antennas
  - Acting on behalf of the president when expressly delegated to do so
  - Coordinating with the METROPOLIS regional secretary of the region
  
- **METROPOLIS co-ordination:**
  - Dialogue with and coordination of the various antennas
  - The launch of activities agreed in the Network
  - Operational monitoring of activities
  - Informing and notifying antennas of everything related to the Network no less frequently than on a quarterly basis
  - Dialogue with the Network's Presidency
  - Providing information on and sharing the Network's activities with the Secretariat General and other METROPOLIS activities (Initiatives, MITI and Youth) and vice versa by acting as a bridge between the various parties
  - Management of the Network's various channels of communication (website, Facebook, Twitter, mailings, etc.)
  - Content generation and management (presentation dossiers, leaflets, etc.)
  - Fundraising

For guidance purposes, antennas are recommended to distribute their tasks between the political and the administrative representatives as follows:

- **Political representative of the antenna:**
  - Interlocutor for the city
  - Strategic decision-making
  - Raising funds and sponsorship to subsidise the activities organised by the Network and representation of the Network
  
- **Administrative representative of the antenna:**
  - Dialogue and coordination with other antennas
  - Information sharing
  - Administrative tasks and management of activities
  - Active participation in initiatives proposed by the Network or the coordinators, the Presidency, the regional Vice-presidency or other antennas

Delegation: The President may delegate her powers as ultimate representative of the Network to the vice-presidency considered most suitable (knowledge of the subject, proximity...) or to the Co-ordination.

Communication between antennas should be permanent and fluid via e-mail, telephone, Skype, or other channels.

Commitment of the antennas to the Network: The various antennas ought to participate and commit themselves to their regional Vice-presidency and Presidency in order to ensure optimum performance of the activities of the Women's Network.

Trip-related expenses: METROPOLIS may exceptionally pay for a plane ticket on behalf of a METROPOLIS Women International Network antenna representative to enable that representative to attend an international event to represent METROPOLIS or to attend an internal meeting of the Network. To that end, METROPOLIS' internal procedures must be observed and it will be necessary to justify this expense by submitting details of the outcome of the trip (mission report) and making a commitment to carry on working on the topics resulting from that trip. These reports must be submitted within 20 days from the representative's return from the trip so that the Network Coordinator's Office can review them and submit them to the treasurer and to the external consultant when they require documentary evidence of trip-related expenses.

2015-2017 Period:

- **Antennas** (as at April 2015):
  - Abidjan
  - Amman
  - Antananarivo
  - Athens
  - Bamako
  - Bangui
  - Barcelona
  - Brussels
  - Buenos Aires
  - Dakar
  - Mashhad
  - México D.F.
  - Pune
  - Santiago de Chile
  - Seoul

- **Presidency:**
  - Barcelona
  
- **Regional Vice-presidencies:**
  - Africa: Abidjan
  - Asia-Pacific: Amman
  - Europe: Brussels
  - Latin America and Caribbean: Buenos Aires
  - North America: México DF
  
- **Coordination:**
  - Secretariat General of METROPOLIS