



NATIONAL
COALITION OF
HUMAN
RIGHTS
DEFENDERS
UGANDA

SUB-REGIONAL COALITION GOVERNANCE CHARTER

July 2022

About NCHRD-U

National Coalition of Human Rights Defenders Uganda (NCHRD-U) is a fully registered membership organization that was formed in June 2013 by 9 founding organizations to promote the protection of human rights defenders in Uganda; this has been achieved through different individuals and organizations working to provide a unified and coordinated voice focusing on addressing issues of protection of HRDs. It has got a membership of both individuals and organizations. The Coalition is also a nonpartisan organization.

Over the past 5 years, the NCHRD is strengthening its programmes of protection, such as ensuring the expansion of the rapid response mechanism and human rights defenders referral network to support particularly vulnerable human rights defenders in rural areas and for the most vulnerable groups. Efforts to ensure the protection of Human Rights Defenders continues, especially in collective and collaborative processes, in which the Coalition is making use of its referral network Human Rights Defenders Case Handlers located in various civil society organizations in all regions of the country.



Vision: A society that upholds the rights and freedoms of every human rights defender

Mission: To protect and promote the work of HRDs in a safe and secure environment through linkages with national, regional, and international like-minded entities



Core Values: Integrity, Inclusiveness, Confidentiality, Transparency and Responsiveness.



Institutional objectives:

- To create an avenue for collective response to threats against HRDs
- To coordinate other civil society organizations in promoting safety and security of HRDs.
- To improve protection mechanisms, safety, and security of HRDs in Uganda individually and at organizational level.
- To advocate and raise public awareness and profiles of HRDs in the country.



PREAMBLE

Introduction and Background

This Sub Regional Coalition Network Charter a blue-print to strengthen grassroots HRD organizations to collectively advance human rights in their respective regions through establishing and strengthening grassroots HRD Sub Regional Coalition Networks.

In 2016, NCHRD-U established and now coordinates a National HRD Protection Referral Network with 35 members and 8 Sub-Regional Reference networks which are inclusive of organizations and Regional focal persons who offer different protection services to HRDs at risk. The Networks were established to timely and effectively offer collective response to HRDs under threat in order to ensure their safety and security through the provision of emergency support and case management.

The referral network which were spread out in Uganda were able to address urgent needs of HRDs at risk and through this mechanism several initiatives were developed like holding reflective meetings with the Referral network members, conducting assessment and checking in visits to the different the Referral network members, compilation of Referral Directories which provided information on the different organizations with services for HRDs at risk, establishment of referral guidelines, reporting templates, referral forms, flow chart, feedback forms, membership assessment forms and MOUs signed to ensure commitment from the network members. To ensure efficient coordination of the HRD protection, the NCHRD-U is establishing Sub Regional Coalition Network leadership structures to coordinate the implementation of the referral network system in response to HRD protection.

The NCHRD-U has national coverage and the Sub Regional Coalition Networks is an extended way for the NCHRD-U secretariat presence in the grassroots and communities where most HRDs live. It is specifically established to facilitate the rapid response to HRD protection and ensure that the various Sub Regional HRD peculiarities are catered for in line with the Article 1 of the UN Declaration on Human Rights Defenders that defines a Human Rights Defender (HRD) as a person who individually or with others acts to promote and protect human rights of others through peaceful or non-violent means.

The Sub Regional Coalition Network will be the first port of call for any HRD at risk or facing threats as a result of their human rights work and these include arrests, assault, surveillance, kidnap, death threats, smear campaigns, office break ins, isolation, deregistration and closure.

NCHRD-U has well established existing mechanisms which are functional in the 8 regions such as the Referral Networks, the Protection and Emergency Response Mechanism which has the sub-components which include; Case Handling and management, 24hour Toll free Help Line, Urgent Protection fund and fact finding missions. The Sub Regional Coalitions Networks which will be guided by the Sub Regional Charters will therefore be platforms through which the Coalition initiatives towards coordination of protection of HRDs will be managed. The Sub Regional Coalitions Networks will be tasked to coordinate wholesome HRD protection initiatives including capacity building, advocacy, and campaigns among others.

The sub regional coalition Governance Charter is an extension of the Coalitions operation and is guided and supported by the NCHRD-U Secretariat. As such NCHRD-U Board is ultimately responsible for ensuring that the sub regional coalitions are a going concern of the Coalition and that well supported to prosper in their jurisdiction. The Board retains full and effective oversight of the sub regional coalitions, and through the secretariat directs and coordinates their support and management.

The sub regional coalition is a frontline structure and a platform of the NCHRD-U that ensures the strengthening of promotion and protection of HRD at community and grassroots level. The Sub Regional Coalition Networks are a strategic entity that are supposed to interact with all key NCHRD-U stakeholders especially state and non-state actors who provide

HRD services to ensure that immediate threats to HRDs are timely and effectively responded.

Justification and Objectives

In order to effectively achieve its mandate of coordinating the protection of Human Rights Defenders in Uganda, The NCHRD-U is setting up Sub Regional Coalition Networks which will promote its mandate and enhance coordination of Human Rights Protection, Advocacy at National, Regional and International level, Capacity building in Safety and Security Management for Human Rights Defenders, and International Law.

In this regard, the Sub Regional Coalition Charter is a blue-print to strengthen grassroots HRD organizations to collectively advance human rights in their respective regions through establishing and strengthening nodal points of action research, collective planning and the coordination of action.

This charter was formulated to enhance the Coalition through its Sub Regional Coalition Networks in terms of the human rights response mechanism through:

- Strengthening and coordination of rapid response mechanism for the safety and protection of HRDs
- Having a standardized HRD response to the need of the HRDs
- Strengthen grassroots HRD organizations to collectively advance HRs in their respective sub regions
- Strengthen coordination and collaborations among HRD in at the community, grassroots level,
- To amplify and cater for HRD violations that are specific to Sub Regions

What this Charter is?

This Charter is a policy document which will offer guidelines for the establishment and operation of the Sub Regional Coalition Networks, and will be a living document that will be adjusted to meet the peculiar HRD protection needs and interest of various sub regions of Uganda.

ARTICLE 1: INTERPRETATION OF TERMS

“The Governance Charter” means a policy document of the NCHRD-U that clearly defines the respective roles, responsibilities, and the authority of the Technical Thematic Working Group (TTWG)

“The Sub Regional Coalition Network” is a platform of member HRD organisations in a given location

“The AGM” means the general assembly or the general meeting of the coalition

“Seal” means the common seal of the Coalition.

“The General Assembly” Means the same thing as the General Meeting of all members of the Coalition.

“CSO” means Civil Society Organization and includes NGOs and CBOs.

“CBO” means Community Based Organization.

“HRD” means Human Rights Defender.

“NCHRD-U” means the National Coalition for Human Rights Defenders Uganda

“Secretariat” means the headquarters of the Coalition.

‘Board of Directors’ – Board

“ED” means Executive Director.

‘Region’ A territory with social and economic relations

‘Sub Region’ Is composed of several Districts in a Regional.

“Social Media” means digital technology tools or platforms/social network sites that allow sharing of ideas and information, including text and audio-Visuals eg Twitter(X), Facebook, WhatsApp, Tiktok, LinkedIn, Imo, Telegram among others.

“Mainstream Media” means traditional or established broadcasting or publishing channels of information e.g radio, television and print.

ARTICLE 2: WHAT IS THE SUB REGIONAL COALITION AND ITS COMPOSITION

- 1.1 Grassroots structure composed of HRD as representatives of HRD organizations in the area (CBO, NGO, Trustees, Foundations, Group with an MoU with the District) – minimal representation of the districts and 7 thematic areas of the coalition (Women, Youth, Disability, key population, journalist, Extractives and natural resources and indigenous people)
- 1.2 Shall have a stakeholder data base of those that directly impact the work HRDs – inevitable from both state and non-state actors – Local Government (LG), Police, Human Right Commission etc.)
- 1.3 Have MoU with critical stakeholders – government/ and non-state actors (Church)
- 1.4 Has to have representative of the seven thematic representatives' members in the Technical Thematic Working Group mirrored at the sub regional level
- 1.5 A Sub Regional Coordinator voted based on their HRDs credentials working with NCHRD-U paid up member organization
- 1.6 A Sub Regional Coalition Coordinator host institution will host and coordinate the meeting of the entity on rotational basis among member organization

ARTICLE 3: ELIGIBILITY TO NCHRD-U MEMBERSHIP

The Sub Regional Coalition Networks members are drawn from NCHRD-U paid up NGOs, HRDs Service Organisations, FBOs and or CBOs who met the following criteria:

- 1.1 Must be registered as a legal entity under the Uganda Laws for operations as such
- 1.2 Must have demonstrated reasonable involvement in supporting HRDs or related human rights interventions.
- 1.3 The organisation must have proper governance structures
- 1.4 The organisation has existing offices and presence in the Sub Region/ District

ARTICLE 4: REGISTER OF SUB REGIONAL MEMBERS

- 1.1 The NCHRD-U Secretariat must keep a register of paid up members in every designated and or established sub region.
- 1.2 The register of members must include the following particulars for each Coalition member;
- 1.3 The full name and contact address of the organization/ Support Group;
- 1.4 The date of admission as a member;
- 1.5 Any other information the National Secretariat may deem necessary.
- 1.6 The register must be open for inspection at all reasonable times.
- 1.7 A Member must notify the Secretariat of his/her intention to inspect the Membership Register.

ARTICE 5: ESTABLISHING AND OPERATING THE SUB REGIONAL COALITION CHAPTER

The charter should describe how the Sub Regional Coalition Networks will exist and operate:

- 1.1 NCHRD-U Secretariat to support the sub-regional committees to conduct a needs assessment to identify peculiar HRD protection needs specific to a sub-regional area and the sub-regional committees will share their findings with the Secretariat.
- 1.2 Paid up HRD member organization will elect and a Sub-Regional Coordinator
- 1.3 Working in conjunction with the NCHRD-U secretariat the interim sub regional coalition network coordinator will mobilize HRD members toward an elective meeting with *each of the sub region districts well represented as per the 7 thematic areas of the Coalition*
- 1.4 With the support of the Secretariat each sub region will organise an inaugural meeting where the sub regional members will be voted in line with the electoral guidelines of the NCHRD-U

- 1.5 Sub Regional Coalition members will be eligible to stand or be nominated for a maximum of two terms of three years each
 - 1.6 Sub- Regions should ensure gender and geographic balance and strive for representation of all the seven themes that are represented in the Technical Thematic Working Group where applicable
 - 1.7 The sub regional coalition election cycle will as much as possible be aligned with the NCHRD-U elective AGM, and will proceed it
 - 1.8 In the event that an elected Sub Regional Coalition member drops out, the Secretariat will with the guidance of the Board nominate and appoint an interim individual up until when an annual meeting for the region is held, such an interim measure should not exceed a year from the date of appointment.
 - 1.9 Candidates for election must be from a fully paid up member of an NCHRDU member organisation and be nominated and seconded by two fully paid member organisations in the district.
- 5.10 The NCHRD-U secretariat will ensure that any prospective member nominated for the sub regional coalition membership is well oriented on the sub regions leadership role and responsibilities
- 5.11 Where there is only one candidate nominated, the nomination is put forward for endorsement on the sub regional members. If no nominations are received in a sub region, a candidate can be proposed by the Regional representative, after discussion within Technical Thematic Working Group

ARTICLE 6: VOTING PROCESS FOR SUB REGIONAL COALITION OFFICE BEARERS

- 1.1 The paid up members in the district shall nominate their nominees to the sub-regional network prior to the Sub Regional Coalition elections, applicable paid up members from districts in the region shall nominate their nominees in writing to the network.
- 1.2 The Returning Officer shall be someone from NCHRDU secretariat who is generally considered to be neutral and fair.
- 1.3 Nominations shall be made through email or in person but in writing to the appointed Secretariat the appointed Secretariat Presiding Officer, and the person so nominating shall keep proof of such nomination.
- 1.4 Verbal nominations shall not be accepted or allowed.
- 1.5 At the sub regional coalition elective meeting all voting shall be accordance to NCHRD-U electoral guidelines and by secret ballot
- 1.6 No proxy shall be allowed to vote.
- 1.7 Each member of the Organization shall have one vote in respect of any matters to be voted upon at any sub regional meeting.

ARTICLE 7: RESPONSIBILITIES OF THE SUB REGIONAL COALITION OFFICE BEARERS

- 1.1 The Sub Regional Representative shall chair all meetings in consultation with the Technical Thematic Working Group Regional Representative
- 1.2 The Sub Regional Coordinator will coordinate all other elected members and applicable referral networks with the Sub Regional Coalition structures
- 1.3 Compile monthly Sub Regional Coalition reports and share to the NCHRD-U Secretariat through the TTWG Regional Representative
- 1.4 Shall compile and share minutes and or reports of any other ad hoc meetings and engagements involving the sub regional coalition
- 1.5 The Sub Regional Coalition will be the liaison focal person between Sub Regional Coalition and the Secretariat, and will work hand in hand with the Regional Representative
- 1.6 The Sub Regional Coalition Networks leadership team will be chaired by the sub regional coordinator and will elect other mandatory leadership members that include a deputy sub regional coordinator (to act in the absence of Coordinator) and a secretary; any other positions deemed necessary for the smooth operation of the entity shall not be mandatory but be determined by need

THE SUB REGIONAL COALITION COORDINATOR (Chairperson)

- 1.1.1 Sub Regional Coalition Coordinator shall be the Chairperson and shall convene all Sub Regional Coalition meetings.
- 1.1.2 Sub Regional Coalition Coordinator shall operate a coordinating desk to be negotiated and be hosted by his/her organization and or any other NCHRD-U member organization willing to provide such space.
- 1.1.3 The chairing of meetings can be delegated to the Vice Chairperson.
- 1.1.4 The Chairperson shall produce a written report of the sub regional coalition meetings and activities and these will be channeled to the NCHRD-U Secretariat through the Regional Representative

THE VICE CHAIRPERSON

- 1.1.1 The Vice Chairperson shall deputize for the Chairperson if he or she is unable to attend meetings or to perform his or her duties.
- 1.1.2 If the position of the Chairperson falls vacant, the Vice Chairperson shall act in that capacity until his or her office is confirmed or another Chairperson is elected at the next AGM

THE SECRETARY

- 1.1.1 The Secretary shall be responsible for preparing, maintaining and distributing minutes of all meetings of the Sub Regional Coalition.
- 1.1.2 In the absence of a secretary, the Chairperson will delegate the secretary responsibilities to any other Coalition members present
- 1.1.3 Minutes are recorded and kept by the Secretary and the official language shall be English.
- 1.1.4 The Secretary shall keep a record of attendance of meetings and any other engagements attended by the Sub Regional Coalition members

THE TREASURER (this office will be optional and be initiated where applicable)

- 1.1.1 The Treasurer in liaison with the Sub Regional Coalition members and the Regional Representative shall be responsible for overseeing the financial matter of Sub Regional Coalition.
- 1.1.2 The Treasurer in liaison with the Sub Regional members shall follow financial policies and procedures.
- 1.1.3 The Treasurer shall oversee the accountabilities of funds and grants extended to the Sub Regional Coalition by the Secretariat.

ARTICLE 8: SUB REGIONAL COALITION MEETINGS

- 1.1 The quorum for all Sub Regional Coalition meetings shall be at least 2/3 of the members but not less than 50% of the members
- 1.2 The Sub Regional Coalition shall meet at least once every month.
- 1.3 Notice calling for a meeting shall be of not less than two weeks through the Sub Regional Coalition Secretary.
- 1.4 The Secretariat may be requested to assist for logistical reasons (where budgets are available for such meetings through the Coordinator).
- 1.5 The Chairperson, through the Secretary shall call for Sub Regional meetings.
- 1.6 Two thirds (2/3) of the Sub Regional members can also cause a special meeting to be called through a written request to the Secretary.
- 1.7 If a quorum is not present one hour after the time fixed for a Sub Regional Coalition meeting, the meeting shall lapse. The meeting shall reconvene at a day, time and place decided by the members.
- 1.8 If, at the adjourned meeting mentioned above, a quorum is not present within one hour after the time fixed for the meeting the members present shall constitute a quorum as long as they are more than 4 members present.
- 1.9 If a question arising at a Sub Regional coalition meeting is to be decided by a majority vote of the members present at the meeting and if the votes are equal, the Chairperson shall cast second and deciding vote.

ARTICLE 9: RIGHTS AND OBLIGATIONS OF MEMBERS

All members of Sub Regional Coalition shall have the following rights;

- 1.1 To attend and vote at the elective NCHRD-U AGM
- 1.2 To attend, Sub Regional meetings and contribute to decision making processes for the Sub Region
- 1.3 To inspect any minutes or any records of decisions of any sub regional general meeting.
- 1.4 To inspect and make copies of the annual plans, general meetings' minutes and incident reports of the Sub Region.
- 1.5 To inspect the membership register and support in the recruitment new members for NCHRD-U.
- 1.6 To support NCHRD-U activities as per the guidance of sub regional coordinator and or when the former is absent, of the TTWG Regional Coordinator
- 1.7 Members shall abide and uphold the highest levels of integrity and accountability
- 1.8 All individual members shall ensure that their organizations shall pay an annual membership fee through their NCHRD – U as per constitution.
- 1.9 To call for an emergency general meeting provided two thirds (2/3) of the paid up members are mobilized to support that move in writing.
- 1.10 To abide and uphold by NCHRD-U Constitution.
- 1.11 To abide by the Human Rights principles
- 1.12 To participate in governance of NCHRD-U through the AGM

ARTICLE 10: ROLES OF THE SUB REGIONAL COALITION

- 1.1 To put in place and ensure efficient functioning of an HRD referral mechanism for the Sub Region
- 1.2 To help profile and amplify the work of HRDs
- 1.3 Raise awareness about the HRD concept and to ensure that its popularized according to the UN Human Rights Declaration and HRD Declarations
- 1.4 To represent their sub regional coalition.
- 1.5 To receive cases from HRDs and refer appropriately using the referral system
- 1.6 Update the Stakeholders and Service providers lists/ matrix (Annex 7)
- 1.7 Build capacity of grassroots HRDs in communities
- 1.8 To handle and submit protection cases to secretariat
- 1.9 Provide situational or incident reports on the human rights situation in their Sub region or thematic group.

ARTICLE 11: SECRETARIAT SUPPORT TO SUB REGIONAL COALITION

- 1.1 Induct, on-board and guide the Sub Regional Coalitions Networks on HRD matters
- 1.2 Clarify mandate and expectations
- 1.3 Introduce the work of Sub Regions to the world through website, social media and arrangement of meetings with key HRD protection organizations and stakeholders
- 1.4 Upon the approval of the NCHRD-U annual plan by the Board, the ED should share and orient the Sub Regions on priority planned activities, areas requiring Sub Regions actions, support and collaboration
- 1.5 Facilitate meeting for thematic and regional nature with their constituencies
- 1.6 Build capacity of – understanding of HR Principals, communication, advocacy, conducting action research,
- 1.7 In liaison with the TTWG, conduct needs assessment of thematic issues and regional specific items and bring to the attention of the Secretariat
- 1.8 Support Sub Regional Coalition Network members to understand and align their work to the Universal declaration of Human Rights (see Annex)
- 1.9 Support to link Sub Regional Coalitions Networks with various HR protection mechanism and HRD service providers
- 1.10 Where possible and when opportunity avails link and coordinate Sub Regional Coalition Network members as consortiums to funding opportunities

- 1.11 Expose to learning platforms from coalitions, partners and other international stakeholders
- 1.12 Support with exploration of opportunities and needs – appropriate training, action research, fellowship, exchanges
- 1.13 Support them to prepare and packaged messages and presentations for special issues, talk shows,
- 1.14 Support the building of protection infrastructure,

ARTICLE 12: RISK MANAGEMENT

- 1.1 Has to ascribe to the communication strategy on speaking on behalf of NCHRD-U
- 1.2 Should never sign any commitments, offer pledges, on behalf of the NCHRD-U
- 1.3 Never setting up unsanctioned activities, initiatives and structures not sanctioned by the ED and or the Board of Directors Chairperson

ARTICLE 13: CONFLICT OF INTEREST

- 1.1 Sub Regional Coalition members shall not engage in activities that can bring conflict to the Coalition
- 1.2 Members shall not act in ways that promote personal gain
- 1.3 Shall refrain from actions that can give undue favor to themselves against other members in the face of benefits

ARTICLE 14: COMMUNICATION

- 1.1 The images which NCHRD-U uses in all its communication may only be used with full permission of those depicted and with legal parameters (e.g. copy right)
- 1.2 As representatives of the NCHRD- Brand, Sub Regional Coalition members should not publish offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist or sexist information of any social media platform and mainstream media.
- 1.3 NCHRD-U members should refrain from making public statements of personal opinion regarding NCHRD-U, its stakeholders and on the Coalition as a whole, and from presenting personal opinion regarding the environment as facts
- 1.4 Any public statements on behalf of the NCHRD-U must be approved by the Executive Director before publication.

ARTICLE 15: REVIEWING AND UPDATING SUB REGIONAL COALITION CHARTER

- 1.1 When need is established the Sub Regional Coalition committee shall be reviewed once every 3 years; and or with the approval of the NCHRD-U Board of Directors when urgent
- 1.2 Revision of the Charter shall involve updating sections of the Charter and adopting changes as necessary
- 1.3 The adoption of changes shall require approval of the committee and shall be validated by the General Assembly at the AGM

ANNEX 1:

NCHRD-U Sub Regional Coalition Code of Conduct

Introduction

Why a Code of Conduct?

NCHRD-U's capacity to ensure the protection of and assistance to HRDs and depends on the ability of its TTWG members and HRDs to uphold and promote the highest standards of ethical and professional conduct. It is recognized that protection work often puts officers'/ case handlers in positions of unequal power relations towards HRDs in distress.

This Code of Conduct holds the values and rules that NCHRD-U TTWG and HRDs shall act by to uphold and safeguard the necessary standards of conduct and to avoid misconduct.

Core values and guiding principles

NCHRD-U and its staff and TTWG members are committed to the following fundamental values and principles:

- The values enshrined in the Charter of the United Nations: respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women. NCHRD-U and its staff shall actively promote adherence to the principles of international human rights law and international humanitarian law.
- NCHRD-U and its members will respect the dignity and worth of every individual, will promote and practice understanding, respect, compassion and tolerance, and will demonstrate discretion and maintain confidentiality as required.
- NCHRD-U and its members will show respect for all persons equally without distinction whatsoever of race, gender, religion, color, national or ethnic origin, language, marital status, sexual orientation, age, socio-economic status, disability, political conviction, or any other distinguishing feature. NCHRD-U and its members will strive to removal of all barriers to equality.
- NCHRD-U and its staff will not tolerate any form of sexual exploitation or abuse and are aware that misconduct is ground for disciplinary measures including summary expulsion.

TTWG members' commitment

As a NCHRD-U TTWG member, I commit myself to the following:

- To treat all persons of concern fairly, and with respect and dignity
- I will always seek to understand the difficult experiences that HRDs of concern have faced and survived, as well as the disadvantaged position in which they – particularly on the basis of gender, age or disability – may find themselves in relation to those who hold power or influence over aspects of their lives.
- I will keep myself informed about NCHRD-U 's policies, objectives and activities and about HRDs , and will do my utmost to support the NCHRD-U's protection work.
- To uphold the integrity of NCHRD-U, by ensuring that my personal and professional conduct is, and is seen to be, of the highest standard
- I will demonstrate integrity, truthfulness, dedication and honesty in my actions.
- I will be patient, respectful and courteous to all persons with whom I deal in an official capacity, including persons of concern, representatives of operational and implementing partners, governments and donors.

- I will observe local laws, will meet all my private legal and financial obligations, and will not seek to take personal advantage of any privileges that have been conferred on me in the interest of NCHRD-U.
- My actions will be free of any consideration of personal gain, and I will resist any undue political pressure in decision-making.
- I will remain aware of and comply with all instructions designed to protect my health, welfare and safety.
- To refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or favoritism.

I will not engage in or tolerate any form of harassment in the workplace, including sexual harassment and abuse of power.

I acknowledge that I have read and understood the Code of Conduct:

Name: _____ **Date:** _____

ANNEX 2:

Sub-Regional Coalition Office

The Sub Regional Coalition for the purposes of conducting business shall establish an office in the Sub Region, for a start this will be hosted by a NCHRD-U member organization whose free terms will be negotiated by the Secretariat

- The Office is a working space provided by a member organisation for the purposes of coordinating Sub Regional functions
- A member organisation can host the Sub Regional Coalition on an arrangement by the Secretariat; and where a Regional Coalition has capability for own office, such an arrangement can be made to enable operations.
- Basic provisions will be a desk and chair and filing cabinets
- Access to communication means such as internet will be essential
- The office shall be accessible to the Sub Regional Coalition as needed

ANNEX 3: Election Guidelines

National Coalition for Human Rights Defender - Uganda

These guidelines are to be utilized as procedures to be followed during elections for different positions in the Coalition. The guidelines can be revised as the situation arises by the Board of Directors

1. Notice of a vacant position. The Secretariat is required, either by mail or by personal delivery, to give notice to each member of the Coalition at least fourteen (14) calendar days prior to the date of election of the vacant position in the Coalition.
2. Nominations may be made prior to the meeting and also from the floor of the nomination meeting. Once nominations have been closed, no more nominations may be made. If the nominee/s are unable to serve, and there is no other nominee, additional nominations may be made at the time of the meeting.
3. Eligibility for Office: To be eligible for office, the human rights defender must be an active member in good standing.
4. General Voting Guidelines: The election shall be by secret ballot by those present and eligible to vote. Voting shall be in regional blocks with each focal person presenting one vote.
5. The elections will be conducted by an ad hoc elections committee comprising of external persons.
6. Quorum: The presence in person of a majority of the members in good standing.
7. Eligibility to vote: Voting privileges are granted to members present who are in good standing.
8. Plurality vote: The candidate receiving the largest number of votes has a plurality
9. Votes Tally; The counting of the votes will be immediately after all eligible voters present have cast their vote in a reasonable time and should be carried out in full view of the members present with the results announced immediately after the counting.
10. Dispute resolution; any dispute or question in connection with the elections shall be raised immediately after the elections and resolved amicably, in case of failure to resolve is, referred to an arbitrator to be appointed by the Consent of both parties in accordance with the provisions of the Arbitration Act in force in Uganda.

ANNEX 4:

Communication Protocols

Member organizations are required to ensure that they and anyone associated with the organization, respect the NCHRD-U Sub Regional Coalition Communications Protocol. The NCHRD-U Communications Protocol incorporates all elements of the NCHRD-U Members Code of Conduct (which all members must sign up to on joining) and the NCHRD-U Social Media Code of Conduct (for users of Facebook group, etc).

- Respect confidentiality of member organizations and individuals associated with member organizations
- Only use NCHRD-U resources and images as authorized by the Secretariat
- Respect diverse opinions and individuals within the network
- Protect the reputation of NCHRD-U during NCHRD-U related activities or while representing NCHRD-U.
- Disclose any organizational affiliations and financial interests that may conflict with participation in NCHRD-U
- Notify NCHRD-U Secretariat if invited to represent NCHRD-U and obtain authorization before accepting
- Notify NCHRD-U through the Secretariat if resigning as a Sub Regional Coalition Office bearer
- Work within the NCHRD-U operational guidelines, including appropriate use of complaint and grievance procedures
- Provide accurate trip reports and expenses claims when attending events or carrying out activities for NCHRD-U
- Do not use homophobic, racist, sexist, transphobic or other offensive language during NCHRD-U related activities, including on social media platforms and website
- Do not display any violent, intimidating, abusive or malicious behavior toward Board members, staff, consultants, volunteers, member organizations or their representatives or participants in NCHRD-U related activities.

How the NCHRD-U Communication Code of Conduct will be enforced:

- Individuals and organizations who breach the NCHRD-U Communication Code of Conduct will be given two warnings and on the third breach will be removed permanently from all NCHRD-U communication platforms, including Facebook and other social media platforms.

ANNEX 5:

Guidelines on the Charter on Regional Coalition Building

Steps:

- Identification of members
- Recruitment of members
- Establishment of an office
- Establish an interim Committee (to run for 3 years or until its appropriate to hold an elective meeting)
- Election of office bearers from District members
- The Secretariat help conduct elections and provide necessary guidance
- Orientation of Office bearers on the Charter and Code of Conduct
- Establish a register of members
- Update the Referral list

ANNEX 6:

Approved the Board of Directors and passed by the general assembly meeting

Preamble

WHEREAS, the Constitution of the Republic of Uganda guarantees to everyone freedom to associate with other persons and in particular to form a coalition for protecting and furthering his/her and any other interest.

CONSIDERING THAT, human rights defenders are under constant surveillance from the perpetrators of human rights abuse and violation

NOTING WITH CONCERN THAT, challenges human right defenders (HRD) face in Uganda notably, the repeated attacks from state and non-state actors, the limitations of freedom of opinion and expression, freedom of association and assembly and the restrictive legislative environment that impacts the security and the work of HRDs;

RECOGNISING THAT, the situation can best be addressed by synergy of action, cooperation, collaboration and best practices sharing among HRDs in Uganda; to achieve collective rather than individual objectives

NOW THEREFORE WE,

RECOGNISING THAT, the situation can best be addressed by synergy of action, cooperation, collaboration and best practices sharing among HRDs in Uganda; to achieve collective rather than individual objectives

NOW THEREFORE WE, Board Members of the NCHRD-U, DO HEREBY firmly and solemnly resolve establish Sub Regional Governance Charter for the purpose of building the capacity of HRDs in the country, creating strong solidarity among themselves and provide protection support for those who are at risk.

We, the undersigned NCHRD-U Board of Directors and in consultation with NCHRD-U Secretariat, and the NCHRD-U founding members: Human Rights Network - Uganda, East and Horn of Africa Human Rights Defenders, Human Rights Centre Uganda, Foundation for Human Rights Initiative, Human Rights Network for Journalists, Defenders Protection Initiative, Advocates Sans Frontiers, NGO Forum, and Uganda Law Society;

Recalling the commitment of NCHRD-U to protect the Right and Responsibility of Individuals, Groups and Organs of Society to Promote and Protect Universally Recognised Human Rights and Fundamental Freedoms, commonly known as the "[Declaration on Human Rights Defenders](#)," adopted by the United Nations [General Assembly](#) on 9 December 1998;

Further recalling the aspirations outlined in NCHRD, particularly aspirations Articles ;

Considering the Grand Bay Declaration and its Plan of Action adopted by the Organisation of African Unity (OAU) Ministerial Conference on the promotion and protection of human rights in Africa in Uganda, the objectives and principles contained in the NCHRD-U Constitution and the [NCHRD-U](#) AGM minutes adopted at the – AGM of 2019, 2021 minutes -- respectively;

Acknowledging the urgency required towards establishing HRD structures in Uganda and the need to have specialized networks to speak with authority on specialized HRD issues;

Deeply concerned about the specific challenges special groups of HRDs face in Uganda, including ongoing attacks from state and non-state actors, and a restrictive legislative and policy environment that impacts the security and the work of HRDs;

Noting the waves of repression that affected most civil CSOs and HRDs in Uganda over the last few decades, and the urgent necessity to largely rebuild a robust and effective HRD movement, allowing for significant cooperation with community, district, regional and international actors through capacity-building, technical advice, joint projects, and collaboration to strengthen the capacity of local HRDs;

Reaffirming the principle on the rights and responsibility of individual groups and organs of society to promote and protect universally recognised fundamental human rights and freedoms;

Bearing in mind the need for synergy, cooperation, collaboration, and best practice sharing space among HRDs in Ethiopia;

Noting with high satisfaction the role played by Sub Regional Coalition, Registration from all the regions in Uganda, supporting and strengthening of the NCHRD-U Networks in strengthening the work of HRDs in Uganda;

Solemnly decide to:

1. Formally empower the Sub Regional Coalition, here thereto Sub Regional Coalition to be Chartered as countrywide network of specialized working groups organisations with the aim of working together to create a safe and enabling working environment for HRDs in various thematic; protecting HRDs at risk in Uganda, and actively engaging with the NCHRD-U Secretariat, the Regional Networks, the national, regional, and international mechanisms;
2. Increase coordination of the most at-risk defenders, including, but not limited to, women human rights defenders (WHRDs), journalists exposing impunity and high-level corruption, ethnic minorities, persons with disabilities, and HRDs working on but not limited to the following thematic; LGBT, Environment....
3. Adhere to the values and principles of a firm foundation upon which to build effective partnerships based on equity, mutual benefit, non-discrimination, transparency, information sharing, “do no harm,” and respect for each individual organisation to work independently; and
4. Have an thematic membership.

Resolve to establish a Sub Regional Coalition comprising of the following individuals:

- 1.
- 2.
- 3.

Further decide to appoint **NCRDU**, as the implementer and overseer of the Sub Regional Coalition;

Invite NCHRD-U members with a coordination unit to host oversee –set in Uganda;

Decide that Sub Regional Coalition be fully chartered at the satisfaction of minimum conditions set out in this Governance Charter; and request that each Sub Regional Coalition Committee to continue to work towards putting in place structure, resources.

Call on the NCHRD-U, with the support of Board of Directors, to guide the adoption of the Sub Regional Governance Charter regulating the Coalition in the period of 12 months;

Done in Kampala, Uganda,

Dated this _____ **day of** _____ **202** _____

ANNEX 7:

Template for the Sub-Regional Stakeholders Matrix

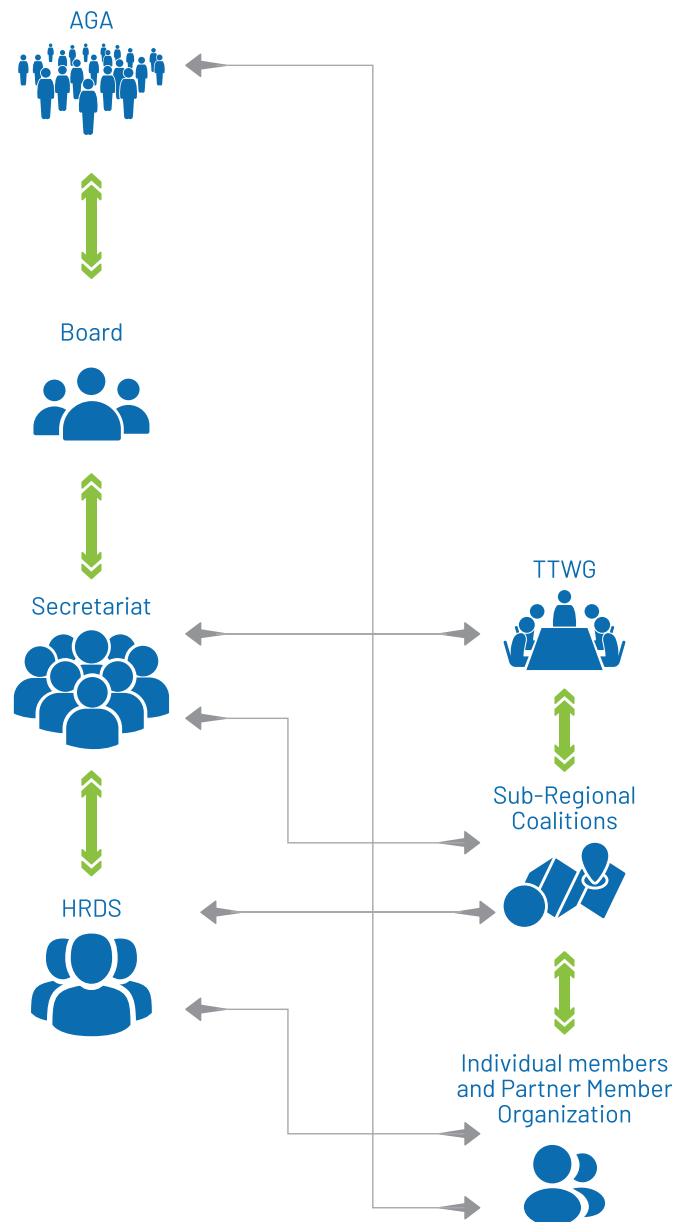
HRD Service Providers District Mapping Matrix

Name of HRD service provider	Services	Location	Contact Person

ANNEX 9

Reporting lines

The NCHRD-U organogram shows a **graphical representation of the Coalition's structure**. It shows hierarchical relationships between different Coalition's units and the people interface and flow of reporting and responsibilities. The Secretariat is at the heart of the Coalition day to day functioning and is the interface main between the TTWG, BOD and Sub Regional Coalitions structures.



National Coalition of Human Rights Defenders
Uganda



Plot 148 Semawata road
P.O BOX 302, Ntinda, Kampala, Uganda



Phone: +256 414 699 373



Email: info@hrdcoalition.ug