

***DECISION TO ESTABLISH the
PERMANENT SECRETARIAT
OF THE COMMUNITY OF DEMOCRACIES***

Guided by principles which led to the creation of the Community of Democracies in 2000 in Poland and committed to strengthening the effectiveness of the Community of Democracies in promoting and supporting democracy, participating states of the Community of Democracies are establishing a Permanent Secretariat of the Community of Democracies located in Warsaw with the mission of providing multidimensional support to the Chair and Convening Group of the Community of Democracies.

I. MANDATE OF THE PERMANENT SECRETARIAT: To undertake functions of administrative, operational and technical nature, in support of and under the direction and guidance of the Convening Group and of the Chair of the Community of Democracies. Within this framework, the Permanent Secretariat will have, among others, the following responsibilities:

A. Administrative functions:

- (i) Assist the Chair in preparing draft agendas and minutes of all sessions of the Community of Democracies, as well as Ministerial meetings.
- (ii) Serve as the institutional memory and official record keeper of the Community of Democracies, and in particular establish, manage and update Community of Democracies web site, archives and contact data base.
- (iii) Provide administrative support for the Chair's exercise of external relations with media and other institutions or entities not directly involved with the Community of Democracies.

B. Operational functions:

- (i) Assist the Community of Democracies Chair with the planning, coordination and implementation of decisions adopted and recommendations issued by the Community of Democracies.
- (ii) Coordinate the transmission of the Chair's communications to the Community of Democracies members and facilitate at all times information and contacts amongst the Convening Group members.
- (iii) Assist the Chair and the Convening Group in their liaison activities with Community of Democracies participants to encourage countries to actively participate in Community of Democracies projects and play a more dynamic role.
- (iv) Support the Convening Group and the Chair in coordinating, monitoring and implementing, Community of Democracies' projects and initiatives including those initiated by the Working Groups, when so required.

- (v) Facilitate working relationships between the Convening Group, the Chairmanship and the International Steering Committee of the Non-Governmental Process and ensure that non-governmental organizations' initiatives are appropriately considered in the Community of Democracies process and support the Chairmanship in facilitating communications between the governments and non-governmental organizations.
- (vi) Provide administrative support to the Chair on budgetary matters.

Technical functions:

- (i) Coordinate all aspects of meeting planning and logistics directly related to Sherpa and Convening Group sessions and Ministerial meetings, as well as translation services, research work and media outreach activities.

II.

A. Size and Staffing:

A well-qualified professional staff, including a director, will carry out duties and responsibilities based on the functions stated in the mandate of the Secretariat, in particular administrative, financial, operational, and communication tasks. Staff size will be decided by the Convening Group, with the recommendation that it would initially number in the range of 4-5 personnel and that some flexibility be given, contingent on the activities and projects the Convening Group mandates. Should the Permanent Secretariat need to reconsider the size of its staff, the Convening Group would evaluate the appropriateness and the modalities for achieving it.

- (i) Staff members will have the education, experience and language skills to effectively carry out their duties.
- (ii) The minimum necessary skills needed by staff include:
 - Human and financial resource management
 - Administration
 - Atrategic planning
 - Written and verbal communication
 - Organizational planning and logistics
 - Computer technology

(iii) Recruitment Process

Professional staff will initially be seconded by national governments of the current Community of Democracies countries, on a temporary, one-year (renewable) term basis:

- the Convening Group will select and approve the candidate for the director position, who will be independent

- the director will select the initial members from among national governments' candidates and will submit the selection for approval by the Convening Group.

If any vacancy arises, the director will repeat the procedure mentioned above unless and until the Convening Group makes changes in the procedure, such as open recruitment.

B. Financial Support

- (i) Voluntary financial contributions by current Community of Democracies countries, including "in kind" contributions, as well as other forms of private financial support approved by the Convening Group.
- (ii) Contributions from other institutions or individuals including public-private partnerships:

Contributions coming from other sources, namely partners within the Community of Democracies or the business sector, would be accepted with clearly established rules.

III. Poland as the host country will enable the Permanent Secretariat to function fully and enter into contractual and financial obligation, subject to Polish legal requirements. Staff will be accredited by the seconding states to the government of Poland. The Republic of Poland will undertake necessary legal measures in accordance with its internal law and pertinent EU regulations to provide privileges and immunities to the Permanent Secretariat equivalent to those generally provided to international organizations.

IV. To insure a mutually beneficial liaison between the Community of Democracies and other bodies, particularly non-governmental organizations, under the guidance and direction of the Community of Democracies and its Chairmanship, the Secretariat would establish working relationships with the International Steering Committee of the non-governmental process to facilitate communication, information sharing and complimentary initiatives and to promote networks with Non-Governmental Organizations and other bodies, as appropriate.

V. After two years, the Community of Democracies will evaluate all aspects of the Permanent Secretariat, including but not limited to financing mechanisms and staffing and recruitment procedures, to determine whether any revisions are necessary.