# Civil Society Roundtable for Transparency in the Extractive Industries – Member Protocol

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# Chapter 1: General points

The Civil Society Roundtable for Transparency in the Extractive Industries initiative was launched in November 2013 and currently brings together 24 social organisations and academic institutions, based in different parts of the country.

The Roundtable has made it possible to engage civil society participation in the framework of the Extractive Industries Transparency Initiative (EITI), specifically through participation in the National Tripartite Committee. The Roundtable has also defined lines of work that respond to the current situation of the extractive sector; to civil society's current demands regarding this industry; and to the organisations’ work, specifically in relation to citizen participation, the General Royalties System, and access to information on environmental issues.

## Vision

To build a consolidated and powerful civil society movement with a high degree of influence in the public and private sectors involved in Colombia's extractive industries.

## Mission

To pursue greater transparency, citizen participation, accountability, and access to public information for the Colombian extractive sector.

## Principles

1. The Roundtable’s policy on corruption is one of zero tolerance. All spheres of theRoundtable’s actions are transparent.
2. It respects ethnic, cultural, sexual, gender identity, and religious diversities, opposing any form of discrimination.
3. It strives to promote civic activism in the extractive sector and to strengthen the participation of women, sexual diversity and gender identity, youth, ethnic communities, and minorities.
4. It is committed to defending and protecting member organisations.
5. It promotes actions in favour of local and regional development from a framework of action based on free access to information, citizen participation, transparency, and the 2030 Agenda for Sustainable Development.
6. It strives to strengthen its activities through partnerships with local, national, and international organisations.
7. It encourages intersectoral dialogue to advocate for civil society demands.

# Chapter 2: Roundtable members



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Member characteristics

The Civil Society Roundtable for Transparency in the Extractive Industries is comprised of non-governmental organisations, universities, foundations, social organisations, and experts who are linked through their actions to the analysis of the extractive industries sector (hydrocarbons and mining) in Colombia and who also have experience in transparency and/or monitoring of public policies in this sector.

Member integration

*Membership application*

To be part of the Civil Society Roundtable for Transparency in the Extractive Industries, interested organisations must meet the following requirements:

* 1. Operate as social and academic organisations that are constituted in Colombia, linked through their work or experience, to the extractive industry (hydrocarbons, gas and mining). Documents that support such information must be sent to the Technical Secretariat of the Roundtable for verification:
     + Experience and track record in transparency and monitoring of public policies in the extractive sector.
  2. They must be available and willing to dialogue with the organisations that are part of the Roundtable to further pertinent issues.
  3. A letter must be submitted explaining what their contribution to the Roundtable would be (based on the format established by the Technical Secretariat).
  4. Report possible conflicts of interest that could affect their participation.

**Note:** Those civil society organisations that group other entities due to their nature or internal structure (plural members) may be members. Plural members shall have a seat on the Roundtable and represent the entities they comprise.

*Peer approval mechanism*

Approval mechanism for the approval of organizational affiliation is as follows:

1. The organisation or person interested in becoming a party must submit an email addressed to the Technical Secretariat (secretariatecnica@transparenciacolombia.org.co) with the respective proof of compliance with each of the criteria mentioned in the admission requirements. The following supporting documents must also be attached.
2. The Technical Secretariat will send the application and supports received via e-mail to all the members and provide a period of three working days for them to declare themselves in favour of or against the nominated organisation. The application shall be considered accepted if there is no pronouncement against the membership application within that period of time. In the event of any opposition, the concern will be resolved and the final decision will be made by consensus.

Membership continuity and participation

The formal mode

*Voting*

The Roundtable favours consensus in defining the action to be taken within the framework of its operation. However, for specific occasions which require voting (elections, affiliations, among others), representatives are elected to act as formal and official representatives of their organisation. The representatives will have a voice and a vote -one (1) vote per organisation- in decision-making processes, whether these processes are run on-site or online.

**Paragraph 1:** Delegates' participation shall be reported to the Technical Secretariat by the organisation or by the representative of the Roundtable.

**Paragraph 2:** The Technical Secretariat is required to have a periodically updated database (quarterly) with the following information: names of the representatives, the delegate, and the person who directs the organisation. The database must contain information on telephone, position, physical address of the organisation, email, and type of organisation. Organisations are responsible for reporting any changes related to their participation in the Roundtable.

Other participation mechanisms

*Meetings*

Each member organisation shall have a representative or delegate assigned to it, who will be summoned, through the Technical Secretariat, to ordinary and extraordinary meetings. They will be able to participate, intervene, and present their positions, reflections, and other information of interest within the framework of the working lines of the Roundtable.

**Ordinary meetings.** These meetings will be held quarterly (4 meetings per year) upon prior notice from the Technical Secretariat or at the request of any of its members, fifteen (15) working days prior, through the Technical Secretariat's e-mail.

**Extraordinary Meetings.** These will be held every time a force majeure or fortuitous event occurs that directly or indirectly affects the interests of the Roundtable and shall be called by the Technical Secretariat. Said call will go out via e-mail from the Technical Secretary at least three (3) working days in advance.

**Paragraph 1.** The Technical Secretariat may invite other organisations as guests.

*Subcommittees*

The establishment of subcommittees as part of the Roundtable’s activities is a participation mechanism that allows member organisations to make contributions from their areas of expertise based on the Roundtable's thematic lines.

The organisations that are part of each of the subcommittees should participate actively through proposals and initiatives and together support the development and fulfilment of the Roundtable's annual work plans. Organisations are expected to intervene and contribute in accordance with the agreed lines of work.

Should an organisation decide not to continue as a member of the subcommittee, it should inform the Technical Secretary by mail.

Loss of status as a Roundtable member organisation

* 1. By withdrawal from the Roundtable.
  2. For continuous non-attendance to Roundtable meetings without prior notice of absence. The Technical Secretariat will contact the organisations in advance to know the reasons for their non-attendance (through a formal letter after two absences from regular meetings or two extraordinary meetings). Solutions will be sought to any difficulties encountered by the organisations in participating. Dismissal from membership shall be decided by consensus among all Roundtable organisations.

# Chapter 4: Member rights and responsibilities

Roundtable member organisations’ responsibilities

Below is a list of member organisations' joint responsibilities and commitments:

* Attend a minimum of 3 Roundtable meetings per year.
* Participate and make contributions according to the organisation's experience in the Roundtable meetings and in activities that include the thematic area of their interest.
* Participate in the Roundtable's decision-making processes.
* Socialize experiences, good practices, lessons learned, tools, and strategies related to transparency in the extractive sector in Colombia.
* Assertively inform the Roundtable Technical Secretariat of changes in representation; i.e., name, telephone number, and position of the organisation's representative and delegate to the Roundtable.

Subcommittee member organisations’ responsibilities

* Encourage and lead actions within the Roundtable's subcommittees.
* Those who belong to a subcommittee should actively participate in the internal meetings proposed by those subcommittees.
* Jointly undertake activities that address each of the thematic axes and the subcommittees in which they participate in the Roundtable.

Roundtable member organisations’ rights and benefits

* Receive information on events, documents, and initiatives related to the Roundtable's thematic axes.
* Participate and exchange their experiences in the initiatives and activities of the organisations at the local, regional, national, and international levels with different stakeholders.
* Participate in the Roundtable's decision-making process.
* Be represented through civil society representatives before the EITI National Tripartite Committee (CTN).
* Receive timely invitations from the Technical Secretariat.
* Participate in the Roundtable sessions with voice and vote.
* Participate in elections and nominations for Roundtable representatives to the National Tripartite Committee.
* Freely express their opinions in relation to the projects and programmes implemented by the Roundtable.
* Receive or provide advisory services.
* Participate in calls for service provision related to topics that involve the Roundtable's mission and goals.
* Recognition and visibility in different national and international spaces.

# Chapter 4: Management and responsibilities

The Roundtable’s management and coordination

The Technical Secretariat will be responsible for the Roundtable's management and coordination.

Roundtable structure

* An assembly composed of all Roundtable member organisations.
* A Technical Secretariat elected by the member organisations in assembly.
* Three Roundtable representatives to the CTN elected by the member organisations in assembly.
* A Communications Committee made up of the communications teams of each member organisation.
* For thematic approaches from within the Roundtable, the members will be organised into subcommittees.

Roundtable member organisation responsibilities

1. To elect and follow up on the three representatives that will be part of the National Tripartite Committee (CTN) as part of the participation in the Extractive Industry Transparency Initiative (EITI).
2. Serve as an opportunity for consultation and input generation for participation of the representatives before the CTN, as well as in public matters of interest to the Roundtable.
3. To follow up on the development of the EITI process and to periodically know the progress of the work carried out by the CTN and the representatives before them.
4. Propose and implement advocacy, research, and follow-up actions on all issues raised in the subcommittees and in the Roundtable's lines of action (royalties, citizen participation, real beneficiaries, access to information, energy transition, among others). Each one of them must include the cross-cutting axis of the gender approach.
5. To elect and follow up on the Roundtable's Technical Secretariat.
6. Review the Roundtable protocol every three years in order to adapt it to the changing needs of the member organisations, the country, and the industry.
7. Review, feedback and validation of the documents (reports, minutes, communiqués, etc.) elaborated within the framework of the Roundtable's operation and performance.

Roundtable Technical Secretariat responsibilities

1. Plan, coordinate, and disseminate Roundtable meetings.
2. Disseminate and coordinate initiatives of interest to Roundtable organisations in accordance with the subcommittees.
3. Attend GAT and CTN meetings and support the representatives to the CTN to jointly (Technical Secretary and civil society representatives) prepare the reports of these meetings and share them with the Roundtable organisations.
4. Support the representatives of the Roundtable to the CTN in the follow-up of the GAT and CTN commitments.
5. Lead the process of securing resources to ensure independence in the Roundtable's participation.
6. Articulate international experiences that are pertinent in promoting transparency in Colombia's extractive industry.
7. Support the collective construction and fulfilment of the Roundtable's annual Action Plan that guides its activities in the short, medium, and long term.
8. Receive and process membership applications from organisations interested in joining the Roundtable.
9. Provide opportunities for consultation and decision making, including the selection of Roundtable representatives to the CTN and proposals to be presented by the Roundtable representatives to the CTN.
10. Update the Roundtable's database.
11. Support the dissemination of the results of the Roundtable's activities, action plan, and surveys.
12. Support the Roundtable's positioning as a reference for transparency and citizen participation in the extractive sector.
13. Make an annual report on the goals, funders, resources, and expenditures.
14. Coordinate the review and update of the Roundtable's protocol every three years.
15. Report on the progress of the International EITI Board to the Roundtable member organisations.

Roles and responsibilities of the civil society Roundtable representatives to the National Tripartite Committee

* 1. Represent the interests of the Roundtable member organisations before the National Tripartite Committee (CTN).
  2. Promptly inform the other Roundtable organisations of the objectives, progress, proposals, and results of the GAT and CTN opportunities.
  3. Provide opportunities for the Roundtable representatives to meet before the CTN to verify the pending issues established in each and establish commitments that enable progress to be made with the activities. At these meetings, the Roundtable representatives to the CTN may invite the Technical Secretariat to attend the following meetings.
  4. Continually inform the Technical Secretariat of the results of the meetings between the representatives to the CTN (Civil Society, Business and Government).
  5. Support the Technical Secretariat in preparing documents and, when necessary, based on knowledge of the topic or participation in meetings between the representatives to the CTN (civil society), prepare documents so that they can be distributed with the support of the Technical Secretariat.
  6. Propose meeting opportunities to the Roundtable's Technical Secretariat.
  7. Propose topics to be included in the Roundtable meetings.
  8. Continually take part in Roundtable activities and in particular in the ordinary, extraordinary, and GAT and CTN meetings. Present civil society initiatives and proposals related to the EITI initiative at these meetings.
  9. Contribute to the development of the Roundtable's Action Plan.
  10. Lead and actively participate in all matters related to National and Sub-national EITI.
  11. Present a quarterly balance to the Roundtable on its activities.
  12. Request the EITI Technical Secretariat to provide a report and recording of the GAT(s) and CTN(s).
  13. Report to the Roundtable on the discussions and issues that are addressed during the meetings with the EITI International Secretariat.
  14. Report International EITI Board progress to the Roundtable member organisations.

Organisational roles within the framework of the Communications Committee

1. Propose, develop, and implement the actions included in the Roundtable's communications plan.
2. Permanently update the Roundtable's Communications Plan.
3. Lead the creation and dissemination of the Roundtable's key messages to position it as a major actor in the fight against corruption in the extractive sector.
4. Meet monthly, prior to Roundtable meetings to establish the latter's commitments and advances to the communications plan. The Roundtable's member organisations can propose topics or inputs for dissemination. This will help to consolidate participatory communication of interest to all stakeholders.
5. Actively participate in the dissemination of Roundtable initiatives through the communication channels.
6. Inform the Technical Secretary of changes in the communications teams that are part of the Roundtable.

Communication mechanisms

*External communications*

To share information externally, the Communications Committee is in charge of disseminating messages associated with the Roundtable's objectives and thematic lines through social media channels, including ,Twitter, Facebook, and the web page.

If any of the member organisations is in a position to act as spokesperson for the Roundtable in a situation that requires it, they must comply with the *Protocol for response to a specific situation* and have prior and immediate communication with the Roundtable's Communications Committee and the Technical Secretariat.

*Internal communications*

Two communication channels are available for internal communications management: e-mail and the Roundtable's WhatsApp group. The platforms may be used to manage relevant information on the Roundtable's activities and lines of work. Only information pertinent to the purpose of the group should be shared. Members must not send political or religious propaganda, chain messages, images that may be offensive to any Roundtable member, or any information that may be detrimental to human dignity. The time slots for using these platforms will be from Monday to Friday (not holidays) from 8:00 a.m. to 5:00 p.m.

E-mail will be used to receive Roundtable members' requests, complaints, claims, and suggestions within the framework of its operation.

# Chapter 5: Quorum, Roundtable Decisions, and Election of Representatives to the National Tripartite Committee

Quorum and Roundtable decisions

1. A quorum of one-half plus one of the members shall be established for any meeting at which decisions are required to be made.
2. When a quorum is reached, decisions shall be made by consensus.

Election and designation of Roundtable Representatives to the Tripartite National Committee

The Roundtable will elect three of its members to be its representatives to the CTN within the framework of the Extractive Industries Transparency Initiative (EITI). These representatives to the CTN will not exercise their function before the EITI on behalf of civil society in general, but rather on behalf of Roundtable member organisations. Their term of representation will be for two (2) years renewable for one (1) term.

Prior to each election period, the Technical Secretariat will inform all the member organisations, via e-mail, of the deadlines for the nomination and activities foreseen for the election.

The Technical Secretariat will send an e-mail to all its members, inviting them to be a part of the Scrutiny Committee for the elections. This body shall be responsible for the following:

1. Receive written nominations from the candidates.
2. Communicate these nomination letters along with the names of the nominated organisations to the entire Roundtable.
3. Evaluate the fulfilment of the requirements.
4. Send the electoral roll including the representatives of each organisation.
5. Receive the votes sent by each organisation.
6. Notify the Roundtable of the elected organisations.

To become a candidate for the Tripartite Committee, the interested organisation(s) must:

* Send a written communication by e-mail addressed to the organisations that make up the Scrutiny Committee, according to the defined schedule, ratifying how it meets the requirements to be a member of the Roundtable (point 2 of the regulations) and explaining what would be its approach and priority aspects to be defended within the Committee.
* The Scrutiny Committee will confirm the fulfilment of the requirements and will disclose the communications sent.

Voting mechanism

1. Voting may take place online or in person during the course of a Roundtable meeting.
2. In the case of virtual voting, only the representative of each organisation shall send their vote from their organisational e-mail to the Canvassing Board (One per organisation).
3. Votes shall be cast by the representative of each member organisation. Each representative may cast the same number of votes according to the number of positions submitted for election. In this case, only one vote may be cast for each candidate.
4. During the time it takes for the election process to be completed, the Canvassing Board shall systematize the votes received, and once tallied, shall inform all Roundtable members of the results, including a detailed description of each organisation's vote without disclosing voting preferences.
5. If there are suggestions or requests for clarification, the Canvassing Board shall have 2 days to correct or clarify and shall report the final results to the entire Roundtable.
6. The election of the new representatives is consolidated with the publication of the minutes of the election.

Once the Roundtable representative to the CTN has been elected, the Roundtable Technical Secretariat will send the election minutes to the CTN.

CTN Representatives’ term

The Roundtable Representatives to the CTN shall actively participate in both the Roundtable and the CTN. In the event that any Representative fails to attend two (2) CTN or Roundtable meetings, without prior justification, they will be removed from their designation as Roundtable representatives to the CTN and new elections will be called for their replacement.