

Procedure for the nomination and representation of the delegated representatives of Civic Alliance - Latvia

1. The Procedure for the nomination and representation of the delegated representatives of Civic Alliance - Latvia (hereinafter - the Procedure) determines the procedure for the nomination of the persons other than the CAL Director, Chair of the Council or employee of CAL for representation of CAL at working groups, commissions, committees and other instruments of participation of various level and importance, established in different Ministries, the Parliament, other public administration institutions and/or in co-operation with associations and foundations as external experts.
2. This procedure does not apply to:
 - 2.1. office staff who are experts in certain fields and whose job descriptions provide for representation of CAL, in accordance with the mandate given to them;
 - 2.2. members of the CAL Council. A member of the Council may be delegated to represent CAL on a specific event or in specific field of activity without a written mandate, but by a verbal or electronic agreement of the Council, at the same time agreeing on the mandate of the member of the Council and the official position of CAL.
 - 2.3. the Chair of the Council and / or the Director, who in accordance with Paragraph 7.6. may publicly represent CAL.
3. In the even where the persons referred to in Paragraph 2.3 of the Procedure are unable to ensure their representation, another person may be delegated to represent CAL in important issues (hereinafter - the delegated representative of CAL) on the basis of an authorization approved by the Council and signed by the Director.
4. The delegation may take the form of a permanent representation right (for a fixed period and in a certain format) or as a one-off representation (for a specific event).
5. An application for the nomination of a delegated representative of CAL may be proposed by the CAL Council, the CAL Director, an office employee, the executive body of the CAL member organization.
6. Upon receipt of the application referred to in Paragraph 5 of the Procedure, the Director of the CAL shall include the issue of the authorization of the Delegated representative of CAL on the agenda of the next meeting of the CAL Council.
7. The person delegated by the CAL, representing the interests of CAL and its members, shall be guided by the specified authorization. If the mandate does not specify the scope of authorization on any issue, then the Delegated representative of CAL shall be guided by the common interests of CAL.

8. The Delegated representative of CAL is obliged to:

8.1. Before starting the representation, provide a vision report to the CAL Council, on how CAL will be represented and what results are planned to be achieved.

8.2. Regularly report on his / her work to the CAL Director in accordance with the schedule, procedure and format agreed upon by the Delegated representative of CAL and the CAL Council at the beginning or at the next CAL Council meeting, as well as concluding the activity as the Delegated representative of CAL.

8.3. Before each public representation, prepare carefully by doing the following: establishing the official position of CAL on the issues on the agenda of the planned meeting and agreeing the planned action with the CAL Director; regularly obtaining information on the topical issues in the industry to successfully and professionally represent CAL as the largest umbrella organization in the protection of the interests of non-governmental sector and the leading organization implementing quality dialogue with the public administration and other decision makers, creating an environment fostering strong, active and knowledgeable civil society at a municipal, national and international level, maintaining a close liaison with the CAL Council.

8.4. To observe the principles established in the Articles of Association of CAL, the goals, vision and values included in the three-year Strategy, as well as the provisions of the Code of Ethics of Associations and Foundations.

9. The Delegated representative of CAL, who identifies conflict between the position of CAL or the authorization and the interests of the organization he or she represents, before expressing an opinion or taking action that does not agree with the position of CAL, shall notify the CAL Council or CAL Director. In cases where it is not possible to consult in advance to form a common position, the CAL representative shall inform the Director *post factum* as soon as possible.

10. The Delegated representative of CAL does not allow conflicts of interest to occur during the representation.

11. The Delegated representative of CAL shall act until the expiry of the authorization.

12. The powers of the Delegated representative of CAL may be terminated before the term at the request of the CAL Council, the representative or the institution where the representation of the CAL was provided.

13. Upon receipt of the request specified in Paragraph 11 of the Procedure, the CAL Council shall decide on the revocation of the Delegated representative of CAL. Also, if necessary, decide on the appointment of a new Delegated representative of CAL.