



**Euro-Mediterranean Foundation of Support to Human Rights  
Defenders (EMHRF)**

**First Consultation of the Council of Representatives**

*Minutes  
Sunday 14 May 2006*

**[www.emhrf.org](http://www.emhrf.org)**

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## 1. Opening of the 1st Consultation of the Council of Representatives

Driss El Yazami, President of the EMHRF, opened the 1<sup>st</sup> Consultation of the Foundation's Council of Representatives<sup>1</sup> on Sunday, 14 May 2006, by greeting all the participants in Madrid on behalf of the Board and summarising the origins of the Foundation.

The establishment of the Foundation was approved by the General Assembly of the EMHRN at its Malta meeting in December 2003<sup>2</sup>. The General Assembly mandated the Executive Committee to finalise the statutes and launch the Foundation. The Executive Committee formally adopted the final draft of the statutes at its regular meeting of 29-31 October 2004 held in The Hague, and appointed seven of the nine members of the Board. The Committee also mandated the President and the Executive director of the EMHRN to proceed with registering the Foundation. On October 2004, the Danish civil authorities approved the statutes of the Foundation and agreed that only one of the seven or nine members of the Board would be a Danish national.

Today, the Board is made up of nine members who strive to be efficient and speedy in making decisions<sup>3</sup>.

On 9 December 2004, as a follow-up to the adoption by the United Nations of the Declaration on human rights defenders, the EMHRN formally announced the creation of the Euro-Mediterranean Foundation of Support to Human Rights Defenders.

Driss El Yazami pointed out that the need for such a body was felt as early as 1998, following the adoption of the Declaration on human rights defenders by the UN General Assembly. Some countries had adopted the Declaration with reservations in the form of an interpretative statement that limited its effect even though the Declaration was not legally binding. The majority of these countries are found in the south-eastern region of the Mediterranean. Their primary objective was to restrict the activities of human rights defenders.

Human rights defenders in the region work in difficult and dangerous conditions, and are constantly exposed to harassment and intimidation. They are the targets of arbitrary detention, constant police surveillance, restrictions on their movements outside their country, dismissal from their employment, wiretaps and interruption of their telephone communications, physical violence, harassment of their relatives, threats and vandalism, smear campaigns in the media, and so on.

For many human rights defenders, this instrument was a dream to be achieved. There was an imperative need to provide not just solidarity support but also effective concrete assistance to the individuals, organisations and groups working for the promotion of human rights in the region. The Foundation came into being thanks to decisive action by the EMHRN, which was the main actor behind its creation and gave the Foundation the resources needed to be autonomous and independent.

The purpose of the meeting of the Council of Representatives is to take stock of the progress made, assess the first year of activity and identify issues and priorities for the coming years.

Before beginning the discussion, the President of the Foundation submitted the nomination of a Chairperson and rapporteurs for approval by the representatives. He stated that the consultation of the representatives takes place under the authority of the Chairperson with respect to the speaking order, the duration of

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<sup>1</sup> The Council of Representatives consists in regular, individual and associate members of the Euro-Mediterranean Human Rights Network. The Council receives and discusses the activity report and budget of the Foundation, as well as its programme for the coming years. The Council plays an advisory role to the Board.

<sup>2</sup> Euro-Mediterranean Human Rights Network, Sixth General Assembly, Malta, 5-7 December 2003, <http://www.euromedrights.net/usr/00000011/00000012/00000041/00000093.pdf>

<sup>3</sup> Two members of the Board – Bahey El Din Hassan and Hanny Megally – were unable to attend the meeting because of professional commitments abroad.

speeches and matters concerning the proper conduct of the meeting. The rapporteurs oversee the general consultation process as well as, more specifically, the approval and voting procedures<sup>4</sup>.

Khadija Cherif (Association tunisienne des femmes démocrates) was nominated as Chairperson. Søs Nissen (Rehabilitation and Research Centre for Torture Victims) and Mohammed Zeidan (Arab Association for Human Rights) were nominated as rapporteurs for this working session<sup>5</sup>.

## **2. Review of the year 2005**

### ***2.1. Presentation of the activity report***

Christine M. Merkel, EMHRF Vice-president, introduced the activity report<sup>6</sup>, in which chapters 1 and 2 are devoted to a review of the Foundation's activities. She stressed that the activity report mentions neither the names of individuals or organisations nor the countries involved, out of concern for the protection of the beneficiaries of the Foundation's interventions.

Five trends were identified among the requests for assistance received during 2005. The Foundation responded rapidly and in a flexible manner to the following:

- Requests involving human rights organisations that are faced with such problems as the freezing of their accounts and related pressures;
- The situation of human rights defenders facing serious health problems after enduring years of imprisonment;
- The situation of smaller organisations in the region that rely heavily on volunteer work. They face difficulties in accessing the funds available because of the stringent procedures adopted by the main donors;
- Requests from organisations that are widely recognised for their human rights work but are facing problems in further developing their activities because of a lack of resource/time/expertise;
- The need to avoid the duplication of activities. This is why the Foundation consults the main organisations in the region, to ensure an efficient distribution of funding in the region.

For example, the Foundation provided emergency assistance (a maximum of approximately 5,000 euros) for:

- One case related to health problems;
- One case related to the need for an organisation to convene its entire membership quickly because of an unstable situation in the country;
- One case related to the freezing of an organisation's funds, to allow it to continue its operations;
- One case related to the immediate need to launch an awareness campaign on the situation of human rights in a country.

Under its normal procedure (in which assistance ranges from 5,000 to 10,000 euros, with a maximum of 40,000 euros), the Foundation provided financial assistance for:

- One case of information gathering to be posted on a new website;

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<sup>4</sup> See Appendix 3, Procedures for the Consultation of the Council of Representatives.

<sup>5</sup> With the approval of the representatives, the discussions were recorded in order to make it easier to take notes and prepare the proceedings of this meeting.

<sup>6</sup> The 2005 activity report is available on the Foundation's website in English, French and Arabic: <http://www.emhrf.org/13>

- One case involving support for a recently created association seeking to restructure its work procedures and upgrade its internal organisation;
- One case related to innovative projects on human rights training;
- One case involving an organisation setting up a sensitive project aimed at helping individuals detained in jail and helping family members to visit their relatives detained in areas where access is restricted, as well as another project involving the return of prisoners' dead bodies;
- One case involving an organisation that provides long-term medical and psychological care as well as rehabilitation services to victims. The major international donors had withdrawn from the country, thus jeopardising the continuity and sustainability of the organisation's activities;
- One case involving an organisation that provided legal assistance to victims of human rights violations.

With respect to the 10 requests that were funded in 2005, in three cases the Foundation contributed to supporting the democratic life of organisations, with small amounts being granted to support the holding of statutory general assemblies. In other cases, the grants helped establishing structures in order to facilitate the launch of sustainable activities.

To throw some light on these examples, it was noted that:

- A total of about 40 requests were received in 2005. Some of these requests were denied. The secretariat of the Foundation examined each request and discussed it with the requesters, before, during and after the submission.
- A strict rule of confidentiality is applied in each case, which is why the names of beneficiaries are not mentioned in the reports. However, donors receive transparent information on the grants.
- The organisations represented by the members of the Board are not allowed to submit funding requests to the Foundation.
- The decision-making process requires self-evaluation, because learning processes are continuous exercises. The Board regularly discusses the follow-up and evaluation of the grants provided.

Christine M. Merkel pointed out that the task of maintaining and developing the Foundation's work is the responsibility of the Board and of the secretariat in Copenhagen, as well as of the members of the EMHRN, who have steadfastly supported the Foundation's activities with their advice and assistance.

## ***2.2. Presentation of the financial report***

Eskil Trolle, Treasurer of the EMHRF, submitted the Foundation's financial report for 2005<sup>7</sup>. He indicated that the Foundation's economic strategy is based on two thirds of the budget being devoted to human rights funding, with operating costs being limited to one third. This strategy will be in effect for the next three years.

As part of its revenues, the Foundation was the beneficiary of generous contributions from the Swedish International Development Cooperation Agency - SIDA (38 percent), the Danish International Cooperation Agency – DANIDA (32 percent) and the Dutch Royal Ministry of Foreign Affairs (approximately 30 percent).

The Foundation allocated the majority of its resources to human rights organisations and defenders (more than 75 percent), with the remainder covering salaries, per diem allowances, activity-related expenses and administrative expenses. These figures mainly due to the significant saving achieved on the staff component (because the Foundation does not yet have an Executive director).

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<sup>7</sup> The 2005 financial report is available on the Foundation's website in English, French and Arabic: <http://www.emhrf.org/13>

At last, the Foundation's net income in 2005 was approximately 1600 euros.

### **2.3. Discussion of the reports with the Council of Representatives**

The questions raised during the Consultation of the Council of Representatives<sup>8</sup> and the answers provided by the Board have been grouped by subject below.

#### **a) Political support and solidarity activities**

*Can the Foundation call upon the media and undertake solidarity activities as additional support for human rights defenders?*

The Foundation devotes itself exclusively to the material support of human rights defenders, in accordance with the mission set out at the EMHRN's General Assembly in Malta. Moral and media support is taken up by other organisations, such as the EMHRN and the Observatory for the Protection of Human Rights Defenders.

*To what extent is the Foundation considering cooperation with other institutions in this area?*

The Foundation does not aim to duplicate work done by other institutions. Its work is complementary to that of those institutions and it supports their actions when needed. There have been two cases in which the Foundation coordinated its activities with those of other institutions and forwarded applications to institutions better suited to support the applicants' requests.

#### **b) Funding risks and guarantees**

*What measures are taken by the Foundation to ensure that its funding reaches the targeted persons transparently and is used in a satisfactory manner?*

The Foundation's Board and Secretariat are responsible for ensuring that the funds are granted to the targeted individuals and organisations. Precautionary measures are taken and a certain amount of information is gathered before, during and after grants are allocated. In addition, the Foundation has a vast network of trusted contacts in the region. Finally, funding contracts include several accountability provisions and a regular follow-up on the beneficiaries is undertaken by the Secretariat and the Board. The Foundation reserves the right to demand reimbursement of the funds granted when the purpose of the contract has not been met. The Foundation incurs some risks but these are modest. While the Foundation is a flexible tool, the beneficiaries must be accountable.

*What measures are taken by the Foundation to ensure that its financial support will not increase the risks faced by the beneficiaries?*

A first measure is the rule of confidentiality with respect to the review of applications, contacts with the organisation and other institutions, decision-making and the transfer of funds. Confidentiality also applies to all documents made available to the public. Names, countries and amounts are deleted from these documents. To date, the Foundation has not created problems for beneficiaries.

*To what extent does the Foundation take the risk of corruption into account?*

Even though, in most countries of the region, funding from outside sources is prohibited, only one regrettable case of corruption has been recorded and sanctioned among the more than 500 organisations in the region over the past five years. In any event, the size of the amounts granted by

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<sup>8</sup> The main participants in the discussion were as follows: Redwan Ziadeh, Damascus Center for Human Rights Studies (Syria); Anne-Laurence Lacroix, World Organisation Against Torture (Switzerland); Akram Al-Bunni, Civil Society Committees (Syria); Ali Zeidan, Libyan League for Human Rights (Libya); Ali Diwan, Irak Association for Human Rights (Denmark); Hussain Shaban, Arab Organisation for Human Rights (United Kingdom); Mokhtar Trifi, Ligue tunisienne de défense des droits de l'Homme (Tunisia); Mohammed Rahali, Ligue algérienne des droits de l'Homme (Algeria); Aktham Naisseh, individual representative (Syria); Naser Al-Ghazali, Damascus Centre for Theoretical and Civil Rights Studies (Syria - Sweden); Nizam Assaf, Amman Centre for Human Rights Studies (Jordan); Caroline Stainier, individual representative (Belgium).

the Foundation limits such risks. In a few exceptional cases, the Foundation takes a risk by trusting an institution or an individual, but that risk is calculated. The risk is shared - accountability is a rule that applies to all – and the beneficiaries have honoured their obligations.

**c) Distribution of the financial support**

*What is the percentage of individual support compared to institutional assistance?*

In 2005, the Foundation had only one case of individual support vs. nine cases of institutional assistance.

*What is the percentage of emergency assistance compared to normal assistance?*

Half of the interventions were provided on an emergency basis during the year. In the future, the Foundation plans to intervene in approximately 30 cases each year (about 10 emergency interventions and about 20 cases of normal support).

*What about the representation by gender? Are there data on the percentage of female beneficiaries?*

There are no data on gender segregated data for 2005, but in the future the Foundation will publish data in that sense.

**d) Timeframes and beneficiaries of the interventions**

*What are the timeframes for delivering emergency and non-emergency assistance?*

In cases of emergency decisions, the timeframe is a maximum of 10 days and can be shorter if the lives of individuals are at stake. Applications made under normal circumstances are studied at the Board meetings, which take place two or three times a year. The dates of the meetings are posted in the website.

*Can EMHRN members receive funding?*

Yes but funding is not restricted to members of the EMHRN. In 2005, half of the grants were given to organisations and individuals who are not members of the Network. The Foundation is a tool serving the human rights movement at large in the region.

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### **3. Actions to be undertaken in 2006-2007**

#### ***3.1. Presentation of the action plan***

Lynn Welchman, member of the Board of the EMHRF, presented the action plan for 2006-2007<sup>9</sup>. She mentioned that the actions described in the plan are proposed in response to the assessment made by the Foundation during 2005 and therefore required discussions with the Council of Representatives.

a - Many human rights defenders face serious health problems because they have been deprived of their freedom or have been subjected to harassment, restrictions to their rights or ill treatment. Financial assistance can be made, either by supporting the establishment or consolidation of institutions designed to take care of these specific problems or by providing funds directly to human rights defenders facing the problems. How could the Foundation best strategize on this issue?

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<sup>9</sup> The action plan can be requested by the participants at the EMHRF Secretariat.

b - It is not part of the Euro-Mediterranean Foundation's mandate to provide "bridging funding", but the Foundation is not indifferent to the sudden financial problems faced by some well-known organisations, most of which are subject to restrictions in carrying out their activities. The question of the appropriateness of this support was submitted to the Council of Representatives for discussion.

c - The visits to priority countries in the region would aim at identifying and meeting potential recipients of Foundation assistance in order to respond strategically to the needs of human rights defenders and organisations. Which number and priority status of the visits?

d - Strengthening and coordination of international partnerships would aim at providing effective both political and financial assistance to defenders in the region. It would enhance the effectiveness of existing initiatives and prevent duplication of actions. A list of non exhaustive potential partners and actions (such as organising a round table with other like-minded institutions; applying for membership to the European Foundation Centre) was submitted to the Council of Representatives. The question of the appropriateness of this action was submitted to the Council of Representatives for discussion.

e - Furthermore, the Foundation is planning to prepare and finalize its funding strategy. Fundraising activities will essentially be aimed at identifying donors, thus making it possible to secure and diversify sources of funds for the EMHRF. Due diligence will be the principle applicable to all fund-raising activities of the Foundation and it will establish clear and transparent rules in this regard. The question of fundraising was also submitted to the Council of Representatives for discussion.

### ***3.2. Presentation of the budget related to the action plan***

Eskil Trolle, Treasurer of the EMHRF, presented the budget for 2006-2007<sup>10</sup>. He informed the participants that the EMHRF plans to function with an annual budget of approximately 550,000 euros in 2006 and 650,000 euros in 2007.

The EMHRF expects to receive an increasing number of applications and therefore plans to increase the number of grants within the period 2006-2007. The budget is established in order to be able to support about 10 urgent applications and 15 to 20 ordinary applications per year.

Furthermore, the EMHRF plans to fundraise from public and private institutions in order to diversify its funding sources enabling it to function with a budget of which 2/3 is allocated to the grant making capital and 1/3 to administrative within a three years time span. In this regard, the Foundation will look into possibilities of cooperation with both private foundations and institutions and public agencies.

### ***3.3. Discussion and suggestions regarding the action plan and budget***

The questions and answers raised during the Consultation of the Council of Representatives<sup>11</sup> have been grouped by subject below.

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<sup>10</sup> The budget related to the action plan can be requested by the participants at the EMHRF Secretariat.

<sup>11</sup> The main participants in the discussion were as follows: Mokhtar Trifi, Ligue tunisienne de défense des droits de l'Homme (Tunisia); Caroline Stainier, individual representative (Belgium); Akram Al-Bunni, Civil Society Comities (Syria); Khemais Ksila, Comité pour le respect des libertés et des droits de l'Homme en Tunisie – CRLDHT (Tunisia); Anna Bozzo, individual representative (Italy); Wadih-Ange Al-Asmar, SOLIDA (Lebanon); Nizam Assaf, Amman Centre for Human Rights Studies (Jordan); Anne-Laurence Lacroix, World Organisation Against Torture (Switzerland); Redwan Ziadeh, Damascus Center for Human Rights Studies (Syria); Ali Diwan, Irak Association for Human Rights (Denmark).

**a) Funding issues**

Questions:

*How do you choose the governments you want to ask funding from?*

The governments are chosen on a pragmatic basis and on the basis of due diligence that the Board tries not to be compromised. The Board decided that no funding will be sought at this stage from US governmental sources.

*Why the budget for this consultation is so high?*

The price of this meeting is done in coordination with the EMHRN. The EMHRF is paying 1/5 of the overall costs of the consultation.

Suggestions:

*Could the EMHRF make loans rather than grants when well-known organizations are facing a sudden financial crisis?*

It is legally problematic for the Foundation to make loans because it falls outside its mandate to have assets with institutions.

*Could the EMHRF make an award to individuals in order to avoid governmental pressures?*

Some international organizations give awards to human rights defenders and the Foundation tries to avoid as much as possible any duplication of actions with these. Furthermore, it would legally be problematic as the Foundation does not aim at rewarding human rights defenders for their previous activities but rather at assisting them when they are at risk and in pursuing their activities.

*Did the EMHRF think of establishing an endowment (Waqf) – a commercial investment which could ensure a source of financing and be independent at the same time?*

The idea of income generation will be discussed at a later stage within the Board.

**b) Visits to the region**

Suggestions:

*During the consultation, the representatives expressed different opinions regarding visits to the region. Some of them suggested that credible contact persons could be used in each country instead of the board going to the region. Others insisted on the necessity to make visits to countries recalling the mandate of taking the risks of supporting new and emerging organisations that are not known in order to assess them and their needs.*

The budgetary concerns will always be balanced by the Board. Furthermore, the Board is already using credible contact persons in most of the countries in the region and visits would only be limited to two priority countries per year.

*Could the EMHRF appoint a follow-up committee (consisting in EMHRN members and others) to be consulted on specific actions/activities?*

The idea of consulting a follow-up committee will be discussed within the Board considering that the Foundation should primarily stay flexible and not become too bureaucratic.

**c) Strengthening international partnerships**

Suggestion: *Complementarities of actions should be strengthened when identifying partners, applicants and obtaining evaluation.*

The question of complementarities is a priority matter for the Board. The Foundation has already been in contact with other international institutions in order to exchange information and opinions.

**d) Confidentiality**

*Suggestion: Could a small budget be set aside in order to increase confidential and secure communication while at the same time sharing relevant information with the public in general?*

The Foundation is in the process of launching an independent website and its main activities are also mentioned in the EMHRN newsletter distributed to all members. The Foundation is also working on an encryption system to ensure security of communications with applicants/beneficiaries and between the Secretariat and the Board.

**e) Gender issues**

*Suggestions:*

*Women human rights defenders, victims of violence are really in need in the region.*

*The EMHRF should integrate gender mainstreaming in its programs, activities and structures.*

Women human rights defenders can equally benefit as men from the EMHRF financial support. The issue of gender and empowerment of women is a key issue for the Foundation.

**4. Closure of the first Consultation of the Council of Representatives**

The first Consultation of the Council of Representatives was officially closed by Khadija Cherif, Chairperson of the Consultation and Driss El Yazami, President of the Foundation, who thanked all participants for their precious contributions. They noted the importance and relevance of such a meeting, which is a space for both formal and informal discussions and proposals for future actions from the representatives to the Board.

The Foundation is not an ordinary donor and has established clear and specific priorities in this regard. The human rights defenders in the region are under extreme pressure and the most important action is to support them effectively.

They noted that it has been a constructive consultation where previous activities had been discussed but also possible future actions. One of the important questions raised is the enormous need in the region for rehabilitation of human rights defenders, victims of torture and former prisoners of conscience. A platform to identify new trends and needs in the region with other like-minded institutions might be needed in the near future.

They finally addressed a special thanks to the staff that had organised and worked on this first Consultation of the Council of Representatives.

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## APPENDIX 1: AGENDA, FIRST CONSULTATION OF THE COUNCIL OF REPRESENTATIVES

### Consultation of the Council of Representatives of the EMHRF

Madrid, Sunday 14th May 2006

#### **14.30-14.45: Opening of the Consultation of the Council of Representatives**

*Driss El Yazami, President of the EMHRF*

#### **14.45-15.00: Election of the Chairperson and Note Takers for the meeting**

*Driss El Yazami, President of the EMHRF and Members of the Board*

- Nomination of the Chairperson by the Board
- Nomination of two note takers by the Board
- Approval by the Council of Representatives

#### **15.00-16.00: 2005 Narrative and financial reports of the EMHRF**

*Chairperson and Board of the EMHRF*

- Presentation of the annual activity report of the EMHRF  
*Christine M. Merkel, Vice-president of the EMHRF*
- Presentation of the audited annual report of the EMHRF  
*Eskil Trolle, Treasurer of the EMHRF*
- Discussion on the reports with the Council of Representatives  
*Chairperson and Board of the EMHRF*

#### **16.00: Coffee Break**

#### **16.15-18.00: 2006-2007 Action plan and budget**

*Chairperson and Board of the EMHRF*

- Presentation of the action plan for 2006-2007  
*Lynn Welchman, Member of the Board*
- Presentation of the budget for 2006-2007 related to the action plan  
*Eskil Trolle, Treasurer of the EMHRF*
- Discussion on the action plan, budget and proposals with the Council of Representatives  
*Chairperson and Board of the EMHRF*
- Any other business  
*Chairperson and Board of the EMHRF*

#### **18.00: Closure of the Consultation of the Council of Representatives**

*Chairperson and Driss El Yazami, President of the EMHRF*

## APPENDIX 2: LIST OF PARTICIPANTS, FIRST CONSULTATION OF THE COUNCIL OF REPRESENTATIVES

### Participants in the Consultation of the Council of Representatives 2006

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### Participants à la Consultation du Conseil des représentants 2006

#### BOARD / CONSEIL D'ADMINISTRATION

Mr.	Driss	El Yazami
Mrs.	Christine M.	Merkel
Mr.	Eskil	Trolle
Mrs.	Lynn	Welchman
Mr.	Kamel	Jendoubi
Mr.	Khémaï	Chammari

#### REGULAR REPRESENTATIVES / REPRÉSENTANTS ORDINAIRES

##### National:

ACSUR Las Segovias, Association for Co-operation with the South	Mr	José Moises	Martin
ADALAH, The Legal Center for Arab Minority Rights in Israel	Ms	Orna	Kohn
Al-Haq	Ms	Nina	Attallah
Al Mezan Center for Human Rights	Mr.	Issam	Younis
Al-Urdun Al-Jadid Research Center (UJRC)	Mr.	Hani	Hourani
Amman Center for Human Rights Studies	Mr.	Nizam	Assaf
Arab Association for Human Rights (HRA)	Mr.	Mohammed	Zeidan
Arab Organisation for Human Rights	Mr	Hussain	Aziz Shaban
Association Démocratique des Femmes du Maroc (ADFM)	Ms	Rabia	Naciri Ghoumari
Association marocaine des droits humains (AMDH)	Mr.	Amine	Abdelhamid
Association tunisienne des femmes démocrates	Mrs.	Khadija	Cherif
Beirut Bar Association	Mr.	Raymond	Chedid
Bruno Kreisky Foundation for Human Rights	Mr	Stefan	Lütgenau
B'Tselem	Ms.	Anat	Barsella
Collectif des familles de disparu(e)s en Algérie	Mrs.	Nasséra	Dutour
Comite pour le Respect des Libertés et des Droit des l'Homme en Tunisie (CRLDHT)	Mr	Khémaï	Ksila
Conseil National pour les Libertés en Tunisie (CNLT)	Mr.	Noureddine	Benticha
Damascus Center for Theoretical and Civil Rights Studies	Mr.	Naser	Al-Ghazali
Danish Institute for Human Rights	Mrs	Birgit	Lindsnæs
Danish Institute for Human Rights	Mr	Klaus	Slavensky
80.20 Education and Acting for a Better World	Mr.	Colm	Regan
Espace Associatif	Mr.	Alahrash	Alsadeeq
Federación de Asociaciones de Defensa y Promoción de los Derechos Humanos	Ms	Luisa	Sirvent
Fédération des Tunisiens pour une Citoyenneté des Deux Rives (FTCR)	Mrs	Bahija	Ouezini

Foundation for Human & Humanitarian Rights Lebanon  
 Greek Committee for International Democratic Solidarity (EEDDA)  
 Human Rights Centre - University of Essex  
 Humanist Committee on Human Rights (HOM)  
 International Association for the Protection of Human Rights in Cyprus  
 Iraqi Human Rights Society  
 Libyan League for Human Rights  
 Ligue Algérienne des Droits de l'Homme (LADH)  
 Ligue des droits de l'Homme (LDH)  
 Ligue Tunisienne pour la Défense des Droits de l'Homme (LTDH)  
 Mediterranean Academy of Diplomatic Studies  
 Mouvement franco-libanais SOLIDA  
 Organisation Marocaine des Droits Humains (OMDH)  
 Palestinian Centre for Human Rights (PCHR)  
 Palestinian Centre for Human Rights (PCHR)  
 Palestinian Human Rights Organisation in Lebanon (PHRO)  
 Rehabilitation and Research Centre for Torture Victims (RCT)  
 Rehabilitation and Research Centre for Torture Victims (RCT)  
 René Moawad Foundation  
 Rights and Freedom Association  
 Sisterhood is Global Institute (SIGI)  
 Swedish Refugee Aid (SWERA)  
 TAPRI Mediterranean Studies Project  
 The Public Committee Against Torture in Israel

Mr.	Hikmat	Deeb
Mr.	Theocharis	Papamargaris
Mr.	Iain	Byrne
Mr.	Jan	De Vries
Mr.	Eleftherious	Eleftherios
Mr	Ali	Diwan
Mr.	Ali	Zeidan Mohamed
Mr	Mohammed	Rahali
Mr.	Michel	Tubiana
Mr.	Mokhtar	Trifi
Mr	Omar	Grech
Mr.	Wadih-Ange	Al-Asmar
Mr	Abdellah	El Oualladi
Mr	Hamdi	Y. H. Shaqqura
Mr.	Iyad	Al Alami
Mr.	Mohamad Bassam	Hubeichi
Ms	Inge	Margrethe Søs
Mr.	Jan Ole	Haagensen
Mrs	Delphine	Compain
Mr	Hayat	Hussein
Ms	Lina	Alqurah
Ms	Eva	Hildegard Norstrom
Mr	Tuomo	Melasuo
Mr	Louis	Frankenthaler

### **Regional :**

Cairo Institute for Human Rights Studies  
 Centre for Media Freedom (CMF MENA)  
 Collectif 95 - Maghreb Egalité  
 Comité International Pour la Paix (CIPA)

Mr	Moataz	El Fegiery
Mr.	Said	Essoulami
Ms.	Caroline	Brac de la Perrière
Mr	Madjid	Benchikh

### **INDIVIDUAL REPRESENTATIVES/ REPRÉSENTANTS INDIVIDUELS**

-	Mr.	Aktham	Naisse
-	Mr.	Jon	Rud
-	Mr.	Per-Olov	Stadig
-	Ms.	Caroline	Stainier
-	Mr.	Negad	Mohamed El-Borai
-	Mr.	Georges	Assaf
-	Ms.	Samira	Trad
-	Ms.	Anna	Bozzo

### **ASSOCIATE REPRESENTATIVES/ REPRÉSENTANTS ASSOCIÉS**

Foundation for International Studies, Malta  
 World Organization against Torture (OMCT)

Mr.	Pascal	Briguglio
Mrs	Anne-Laurence	Lacroix

## OBSERVERS/ OBSERVATEURS

Autonoma University of Madrid	Mrs Gema	Martin-Muñoz
Balkan Human Rights Network	Mrs Aida	Vezic
Balkan Human Rights Network	Mrs Snjezana	Ivandić
CCOO (Trade Union)	Mr. Isaías	Barrenada
Civil Society Comities (CSC)	Mr. Akram	Al- Bunni
Damascus Centre for Human Rights Studies	Mr. Redwan	Ziadeh
Danish Embassy in Madrid	Mrs. Marianne	Thomsen
EuroMed NGO Platform	Mr. Mourad	Allal
Ford Foundation	Mr. Yousry	Mustafa
Fundación Paz y Solidaridad	Mrs Maria	Romay Barja de Quiroga
Human Rights Institute of Catalonia (IDHC)	Mrs. Aida Maria	Guillén Lanzarote
Movement for Peace, Disarmament and Liberty (MPDL)	Mrs Marta	Iglesias López
Netherlands Ministry of Foreign Affairs	Mrs Judith	Maas
Poland International Helsinki Federation for Human Rights	Mrs Agata	Forys
Sisterhood is Global Institute (SIGI)	Mr Munir	Idaibes
Swedish International Development Cooperation Agency (SIDA)	Mrs Karin H.	Fyrk
-	Mr. Ahmad	Hissou
-	Mr Danial	Saoud
-	Mr. Ghayath	Naisse
-	Mr Iván	Martín

## STAFF/ PERSONNEL

EMHRN Executive Director	Mr Marc	Schade-Poulsen
EMHRF Coordinator	Ms Anne-Sophie	Schaeffer

## **APPENDIX 3: PROCEDURES FOR THE CONSULTATION OF THE COUNCIL OF REPRESENTATIVES**

*The present procedures are made as an application of the Statutes of the Foundation. They complete the Statutes. None of the dispositions in the present rules of procedure can be interpreted contradictory to the statutes. In case of difficulties the disposition of the statutes is primary.*

### **1. Convening of the Council of Representatives**

The meeting of Representatives shall be convened by not less than 30 (thirty) days' notice prior to the meeting.

### **2. Agenda of the meeting of Representatives**

The Board of the EMHRF shall prepare the agenda of each consultation of Representatives and communicate it to the Representatives at least 30 (thirty) days before the session.

In addition to the agenda of the meeting of Representatives, the following documents shall be sent to each of the members of the Council of Representatives:

- The annual Board's report on the Foundation's operations and activities from the previous year
- The audited annual report from the previous year
- Proposals for an action, activity plan and budget for the next year
- Other documents as deemed necessary

### **3. The Conduct of the Consultation**

The conduct of the meeting of Representatives shall take place under the authority of the appointed Chairperson regarding the order of speakers, length of speech and points of order.

### **4. Consultation of the Council of Representatives**

The Consultation consists of four parts:

- The first part is devoted to the presentation of the activity and financial reports of the EMHRF from the previous year by the Board
- The second part is devoted to the presentation of the activity plan as well as the budget for the next year by the Board
- The third part is devoted to the presentation of the nomination of Board members and auditors
- The fourth part is devoted to the discussion of proposals received from the Representatives to the Secretariat of the EMHRF

The meeting is chaired by the elected Chairperson and the Board.

After the election of the Chairperson, the Board nominates two note takers for approval by the Representatives.

### **5. Election and Duties of the Chairperson**

The election of the Chairperson of the meeting takes place before the first part. The Board nominates the Chairperson for approval by the Representatives.

The Chairperson shall:

- Declare the opening and closure of the consultation of the Council of Representatives
- Direct the discussions, handle the list of speakers, keep a record of all suggestions that are put forward and handle the order of propositions

## **6. Voting Procedures**

The role of the Council of Representatives is advisory to the Board.

Approvals made at meetings of Representatives, if requested by the Board for the purpose of consultation, shall be passed by simple majority of Representatives present at the meeting.

Each representative, though its designated delegate, is entitled to one vote only.

The Council of Representatives shall approve the nomination of the Chairperson and of the two note takers by a show of hands

Approvals by a show of hands shall be counted by the President and two members of the Board, and the results shall be announced by the President of the Board.

## **7. Proposals**

There shall be two categories of proposals:

- Proposals concerning the EMHRF's activities shall be submitted in writing in one or more of the working languages to the Board not less than 22 (twenty two) days prior to the meeting of Representatives.
- Proposals on issues related to serious risks or pressure on human rights defenders or organizations in the region taken place during the two-month period before the meeting of Representatives shall be submitted in writing in one or more of the working languages to the Board not less than 22 (twenty two) days prior to the meeting of Representatives. If the risks or pressures faced by human rights defenders or organizations started during the three weeks prior to the meeting, the proposal can be presented during the meeting.

The Secretariat shall forward the proposals to all Representatives as soon as practicable, and preferably no later than 21 (twenty one) days prior to the meeting.

The Board shall be responsible for ensuring as far as possible that proposals, which are relatively similar, are merged and that those, which are clearly outside the competence of the Foundation, are deleted from the agenda.

If there are several proposals, the Chairperson shall decide the order in which they will be discussed during the fourth part of the meeting.

## **8. Minutes of the meeting of Representatives**

Minutes shall be recorded of any consultation of the Council of Representatives. They should state the content of the matter and which proposals were made.

The minutes should be confirmed by the Board and circulated to the Representatives not later than 9 (nine) weeks after the meeting.

The minutes shall be signed by the President, the Treasurer and the Executive Director when accepted by the Council of Representatives as correct at the beginning of its next session.

### **9. Languages**

The working languages of the Foundation, English, French and Arabic, shall be used at all meetings of the Representatives

Simultaneous interpretation shall be arranged in the working languages at all meetings of the Representatives

At the request of any representative offering to pay the extra cost, the Foundation if practicable shall also provide simultaneous interpretation into and from the representative's language.

### **10. Guests and observers**

At the discretion of the Secretariat and the Host Representative, and in consultation with the Board, representatives may bring guests to the meeting.

### **11. Services Provided**

The Secretariat of the EMHRF shall be responsible for:

- Distributing to representatives all Conference documents;
- The provision of simultaneous interpretation during the meeting.