

**THE REGULATIONS OF THE STEERING COMMITTEE
OF EURASIAN HARM REDUCTION ASSOCIATION (EHRA)**

I. STEERING COMMITTEE – GENERAL PROVISIONS

1. Role of the Steering Committee

- 1.1. The Steering Committee is the collegial governance body of the Association.
- 1.2. The main function of the Steering Committee is to facilitate the fulfillment of the Association's mission by leading the strategy development and overseeing its implementation.

2. Membership and structure of the Steering Committee

- 2.1. The members of the Steering Committee are elected by the Regional Meetings (in-person or through online voting) for three-year terms.
- 2.2. The Steering Committee is formed of 11 elected representatives of the Association regions and 2 representatives of the community of people who use drugs.
- 2.3. The Steering Committee consists of the Steering Committee Chairperson, Co-Chair(-s) and Steering Committee members.
- 2.4. Number of Steering Committee members per region and representation of the community of people who use drugs is defined as follows:
 - Central Asia - 2 Steering Committee members,
 - Russia - 1 Steering Committee member,
 - Belarus, Ukraine, Moldova - 2 Steering Committee members,
 - South and Eastern Europe - 2 Steering Committee members,
 - Central Europe - 2 Steering Committee members,
 - Baltic States - 1 Steering Committee member,
 - Caucasus - 1 Steering Committee member,
 - Community of people who use drugs - 2 Steering Committee members.
- 2.5. The total number of Steering Committee members representing regions and community of people who use drugs is 13, but it can be redefined by the Steering Committee triennially considering the Association development dynamic.
- 2.6. A country represented in a particular region may have only one representative in the Steering Committee who is elected through regional elections (Regional Meetings).
- 2.7. Representatives of the community of people who use drugs represent the Association's whole geographical area and should be from different countries.
- 2.8. Restriction of terms of rotation for Steering Committee members is applied – maximum 2 terms in a row are possible (6 years in total).
- 2.9. In order to ensure succession and consistency of Steering Committee's activities, Steering Committee members are elected by rotation. This means that no more than 7 Steering Committee members may be re-elected at a time.

3. Rights and Responsibilities of the Steering Committee Members

3.1. The Steering Committee members work on a voluntary basis and do not receive financial compensation for their work within the Steering Committee.

3.2. The key areas of responsibility of the Steering Committee are as follows:

- a) to appoint (elect) and recall the Executive Director of the Association from the candidates proposed by the Chair or Co-Chair(-s) of the Steering Committee;
- b) to decide on the legal address of registration of the Association;
- c) to take decisions regarding the establishment of other legal entities or to take decisions to become a member of other legal entities;
- d) to be lead on the strategy development of the Association;
- e) to oversight the implementation of the strategic plan and carry out its mid-term review;
- f) to define performance expectations of the Secretariat and other operational structures, and, through the Steering Committee Chair and Co-Chair(-s), supervise these institutions to assess their performance and hold them accountable to expectations;
- g) to approve or deny new membership applications to join the Association;
- h) to give a consent for the Executive Director for submissions of applications for funding with a value of more than €1,000,000 (one million) EUR;
- i) to oversee the financial health of the Association through the Treasurer and his/her timely reporting to the Steering Committee;
- j) to promote implementation of the Association's mission through Steering Committee activities, including:
 - o to establish, when required, expert groups or task groups for resolving or examining specific issues and problems, consisting of the Association members, staff of Secretariat and invited experts under the leadership of the Steering Committee member(-s);
 - o to participate in required meetings, teleconferences, email conferences, and expert/task groups meetings and calls;
 - o to lead and represent the Association as champions of its mission and plan;
 - o to represent the Association in each CEECA region and key constituency, and promote the Association's projects and membership;
 - o to participate in visible and vocal advocacy on the Association's priority issues.

4. The Chairperson and Co-Chair(-s)

4.1. The Steering Committee elects a Chair and Co-Chair(-s).

4.2. The Chair and Co-Chair(s) are elected by the full membership of the Steering Committee for the same three-year term.

4.3. The Chair of the Steering Committee is responsible for the following:

- a) leadership of the Steering Committee;
- b) setting the agendas of the Steering Committee meetings;
- c) facilitating discussions at Steering Committee meetings;
- d) identifying Steering Committee members for committees, expert groups, and tasks;
- e) orienting newly elected Steering Committee members, maintaining communication with individual Steering Committee members to assess their abilities and ambitions related to their participation and professional development in the governance of the Association and harm reduction advocacy, and holding individual Steering Committee members accountable for their assignments and required participation;
- f) serving as liaison with the General Meeting and the Regional Meetings;
- g) supervising and supporting the Executive Director of the Association by:

- recruiting the Executive Director;
 - representing the Steering Committee and serving as the point of connection with the Secretariat through communication with the Executive Director;
 - monitoring the overall implementation of the workplan, tracking progress, and supporting the Executive Director to make adjustments to tasks, personnel, and resources to achieve the outcomes defined in the strategic plan;
 - advising and providing support to the Executive Director of the Association in decision-making;
 - defining the term of the Executive Director's contract of employment.
- 4.4. The Co-Chair(-s) shall substitute the Chair when he/she is not able to execute his/her functions.
- 4.5. The Chair and Co-Chair(-s) are elected by members of the Steering Committee at the in-person meeting once every three years by anonymous voting and with the majority of voices.

5. The Secretary

- 5.1. Is appointed by the Executive Director of the Secretariat;
- 5.2. Is a member of the Secretariat staff;
- 5.3. Organizes the process of Steering Committee members' elections;
- 5.4. Takes notes for protocol during Steering Committee annual meetings and approves the protocol with the Chairperson;
- 5.5. Protocol of the annual meetings of the Steering Committee shall be sent by the Secretary to all members of the Steering Committee within 5 days after a meeting. The protocol shall be considered as accepted if none of the members objects to the Secretary within 5 working days from sending out the protocol.

6. The Treasurer

- 6.1. The Steering Committee elects the Treasurer from its members for a three-year term or invites an external expert in case of lack of financial expertise among the Steering Committee members. The Treasurer implements his duties on a volunteer basis.
- 6.2. The Treasurer oversees the financial matters of the Association in line with good practice and in accordance with legal requirement, the Association Statute, Steering Committee Regulations and Terms of Reference for the position of Treasurer.
- 6.2. The Treasurer reports to the Steering Committee at regular intervals, identified in Terms of Reference for the position of Treasurer, about the financial health of the Association.
- 6.3. The responsibilities of the Treasurer are:
- a) assume a leadership role in the Steering Committee on financial matters;
 - b) review and approve the audited financial statements;
 - c) discuss and approve the annual budget;
 - d) approve the operational policy;
 - e) ensure accountability and transparency of the Association's finances and operations;
 - f) review annual financial report including budget monitoring, cashflow and the balance sheet;
 - g) periodically assess the financial risks facing the organization;
 - h) work with the Executive Director and the Finance Team Lead to ensure that appropriate financial reports are made available to the Steering Committee and Advisory Board on a timely basis;
 - i) present the annual budget and annual financial report to the Advisory Board for approval;
 - j) monitor progress in generating funds to ensure that the organization has adequate resource to carry out its objectives.

7. Decision-making

7.1. Steering Committee makes its decisions by simple majority of votes if the issues are not indicated as particularly important.

7.2. In case of particularly important issues (such as changes in membership and the Regulations of the Steering Committee), decisions require 60% majority of Steering Committee votes.

8. Working languages

Working languages of the Steering Committee are English and Russian.

9. Regulations validation

The Regulations of the Steering Committee should be approved by the Steering Committee and may be adopted by the General Meeting of members.

II. ELECTIONS OF THE STEERING COMMITTEE MEMBERS FROM REGIONS

1. Election of the Steering Committee members are conducted through the Regional meetings.

2. Regional meetings to elect/rotate Steering Committee members are convened by the Executive Director.

3. The Executive Director must publicly inform the members of the Association about the elections in the course of the Regional meetings on a webpage of the Association and by writing to the email addresses provided by the members, no later than 7 days before the Regional Meeting.

4. Notification of Steering Committee election must include:

- a) a list of all current Steering Committee members;
- b) a list of Steering Committee members subject to rotation with a note of a region they represent or with a note of representation of community of people who use drugs;
- c) requirements for candidates;
- d) schedule of elections.

5. Requirements for the candidates

- a) be a member of the Association;
- b) demonstrate readiness and ability to work responsibly and actively as a Steering Committee member;
- c) follow the principles listed in the Association Steering Committee Regulations;
- d) in case of the regional representative elections – to reside within a region participating in the current elections;
- e) in case of representative elections from the community of people who use drugs – to live within Association geographical region and to be an individual who is a former or current person who use drugs and can represent interests of the community of people who use drugs;
- f) to avoid a potential conflict of interests, candidates cannot be representatives of Association's donor organizations.

6. Schedule of elections includes:

- a) the deadline for candidates' applications;
- b) the date of voting start;
- c) the date of voting finish;

- d) the date of announcement of a vote result.

7. The procedure of nomination

7.1. Candidates' applications are filled in online, on Associations webpage or online platform, within 2-4 weeks after the public announcement. Candidates are responsible for timely submission of their applications. Applications must be in Russian or English.

7.2. Candidate's application must include:

- a) candidate's full name and contact information (address, phone, e-mail);
- b) formal consent of a candidate to participate in the elections;
- c) candidate's up-to-date CV;
- d) motivation letter with description of reasons for his/her affiliation with the Steering Committee and vision of his/her role and function in the Steering Committee;
- e) candidate's photo (not larger than 5MB).

7.3. The Secretary sends a notification to a candidate within 2 working days, that the application is received. If the application is incomplete, the Secretary immediately requests the missing information from a candidate.

8. The procedure of voting

8.1. After the nomination period is elapsed, the Secretary publishes the list of candidates on the Association's website and announces the start of voting. Announcement should also be sent by email to the Association members.

8.2. The voting is conducted online on a relevant platform.

8.3. The process of online voting must last at least 2 weeks.

8.4. A voter is responsible for timely submission of his/her vote.

8.5. Voting right:

- a) each Association member (an individual and organizational) has only one vote in regional representative elections and one vote in the elections of representatives of community of people who use drugs.
- b) voting right is exercised by an employee, participant or member of the management body of that legal person (of the organization) on the basis of a written and signed letter of approval from the legal person in question. A letter of approval to participate in a Regional meeting of the Association and exercise the voting right shall be given in writing. A letter of approval shall be drawn up in Russian or English language and may be sent to the Association before a Regional meeting in electronic version in a form of scanned letter in PDF format with a signature of legal person in question to the e-mail address: members@harmreductioneurasia.org.

8.6. The vote will not be counted as valid if:

- a) the voter is not from the region in which Steering Committee member is elected;
- b) the voter is not an individual or/and organizational member of the Association;

- c) other representative of the organization voted, and letter of approval of his representation of the organizational member was not sent to the Secretary;
- d) the voter voted more than one time (only last vote will be counted);
- e) the voter is a supporting member of the Association.

8.7. In case when there is only one candidate nominated from the region who has never been previously elected as a Steering Committee member, the elections are carried out in line with the regular elections procedure. However, if a sole nominee is entering the second term of Steering Committee membership, he/she is appointed without the elections.

8.8. The elections are valid if no less than one third of all members of the region are participating in the meeting. The decision is made by a majority of votes of the members of the Association participating in the meeting.

8.9. The list of elected Steering Committee members is sent to all Association members and published on the Association website.

III. ELECTION OF REPRESENTATIVES OF COMMUNITY OF PEOPLE WHO USE DRUGS

1. Representatives of the community of people who use drugs are elected through the General Meeting by those members of the Association, who identify themselves as representatives of community of people who use drugs. Voting and nomination will be organized among this constituency.

2. Nomination should be proceeded using steps described above.

3. Nominees are encouraged to provide a letter of support from a community group of people who use drugs, regional or global network of people who use drugs. International Network of People Who Use Drugs (INPUD), Eurasian Network of People Who Use Drugs (ENPUD) and European Network of People Who Use Drugs (EuroNPUD) are informed about the process of election of Steering Committee members representing community of people who use drugs. INPUD, ENPUD and EuroNPUD can issue recommendations regarding the candidates. In case when candidates receive equal amount of votes in the elections, the Steering Committee consults with INPUD and ENPUD to make the final decision.

4. Voting is proceeded using the procedure described above among the constituency of community of people who use drugs.

5. The decision is made by a simple majority of votes of the members of the Association participating in the elections of the representative of community of people who use drugs.

IV. EARLY RE-ELECTION

Early re-election takes place in two cases:

- a) if the elected Steering Committee member is not able to perform his/her responsibilities, he/she must inform the Steering Committee and the Secretary who in turn may initiate re-election;
- b) if a particular Steering Committee member fails to perform his/her duties (does not attend conference calls or does not participate in e-mail conferences for the period of 3 months or more), Steering Committee has the right to initiate re-election of the Steering Committee member in question within the region or among constituencies. Decision on the re-election of a Steering Committee representative can be made by 2/3 majority of the current Steering Committee members excluding

the member subject to re-election. The member in question should have an opportunity to provide explanations in person, via e-mail or through his/her representative.

V. MEETINGS AND COMMUNICATIONS

1. Steering Committee meetings

1.1. The Steering Committee convenes meetings at least once a year if there are no financial constraints.

1.2. To satisfy the quorum requirements, at least half of Steering Committee's full members must be present at the meeting. Steering Committee members cannot delegate their votes for participation in a Steering Committee meeting in their absence.

1.3. The agenda is sent by the Secretary at least 1 week before the date of the Steering Committee meeting.

1.4. Steering Committee meetings are valid when more than half of members are present, unless provided otherwise in the Regulations of the Steering Committee.

1.5. All decisions are made by a majority of votes of the members of the Steering Committee participating in the meeting, unless provided otherwise in the Regulations of the Steering Committee.

1.6. The Chairperson:

- a) opens a Steering Committee meeting provided that the quorum requirements are satisfied;
- b) calls for discussion and approval of the Steering Committee meeting agenda;
- c) facilitates the process of discussing the agenda items and making required decisions;
- d) has the right to limit the speech time of Steering Committee members on agenda items on the grounds of expedience and considering the overall time of the meeting.
- e) reviews and approves the meeting's protocol.

2. E - mail communications

A number of questions related to the Association work can be discussed via e-mail. The questions include:

- a) approval of the Association's projects with a value of more than 1,000,000 (one million) EUR;
- b) new membership approval or denial;
- c) discussion of current projects;
- d) appointment of the Steering Committee representatives for various events;
- e) decisions about strategic partnerships between the Association and other organizations;
- f) urgent procedural decisions, including early re-election and ethical aspects of the Association members' actions;
- g) approval of urgent advocacy activity of the Association, including letters, press-releases and public statements, which undermines engagement of the Steering Committee.

3. Teleconferences

3.1. All issues, with the exception of the Association strategy approval and changes in membership rules, can be discussed and decided during the Steering Committee teleconferences.

3.2. Teleconferences take place in the Association official languages (separate calls for English and Russian can be organized).

3.3. Teleconference quorum requirements are satisfied if at least 1/2 of the total number of Steering Committee members participate in the call or express opinion on discussed issues beforehand. In case of urgent matters 3 votes of Steering Committee members are sufficient to make a decision (via e-mail/phone).

3.4. Teleconferences are initiated by any Steering Committee member or the Executive Director. The call initiator compiles and sends the agenda of the teleconference at least 3 days prior to the teleconference.

3.5. Teleconferences are facilitated by the Steering Committee Chairperson and/or Co-Chair(-s).

VI. PRINCIPLES OF INTERACTION BETWEEN THE STEERING COMMITTEE, ADVISORY BOARD AND SECRETARIAT

1. Principles of interaction between the Steering Committee and the Advisory Board

1.1. The Advisory Board of the Association is composed by Steering Committee invitation from leading global experts and honorable leaders in harm reduction, drug policy, human rights and public health to oversight the Association activities and help in promotion of the Association on regional and global levels.

1.2. The Advisory Board consists of minimum 3 experts. Number of Advisory Board members is unlimited and regulated by the Steering Committee in accordance with the Association needs in external support and expertise. Every expert is invited to the Board for up to 3 years term.

1.3. The Steering Committee in consultation with the Executive Director identifies global experts to be invited to the Advisory Board.

1.4. Once the candidate is identified, the Steering Committee Chairperson sends an invitation to an expert to join the Advisory Board.

1.5. The Steering Committee Chairperson sends the protocol of the Steering Committee annual meeting for information of the Advisory Board members and strategic framework/plan for the Advisory Board recommendations.

1.6. The Steering Committee Chairperson, the Executive Director and the Treasurer join the Advisory Board annual online or in-person meeting to secure the Advisory Board feedback on provided documents and guidance on the organizational development.

1.7. The Steering Committee members together with the Executive Director identify key opportunities in the course of the year for the Advisory Board members to promote Association in the global community on harm reduction, drug policy, human rights and public health, and inform the Advisory Board members on these opportunities beforehand.

2. Principles of interaction between the Steering Committee and Secretariat

2.1. The Steering Committee monitors the conformity between the activity of the Secretariat and mission and strategy of the Association, enforcement of Steering Committee's decisions and implementation of approved working plan.

2.2. The Steering Committee annually evaluates the performance of the Secretariat and approves annual reports of the Secretariat Executive Director on its performance.

2.3. The only Steering Committee member authorized to give direct instructions to the Secretariat's Executive Director is the Chairperson.

2.4. Interventions of particular Steering Committee members in the operations of the Secretariat including the delegation of tasks not agreed on by the Steering Committee (excluding information requests) to the Secretariat members are not admissible. If a Steering Committee member considers it necessary to intervene in the current activity of the Secretariat, he/she appeals to the Chairperson with a corresponding suggestion and/or initiate the discussion of the suggestion by other Steering Committee members. The Secretariat's response to the issue identified by the Steering Committee member depends on the available resources such as staff and funding.

2.5. The scope of issues that can be addressed by the Secretariat upon the request of Steering Committee members should have implications for the whole region covered by the Association and should be discussed and defined jointly by the Steering Committee Chairperson and the Executive

Director of the Secretariat.

2.6. Secretariat is obliged to answer Steering Committee members' information requests sent by e-mail within 3 working days, and 5 working days after receiving when requests are sent by post.