

INTERNAL REGULATIONS

OF THE INTERNATIONAL NETWORK

“DYNAMO INTERNATIONAL – STREET WORKERS NETWORK”

This document establishes a framework and a set of procedural rules for “Dynamo International – Street Workers Network”. This document supplements the “Structure and Procedures” memo. It may be amended and fine-tuned over time by the network’s Pilot Group so that it better reflects reality.

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I. MEMBERSHIP OF THE INTERNATIONAL NETWORK

Membership of Dynamo International – Street Workers Network is open to any person, group, institution, organisation or association that supports the organisation’s charter, subject to the conditions and procedures set out below.

Dynamo International – Street Workers Network accepts three categories of member, depending on the nature of the prospective member’s application:

- A. Street workers’ platforms
- B. Friends of the network
- C. Experts

A. STREET WORKERS’ PLATFORMS

1. ELIGIBILITY CRITERIA

Any group may be admitted to the “street workers’ platforms” membership category, provided that it:

- ✓ Supports the network’s values as stated in the Dynamo International – Street Workers Network Charter.
- ✓ Is a group of at least eight (8) practising street workers.
- ✓ Organises meetings, consultation forums and practical discussion groups for street workers, with a view to strengthening skills. The street workers within any such group should ideally come from different associations. This, in turn, will help to strengthen links within the national network and foster more diverse discussions.
- ✓ Engages in meetings, consultation forums and practical discussion groups for street workers, with a view to strengthening skills. The street workers within any such group should ideally come from different associations. This, in turn, will help to strengthen links within the national network and foster more diverse discussions.
- ✓ Is a group with its own identity (association, federation, collective) OR is an informal group associated with an existing structure.

NB: If there are several street workers’ groups operating in a single country, only one of these platforms will be represented within the Pilot Group. The platforms also have the option to join forces under a single representative entity. The Pilot Group will assess specific situations on a case-by-case basis.

2. MEMBERSHIP APPLICATION PROCEDURE

2.1. Application submission

- ☐ Fulfill the eligibility criteria above.
- ☐ Complete and sign the following documents (appended to this document):
 - The Dynamo International – Street Workers Network Charter (**APPENDIX 1**)
 - The membership application form for street workers’ platforms (**APPENDIX 2**)
- ☐ Submit your application directly to the **regional coordinator** for the region in which the prospective member platform is located. Any applications sent to the head office will be forwarded to the regional coordinator for the corresponding region by the technical team.

Dynamo International – Street Workers Network currently has four separate regions:

| | | | |
|----------------|---|--|--|
| AFRICA REGION | Moussa Sow | (+221) (0)338 361 308 (+221) (0)776 332 396 | msowanabol@gmail.com |
| AMERICA REGION | Ximena Rojas Landivar | (+591)(0) 75003113 | ximelan@hotmail.com xrojasland@gmail.com |
| ASIA REGION | Le Thi Thu Thuy JC Rickman | (+84) (0)838401406 (+84) (0)903862854 (+977) (0) 16 224660 | Thaodan.thuy@gmail.com jean-christophe@cpcs.international |
| EUROPE REGION | Marianna Toteva Pisarska Matthieu Forest | (+359) (0) 2 946 11 56 (+41)(0) 79 294 54 70 | children.youth@gmail.com matthieu.forest@avasad.ch |

2.2. Application assessment

The regional coordinators will then assess the application and gather as much information as possible about the applicants (visit, discussions, etc.). They will check each application against the eligibility criteria. During this period, prospective member platforms will receive detailed information about activities organised by the network, in the same manner as admitted members.

The regional coordinators have the possibility to invite those candidate platforms to regional activities during the 2 years between the pilot group meetings.

2.3. Application decision

The regional coordinators will then submit the applications to the Pilot Group, along with their detailed observations. The Pilot Group meets every 2 years. Applicants may, if they wish and if the regional coordinator agrees, attend the Pilot Group meeting and make their case in person.

The Pilot Group will then conduct a debate and question-and-answer session to clarify any outstanding points. It will then take one of three decisions: *approve*, *postpone* or *reject* the membership application.

| | |
|---------------------------------------|---|
| Membership approved: | The prospective member platform becomes a full member of Dynamo International – Street Workers Network. |
| Membership decision postponed: | <p>If the platform does not meet the eligibility criteria but the Pilot Group has a favourable view of the application, it may decide to postpone its decision until the criteria are met. The application will then be assessed again at the next Pilot Group meeting.</p> <p>During this period, the platform concerned will receive detailed information about activities organised by the network, in the same manner as admitted members.</p> <p>The platform will also receive individual support from other platforms in the region during this period, under the guidance of the regional coordinator. The prospective member platform will receive clear details of the objectives of this support mechanism, and the objectives that it is required to achieve, based on the comments and observations made by the Pilot Group in its decision.</p> |

| | |
|---|---|
| Membership application rejected: | Where an application is rejected by the Pilot Group, the applicant will receive a letter from the Dynamo International technical team explaining the reasons behind this decision. The platform will then have the option to submit a new application, if it so wishes. |
|---|---|

3. MEMBER PLATFORMS: COMMITMENTS

Once established, each platform will be free to operate and set its priorities independently. Platforms may organise or jointly organise any project of their choosing, such as seminars, pilot groups, training programmes, etc.

Each platform may represent the network in its own country.

The platforms undertake to:

- ☒ Adhere to the values set out in the Charter.
- ☒ Pay an annual contribution (see CONTRIBUTION section of this document).
- ☒ Appoint an official representative and a deputy representative for a term of 4 years, renewable, and inform the Dynamo International technical team of any changes to the contact details of these individuals.
- ☒ Participate in network activities and actions and adhere to the stated time frames.
Members are not obliged to participate in all network projects. Once involved in a project, however, each platform undertakes to see the project through to completion in line with the relevant instructions, requirements and specifications. However, platforms undertake to mobilise their full resources to ensure that their representative OR their deputy representative attends (i) regional meetings organised by the regional coordinator, (ii) the Pilot Group meetings – key occasions in the network’s calendar where important decisions are made.
- ☒ Provide the Dynamo International technical team, via its national representative, with all relevant information concerning its activities and other activities connected with the network’s themes at the national, regional and international level.
- ☒ Provide input for the network’s action research and political advocacy activities.

NB: There are several tools available for members in order to reinforce themselves. Among them, the Street Work Training Institute. Members are free to create a partnership directly with the training institute for specific missions.

4. CONTRIBUTION

Member platforms must pay an annual contribution of 100,000 CFA francs.

The platform will only be a valid member once this contribution has been paid to the network. Any platform admitted as a member mid-year will not be required to pay the contribution for the current year. Its first payment will be the contribution for the following year.

For more details about the contribution payment arrangements and how contributions are allocated, see point II.

5. DECISION-MAKING POWER

The national representative (or deputy representative, where applicable) appointed by the platform is a member of the Pilot Group. He/she therefore has 1 vote in the network decision-making process. The Pilot Group makes decisions on the network's key recommendations, cross-cutting themes and action plan.

The Pilot Group consists of:

- Representatives (or their substitutes) of the national platforms
- The regional coordinators
- The Dynamo International technical team and director.

Experts of the network are invited to Pilot Group meetings but have no decision-making power.

6. LOSS OF MEMBERSHIP STATUS

Any platform that no longer meets the membership eligibility criteria or fails to honour its commitments for a period of 2 years will be considered as "ghost platforms" and will lose its status as a member of the network. The decision to withdraw membership status from, or to exclude a member will be taken by the Pilot Group. The member concerned will receive a letter explaining the reasons for this decision.

The regional coordinators propose the loss of status for a platform of his/her region during the pilot group meeting. Their proposal must be written and justified.

Where a platform wishes to withdraw from the network on a voluntary basis, it must inform the Dynamo International technical team of its decision. It will then be removed from the Dynamo International – Street Workers Network members' list. This decision will then be forwarded to members of the Pilot Group.

The platform may subsequently submit a new membership application if it so wishes. This application will be treated in the same manner as all other membership applications.

B. FRIENDS OF THE NETWORK

1. ELIGIBILITY CRITERIA

Any person, group, institution or association with an interest in the network and who is committed on thematic linked to the work of the network can become a “friend of the network” provided that it:

- ✓ Supports the network’s values as stated in the Dynamo International – Street Workers Network Charter.

- ✓ **Either** provides technical or symbolic assistance to the network, **or** makes a financial donation

The technical or financial support can be made at the national regional or international level. A financial donation at the international level will feed the Dynamo International – Street Workers Network’s solidarity fund.

2. MEMBERSHIP APPLICATION PROCEDURE

2.1. Application submission

- ☐ Fulfil the eligibility criteria above.
- ☐ Complete and sign the following documents (appended to this document):
 - The Dynamo International – Street Workers Network Charter (**APPENDIX 1**)
 - The membership application form for friends of the network (**APPENDIX 3**)
- ☐ Membership applications should be submitted to :
 - The representative of the national platform for the technical/financial support to national level
 - To the regional coordination for the technical/financial support to the regional level (see the contact on the part 2.1)
 - Directly to the Dynamo International head office, by email, to the following address: membership@socialstreetwork.org , for technical/financial support at the international level.

NB: An application for membership as “friends of the network” at the International level can be proposed to the Dynamo International technical team by any network member. However, the application must be formally submitted by the applicant “friend of the network”.

2.2. Application assessment and application decision

The people contacted by a candidate are in charge of the investigation. They assess the application and gather as much information as possible about the applicants (visit, discussions, etc.), checking the

eligibility criteria. Regarding the results of the investigation, they have the power to accept or refuse the adhesion of the candidate as friend of the network, without passing by the Pilot Group.

Because the decision making process is decentralized the information regarding the new adhesion must be given to the technical team as soon as possible with a maximum information regarding the new friend of the network. The technical team will be in charge of establishing a cartography (number and their profile) of friends of the network.

3. FRIENDS OF THE NETWORK: COMMITMENTS

Friends of the network undertake to:

- ☒ Adhere to the values set out in the Charter.

4. CONTRIBUTION

Friends of the network are not required to pay an annual contribution. However, they are free to make a financial donation to the network's solidarity fund.

For more details about the donation payment arrangements and how donations are allocated, see point II.

5. DECISION-MAKING POWER

"Friends of the network" have no decision-making power.

6. LOSS OF MEMBERSHIP STATUS

Any "friend" that do not respect the values of the network for a significant period of time will lose its status as a member of the network. The decision to withdraw membership status from, or to exclude a member will be taken by the organisation who accepted the adhesion and transmitted to the technical team.

Any "friend" that has lost its membership status may submit a new application if it so wishes. This application will be treated in the same manner as all other membership applications.

C. EXPERTS

1. ELIGIBILITY CRITERIA

The “expert” membership category is open to any individual who show interest for the network, provided that he/she:

- ✓ Supports the network’s values as stated in the Dynamo International – Street Workers Network Charter.
- ✓ Is involved in the development of the network’s activities or themes.
- ✓ Makes an intellectual contribution to street work or to the network’s activities (e.g. supervisor, researcher, focal point, etc.).

2. MEMBERSHIP APPLICATION PROCEDURE

2.3. Application submission

- ☐ Fulfil the eligibility criteria above.
- ☐ Complete and sign the following documents (appended to this document):
 - The Dynamo International – Street Workers Network Charter (**APPENDIX 1**)
 - The membership application form for experts (**APPENDIX 4**)
- ☐ Membership applications should be submitted directly to the Dynamo International head office, by email, to the following address: membership@socialstreetwork.org
- ☐ An application for membership in the “export” category may be proposed to the Dynamo International technical team by any network member. However, the application must be formally submitted by the applicant “expert”.

2.4. Application assessment

The technical team will then assess the application and gather as much information as possible about the applicants (visit, discussions, etc.). It will check each application against the eligibility criteria. During this period, prospective experts will receive detailed information about activities organised by the network, in the same manner as admitted members.

2.5. Application decision

The technical team will then submit the applications to the Pilot Group, along with their detailed observations. The Pilot Group meets every 2 years. Applicants may, if they wish and if the technical team agrees, attend the Pilot Group meeting and make their case in person.

The Pilot Group will then conduct a debate and question-and-answer session to clarify any outstanding points. It will then take one of two decisions: *approve* or *reject* the membership application.

| | |
|---|---|
| Membership approved: | The prospective “expert” becomes a member of Dynamo International – Street Workers Network in the “experts” category. |
| Membership application rejected: | Where an application is rejected by the Pilot Group, the applicant will receive a letter explaining the reasons behind this decision. The applicant will then have the option to submit a new application, if it so wishes. |

3. EXPERTS COMMITMENTS

The expert undertakes to:

- ☒ Adhere to the values set out in the Charter.
- ☒ Participate in network activities and actions and adhere to the stated time frames. Members are not obliged to participate in all network projects. Once involved in a project, however, each platform undertakes to see the project through to completion in line with the relevant instructions, requirements and specifications.
- ☒ Provide the technical team with all relevant information concerning his/her activities and other activities connected with the network’s themes at the national, regional and international level.
- ☒ Participate to debates regarding the functioning of the network.

The experts can be mobilized on specific activities regarding the need of the network and their expertise (research, watchdog). The technical team is in charge of providing a feed back to the Pilot Group concerning the expert’s contribution to the network and their activities/participation (and give the contact list).

4. CONTRIBUTION

Experts are not required to pay a contribution.

However, they are free to make a voluntary financial donation to the network’s solidarity fund.

For more details about the donation payment arrangements and how donations are allocated, see point II.

5. DECISION-MAKING POWER

The Pilot Group makes decisions on the network’s key recommendations, cross-cutting themes and action plan. The Pilot Group consists of:

- Representatives (or their substitutes) of the national platforms
- The regional coordinators
- The Dynamo International technical team and director.

Experts of the network are invited to Pilot Group meetings but have no decision-making power.

6. LOSS OF MEMBERSHIP STATUS

The procedure for the loss of status for an expert is different than other status.

Experts have an ethical and scientific responsibility toward the network. They preserve the superior interest of the network. They contribute to the life of the network on a voluntary and disinterested basis. An expert is committed in a long term perspective. They decide to put aside one of them (without official loss of status).

II. CONTRIBUTIONS AND SOLIDARITY FUND

This document is a basis for reflexion. This part will be discussed again during the Pilot Group meeting in 2018.

A. MEMBER PLATFORMS: CONTRIBUTION



1. AMOUNT

The benchmark contribution amount for member platforms is **100,000 CFA francs (XOF)**. For administrative, accounting and banking reasons, all contributions to Dynamo International must be paid in **EUROS**.



The actual amount payable to the Dynamo International account will be calculated using the currency conversion tool available at the following website: WWW.OANDA.COM ("Currency Converter" page).

EXAMPLE (for information purposes only):

Step 1: Convert CFA francs -> your currency

| | |
|---|---|
| Devise de départ : | Devise d'arrivée : |
|  CFA Franc BCEAO XOF ▼ |  Canada - Dollar CAD ▼ |
| MONTANT : Je veux échanger | MONTANT : Je veux acheter pour ce prix |
| 100.000 | 212,965 |
| TAUX INTERBANCAIRE +/- 0 % ▼ DATE: 13 juin 2016 AIDE ? | |

Step 2: Convert the result into Euros (Your currency -> EUR)

| | |
|---|--|
| Devise de départ : | Devise d'arrivée : |
|  Canada - Dollar CAD ▼ |  Euro EUR ▼ |
| MONTANT : Je veux échanger | MONTANT : Je veux acheter pour ce prix |
| 212,965 | 148,033 |
| TAUX INTERBANCAIRE +/- 0 % ▼ DATE: 13 juin 2016 AIDE ? | |

In this example, the amount payable by the Canadian platform will be **€148.033**.

2. BANK CHARGES

Transfers will inevitably involve bank charges (international transaction fees and currency exchange fees). The national platforms making the bank transfer to pay their contributions must cover these charges.

3. PAYMENT DEADLINE

Member platforms must pay their annual contributions **between 1 January and 30 June in each calendar year.**

Any platform admitted as a member mid-year will not be required to pay the contribution for the current year. Its first payment will be the contribution for the following year.

4. SPECIAL CASES

Any platform facing financial difficulties should not be prohibited from participating on the grounds that it is unable to pay the contribution. In such cases, the platform in question should contact Dynamo International, explaining the reasons why it is unable to pay and requesting that its contribution be covered by the solidarity fund.

Those platforms with healthier budgets may, if they wish, pay a higher contribution than required. Any surplus will be allocated to the network's solidarity fund.

5. HOW CONTRIBUTIONS ARE ALLOCATED

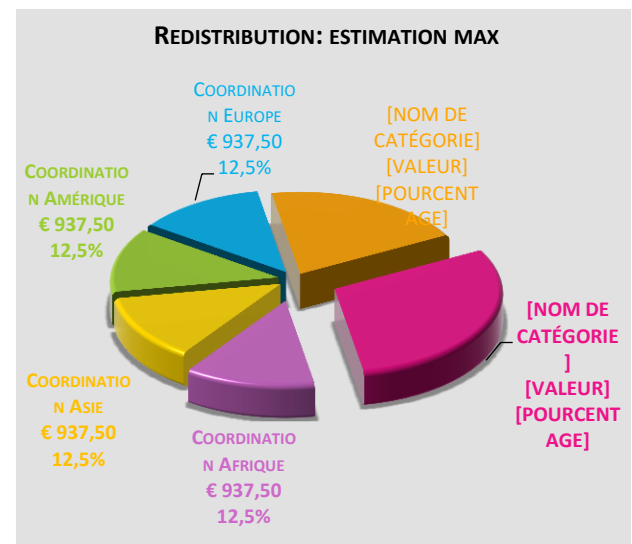
Contributions received in a given year will be redistributed in the following year as follows:

- **50%** will be allocated to regional coordination expenditure (*for more information, refer to part C. MANAGEMENT AND TRANSPARENCY*)

- 9 12.5% will be allocated to coordination of the Africa region
- 9 12.5% will be allocated to coordination of the America region
- 9 12.5% will be allocated to coordination of the Europe region
- 9 12.5% will be allocated to coordination of the Asia region

If regional coordinators do not use the available amount, they can use it the following year.

- **20%** will be allocated to international coordination expenditure
- **The remaining 30%** will be allocated to the solidarity fund.



B. THE SOLIDARITY FUND

1. AMOUNT

In addition to the 30% allocation from member platform contributions, any individual, group or member (platform, friend of the network or expert) may make a voluntary donation to the solidarity fund. The donor is free to choose the value of such donation.

2. THE NETWORK'S ANNUAL SOLIDARITY DAY

Each year, the network holds an "annual solidarity day" to raise funding from members for its solidarity fund. The day may involve a dinner or other fund-raising event. It may be organised by street workers at the local or national level. This day takes place on 12 April each year (International Day for Street Children), or on another day close to this date.

3. PAYMENT DEADLINE

Donations may be made to the solidarity fund at any time.

4. HOW THE SOLIDARITY FUND IS ALLOCATED?

The network's solidarity fund may be allocated, on an exceptional basis, to a network member platform in the event of extreme hardship (conflict, natural disaster, etc.) or any other situation requiring an act of solidarity.

The platform obtaining part of the solidarity fund has to give the accountant department of Dynamo International financial justification regarding expenses made.

The Pilot Group gives mandate to the technical team for the decision regarding the allocation of the solidarity fund. The technical team has to justify this choice to the Pilot Group.

C. BANK DETAILS

1. PAYEE NAME AND ADDRESS

Dynamo International : 22 Rue de l'Etoile, 1180, Brussels, Belgium

2. IBAN NUMBER (EUROPEAN BANK ACCOUNT NUMBER FORMAT, DENOMINATED IN EUROS) – BIC CODE

(IBAN): BE65 0682 3748 2396 – (BIC): GKCCBE BB

3. PAYMENT REFERENCE:

- For the SOLIDARITY FUND "DONOR NAME (PLATFORM OR INDIVIDUAL – SOLIDARITY"
Example: "Peruvian platform – SOLIDARITY"
- For the CONTRIBUTION: "COUNTRY PLATFORM – CONTRIBUTION – CONTRIBUTION YEAR"
Example: "Tunisian platform – CONTRIBUTION – 2015"

D. MANAGEMENT AND TRANSPARENCY

All contributions and solidarity fund donations will be managed by Dynamo International and will be accounted for separately from the association's day-to-day accounting.

The financial statements will be submitted to the Dynamo International Board each year. The Board's membership includes 4 network representatives, i.e. the 4 regional coordinators.

The budget allocated to regional coordination expenditure (12.5% per region) will be made available to the regions at the request of the regional coordinators. This budget is intended to cover regional coordination costs, subject to available funding. Expenditure decisions will be made following consultation with regional members, according to region-specific priorities.

By default, the funding will be used to reimburse costs incurred, subject to submission of satisfactory documentary evidence of such costs (till receipt, invoice, boarding pass, etc.), a brief explanation of the reason for the expenditure and a report on the activity for which the cost was incurred (min. 5 lines). These descriptions will be used for communication with all members, and to estimate the impact of these contributions on regional operations.

The international and regional coordination units will include evidence of their expenditure in the activity report submitted to the Pilot Group meeting.

The financial reports will be available on the website of Dynamo International.

III. REGIONAL COORDINATION

Platforms within the same region are asked to work together as closely as possible, via a regional group. This will help to strengthen local action, promote decentralisation and boost effectiveness. Sub-regional groups may also be created.

Dynamo International – Street workers Network has four separate regions: Africa, America, Asia and Europe.

Subject to available funding, members of each region will meet and/or consult at least once a year. Each regional group is free to develop its own projects, in response to its specific needs.

The regional coordinator therefore has the following duties:

- To adopt a liaison and information-sharing role (bottom-up and top-down)
- To coordinate the regional network
- To act as a spokesperson and representative of the international network.

A. ELECTION AND TERM OF OFFICE

The national platforms in each region appoint a regional coordinator from among their members for a term of 4 years, renewable. They are free to establish their own joint eligibility criteria and regional election procedures.

The mandate can be given to 1 or 2 persons. If it's given to 2 persons, they become co-coordinators and must establish and provide to the Pilot Group and technical team clear division of task. They are also in charge of presenting a common moral report on activities in their region to the Pilot Group meetings.

Before the end of his/her term of office, the outgoing regional coordinator must convene a vote to appoint his/her successor.

B. REGIONAL COORDINATORS: TASKS AND DUTIES

1. TO ADOPT A LIAISON AND INFORMATION-SHARING ROLE (BOTTOM-UP AND TOP-DOWN)

As the key liaison and go-between for the technical team and members of his/her region, the regional coordinator is responsible for:

- Facilitating the dissemination of information among members of his/her region and passing on messages

- Gathering information about, and monitoring the activities, opinions and priorities of members of his/her region, and passing on this information to the technical team/international Pilot Group on a regular basis via a written annual activity report, including a list of members of his/her region.
- Coordinating a platform consultation system to ensure that regional opinions are represented at Pilot Group meetings, via a clear and universally approved communication process.
- Providing input for Pilot Group meetings and helping to prepare for such meetings.

The regional coordinator is accountable toward the Pilot Group and the board of Dynamo International and must give a moral report on the activities that happened in the region.

2. TO COORDINATE THE REGIONAL NETWORK

2.1. Coordination of national platforms within his/her region

- Organising and chairing meetings within his/her region (at least 1 per year) and fostering synergies and cooperation between members.
- Playing an active role in Dynamo International projects to support member platforms facing difficulties within his/her region.
- To work with members of his/her region to identify funding sources to support implementation of regional activities (independent decision-making).
- To make proposals to the Dynamo International Board, where applicable, regarding the opening of a regional satellite (self-funded) of Dynamo International – Street Workers Network.

2.2. To manage membership applications from prospective new platforms within his/her region

- To monitor and assess new membership applications and to present these to the Pilot Group.
- To ensure that all member platforms within his/her region are fully fledged and effective members (identify “ghost” platforms, check that all members meet the eligibility criteria).
- To ensure that all platforms whose membership application decision has been postponed by the Pilot Group receive personal assistance throughout this period. Regional platforms are invited to play an active role in providing this assistance, through a peer support process. The prospective member platform must receive clear details of the objectives of this support mechanism, based on the comments and observations made by the Pilot Group in its decision.

3. TO ACT AS A SPOKESPERSON AND REPRESENTATIVE OF THE INTERNATIONAL NETWORK

3.1 Within his/her region: advocacy and political lobbying

- To maintain and develop new synergies and partnerships with international bodies and organisations working on poverty, discrimination, human rights and any other theme connected with the network’s activities.
- To raise the profile of the international network at the regional level, to act as a spokesperson and to conduct advocacy activities.

3.2 Within the Dynamo International governance structure

- The regional coordinator is a member of the Dynamo International Board (attending Board meetings and General Meetings) and represents the network's interests within the Belgian non-profit association.

C. FUNDING

1. GENERAL RULE

The regional coordinators have full independence and responsibility in terms of fund-raising activities. They are responsible for identifying the funding required to support implementation of regional activities and/or creation of a regional Dynamo International – Street Workers Network satellite.

The technical team is also responsible for supporting the regional coordinators in their fund-raising efforts, in particular by providing all coordinators with basic network presentation documentation.

2. NETWORK CONTRIBUTION TO REGIONAL COORDINATION FUNDING

The network allocates 50% of the contributions received from member platforms to the regional coordination units to help cover their costs. This 50% is divided equally between the 4 regions, i.e. 12.5% per region.

The budget allocated to regional coordination expenditure will be made available to the regions at the request of the regional coordinators. This budget is intended to cover regional coordination costs, subject to available funding. Expenditure decisions will be made following consultation with regional members, according to region-specific priorities.

By default, the funding will be used to reimburse costs incurred, subject to submission of satisfactory documentary evidence of such costs (till receipt, invoice, boarding pass, etc.), a brief explanation of the reason for the expenditure and a report on the activity for which the cost was incurred (min. 5 lines). These descriptions will be used for communication with all members, and to estimate the impact of these contributions on regional operations. The regional coordinators will include evidence of their expenditure in the activity report submitted to the Pilot Group meeting.

IV. PILOT GROUP DECISION-MAKING PROCEDURE

This section is currently under construction. The technical team is in charge of proposing for the next pilot group meeting in 2018 a methodology to apply the principle of consensus.

A. PILOT GROUP MEMBERS

The Pilot Group is the decision-making body responsible for setting the network's main priorities and strategies. Its duties include issuing network policy recommendations, defining the network's cross-cutting themes and setting its strategy.

The Pilot Group consists of:

- Representatives (or their substitutes) of the national platforms
- The regional coordinators
- The Dynamo International technical team and director.

Everyone has a right to speak out during the debates.

The Technical team, the director of Dynamo International and the Experts (which are eventually invited to the meeting) can provide contents in the discussion but have decision-making power. Their contributions do not weight like a voice in the process of decision making, unlike the representatives (or their substitute).

The technical team of Dynamo International has to send to every member of the network at least 1 month before the pilot group meeting and the board meeting the working document and the financial reports enabling the regional coordinators and the national platforms to consult their network and take position. The documents must be clear and sent on time.

B. GENERAL RULE – CONSENSUS

Decisions will be made on a consensual basis, taking the views of the various actors into account (or based on the results of the pre-meeting consultation process during which national and/or regional members submit their views on the Pilot Group meeting agenda items).

Every platform take position during the decision making process.

More information concerning the theory of consensus in appendix 5.

C. SPECIAL CASES

1. THE VOTE

If, after two attempts to reach a consensus, a universally satisfactory solution cannot be found, the Pilot Group will move the issue to a vote in order to ensure that the network is able to go about its business effectively.

The proposal receiving the highest number of votes will be adopted, under a plurality system (1 member = 1 vote). The vote is taken during the Pilot Group meeting, even if not all network members are represented at the meeting.

During the two-year period between international meetings, the technical team can also propose on a very exceptional basis a remote voting based on proposals of simple choices. The technical team is responsible for coordinating this remote vote.

2. THE MANDATE/ PROXY

Any platform member unable to attend the Pilot Group meeting may appoint another platform to vote in its absence as a proxy. The proxy will receive specific voting instructions from the absent member. The proxy must therefore be appointed prior to the Pilot Group meeting based on documents sent in advance by the technical team.

Regional coordinators can also share positions of the platforms of his region. Where the regional coordinator is appointed as a proxy for one or more platform(s) within his region, he will not vote on behalf of the entire region, but on behalf of the different point of views of platforms which gave him the mandate.

APPENDIX

- Appendix 1: The Dynamo International – Street Workers Network Charter**
- Appendix 2: The membership application form for street workers' platforms**
- Appendix 3: The membership application form for friends of the network**
- Appendix 4: The membership application form for experts**
- Appendix 5: Consensus: decision making process**

APPENDIX 1: DYNAMO INTERNATIONAL – STREET WORKERS NETWORK’S CHARTER

Preamble

On the occasion of the international meeting "Words from the street" of social street workers in Brussels in November **2002**, participants expressed the desire to create an international network of social street workers.

This meeting led to the following observations:

- A need to create **practical and theoretical tools** for street workers
- A need for **recognition and visibility of street work**, particularly on its part of the collective action;
- A need to intensify the **exchange of best practices** between street workers;

At this time, there is a need to continue the further development of the network due to the increased number of national platforms established.

Due to changes on social, economic, politic and environment structures in the world, there are an increased number of people in the streets suffering social exclusion, exploitation and different forms of abuse.

The network has developed its capabilities in a **qualitative and quantitative** perspective. Therefore, there is a need to review and assessment it work.

Also, we consider it important to continue lobbying regional-continental and national and international recognition for street work by public policies and also strengthen the capacity of social street workers to ensure that their professional status is responsible and socially accepted and respected.

1. PURPOSE

Dynamo international - Street workers Network is a network of social **street workers**.

Network privileges **action** in favor of street work and street workers;

Network privileges **action** for the benefit of all people living on the street or in marginal situations.

It involves developing **local and international solidarity** between street workers and others partners who are actively fighting against any violation of human rights.

2. PRINCIPLES AND VALUES

Dynamo International work in the interest of social street workers and people living on the street and/or marginalized on the basis of the following principles and values:

- Citizen participation
- Cooperation
- Respect

- Responsibility
- Social justice
- Solidarity
- Otherness
- Diversity

3. VISION

People on street situation have their **rights guaranteed** and live in a society that not only protects them, but actively supports their **development** to the highest levels of their potential without discrimination.

The social street workers have their **official professional status** and street work is part of **public policies**, accepted in national, regional, and international level.

4. MISSION

Dynamo international street worker network represents the interests of worldwide social street workers in policy development, networking at national, regional and international levels aiming at improving the living conditions of people of the street.

5. OBJECTIVES

1. **Strengthen** the role and capacity of street workers
2. **Be actively involved**, at local, national and international levels, in the defense of human rights, the fight against social exclusion and discrimination.
3. **Promote** an enabling environment for street workers at national and international levels, by raise public awareness on situation of people of the street and street work activities.
4. **Strengthen** connections between street workers at national and international levels.

6. MEMBER RESPONSIBILITIES

1. To respect and implement the principals, values and objectives of Dynamo international street worker network's
2. To respect the rules of operation of Dynamo International - Street workers network.
3. To exchange information conducive to strengthening Dynamo international street worker network and for improved lobby and advocacy
4. To promote and represent Dynamo international street worker network with honour and in good faith among peers in national regional and international level.

AUTHORIZATION

The signing of this charter is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the charter.

On behalf of the national platform I represent, I wish to sign this charter and contribute to its further development.

APPENDIX 2: THE MEMBERSHIP APPLICATION FORM FOR STREET WORKERS' PLATFORMS

INFORMATION FORM FOR PLATFORMS WISHING TO JOIN THE INTERNATIONAL NETWORK OF SOCIAL STREET WORKERS « DYNAMO INTERNATIONAL – STREET WORKERS NETWORK » - MEMBERSHIP APPLICATION TEMPLATE -

I. CONTACT DETAILS OF THE PLATFORM

| | |
|--|--|
| Name of the platform (collective or national network of street workers) or of the structure (association, federation ...): | |
| Address: | |
| Phone: | |
| Fax: | |
| Website: | |
| Legal statute: | |
| Creation date: | |
| Developed activities: | |
| Name of the representative: | |
| Phone of the representative: | |
| E-mail of the representative: | |
| Skype of the representative: | |
| Name of the substitute: | |
| Phone of the substitute: | |
| E-mail of the substitute: | |
| Skype of the substitute: | |

II. REPRESENTATIVENESS OF THE PLATFORM IN THE NATIONAL TERRITORY

| | |
|---|--|
| NUMBER OF SOCIAL STREET WORKERS WHO ARE MEMBER OF YOUR PLATFORM? | |
| Thank you to provide in annex of this document, a contact list of the platform's members | |
| NUMBER OF ASSOCIATIONS/NGO'S REPRESENTED IN YOUR PLATFORM? | |
| WHICH ONES? (SPECIFYING WHETHER THEY OPERATE AT LOCAL, REGIONAL OR NATIONAL LEVEL) | |
| | <input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National |
| | <input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National |
| | <input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National |
| | <input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National |
| | <input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National |
| | <input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National |

| | |
|--|--|
| NUMBER OF CITIES, DISTRICTS AND REGIONS ARE REPRESENTED IN YOUR PLATFORM? | |
| Number of cities: | |
| WHICH ONES? | |
| Number of districts: | |
| WHICH ONES? | |
| Number of regions: | |
| WHICH ONES? | |
| ARE YOU A MEMBER OF AN INTERNATIONAL COLLECTIVE OR NETWORK? | |
| <input type="checkbox"/> YES – (Specify its goals and actions) | |
| <input type="checkbox"/> NO | |

III. ORGANISATION AND ACTIVITIES OF THE PLATFORM

| |
|--|
| WHAT ARE THE OBJECTIVES OF THE PLATFORM? |
| |
| DURING THE LAST YEAR, HAVE MEETINGS OF THE MEMBERS OF THE PLATFORM BEEN ORGANIZED? |
| <input type="checkbox"/> YES – (Specify how often and for what purposes?) |
| <input type="checkbox"/> NO |
| LIST THE MAJOR ACHIEVEMENTS AND RESULTS OF ACTIVITIES OF THE PLATFORM (TRAININGS, PUBLICATIONS, CONFERENCES, ...) |
| |
| WHICH ARE YOUR FINANCIAL AND/OR TECHNICAL PARTNERS? |
| |
| ARE YOU AWARE OF OTHER ACTIONS IMPLEMENTED IN YOUR COUNTRY IN FAVOR OF PEOPLE LIVING IN STREET SITUATION? |
| <input type="checkbox"/> YES – (Specify) |
| <input type="checkbox"/> NO |

| | |
|---|-----------------|
| IS THERE ANY NATIONAL/LOCAL NETWORK OF STREET WORKERS IN YOUR COUNTRY? | |
| <input type="checkbox"/> | YES – (Specify) |
| <div></div> <div></div> | |
| <input type="checkbox"/> | NO |

IV. TARGET GROUPS OF THE SOCIAL STREET WORKERS OF YOUR PLATFORM

| | | | | |
|---|--|--------|-------------|----------|
| NUMBER OF PERSONS WITH WHOM THE STREET WORKERS ARE DIRECTLY AND INDIRECTLY IN CONTACT? (AVERAGE OVER 1 YEAR) | | | | |
| DIRECTLY: | | | INDIRECTLY: | |
| RATIO ADULTS – CHILDREN: | | Adults | | Children |
| RATIO MEN – WOMEN : | | Men | | Women |

| |
|--|
| GENERALLY, WHAT ARE THE REASONS THAT HAVE LED PEOPLE TO WORK AND/OR LIVE ON THE STREET? |
| <div></div> |

V. EVOLUTION OF SOCIAL STREET WORK

| |
|--|
| WHEN DID STREET WORK START TO DEVELOP IN YOUR COUNTRY, REGION AND/OR CITY, AND IN WHAT CONTEXT? |
| <div></div> |

| |
|--|
| HAVE THE ORGANIZATIONS THAT USE STREET WORK BECOME MORE DIVERSIFIED? ARE THERE MORE OF THEM? WHAT AIMS ARE BEING PURSUED BY USING THIS METHODOLOGY? |
| <div></div> |

| |
|---|
| GLOBALLY, DO INSTITUTIONS, PUBLIC OPINION ETC. HAVE A POSITIVE OR NEGATIVE PERCEPTION OF STREET WORK? WHY? DOES THIS VARY DEPENDING ON LOCATION? |
| <div></div> |

VI. STATUS OF SOCIAL STREET WORKERS

| |
|---|
| DO STREET WORKERS IN YOUR COUNTRY BENEFIT FROM THEIR OWN LEGAL STATUS OR SPECIFIC LEGISLATION? |
| DOES THIS STATUS STEM MORE FROM THE SOCIAL OR FROM THE SECURITY SECTOR? |
| <div></div> |

| |
|---|
| CAN PEOPLE TRAIN FOR QUALIFICATION IN STREET WORK IN YOUR COUNTRY? |
| <input type="checkbox"/> YES – (Specify) <input type="checkbox"/> NO |
| DOES YOUR PLATFORM HAVE LINKS WITH UNIVERSITIES? |
| <input type="checkbox"/> YES – (Specify) <input type="checkbox"/> NO |
| WHO EMPLOYS STREET WORKERS IN YOUR COUNTRY? |
| |
| WHAT ARE THE STREET WORKERS NEEDS IN TERMS OF EMPLOYMENT QUALITY, SOCIAL PROTECTION, ETC.? |
| |
| WHAT ARE THE STREET WORKERS NEEDS IN TERMS OF TRAINING? |
| |
| WHAT PROGRESS NEEDS TO BE MADE IN TERMS OF RECOGNITION OF STREET WORK? |
| |

VII. LINKS BETWEEN THE PLATFORM AND DYNAMO INTERNATIONAL – STREET WORKERS NETWORK

| |
|--|
| WHICH ARE YOUR SPECIFIC EXPECTATIONS TOWARDS THE INTERNATIONAL NETWORK? DO YOU ESTIMATE THAT YOUR MEMBERSHIP TO THE INTERNATIONAL NETWORK HAS REPERCUSSIONS ON YOUR OWN ACTIVITIES? IN WHICH AREAS? |
| |
| IN YOUR OPINION, WHAT COULD BE/ARE THE EFFECTS OF THE INTERNATIONAL DISCUSSIONS THAT ARE AT THE HEART OF THE NETWORK? |
| |

VIII. AGREEMENT ON MEMBERSHIP

I, the undersigned Mr. /Ms. hereby declare that I have read and agree with the **Charter** of Dynamo International - Street workers Network, together with its **structure and functioning note**, and I commit myself to respecting it on behalf of all members of the platform that I represent here.

Name in capital letters: Signature:

Place:

Date:

APPENDIX 3: THE MEMBERSHIP APPLICATION FORM FOR FRIENDS OF THE NETWORK

**INFORMATION FORM FOR INDIVIDUALS/ASSOCIATIONS/INSTITUTIONS WISHING TO JOIN THE
INTERNATIONAL NETWORK OF SOCIAL STREET WORKERS « DYNAMO INTERNATIONAL – STREET WORKERS
NETWORK » AS
FRIENDS OF THE NETWORK
- MEMBERSHIP APPLICATION TEMPLATE -**

1. CONTACT DETAILS OF THE ORGANIZATION/THE PERSON

| | |
|---|--|
| Name of the collective, structure, association, federation ...: | |
| Address: | |
| Phone: | |
| Fax: | |
| Website: | |
| Legal statute: | |
| Creation date: | |
| Developed activities: | |
| Name of the representative (1st contact person): | |
| Phone of the representative: | |
| E-mail of the representative: | |
| Skype of the representative: | |

2. LINKS WITH DYNAMO INTERNATIONAL – STREET WORKERS NETWORK

| |
|--|
| HOW DO YOU KNOW DYNAMO INTERNATIONAL – STREET WORKERS NETWORK? |
| |
| ARE YOU FAMILIAR WITH SOCIAL STREET WORK/ OUTREACH WORK OR ITS UNDERLYING THEMES? |
| <input type="checkbox"/> YES – (Specify) |
| <input type="checkbox"/> NO |
| HOW WOULD YOU CONTRIBUTE TO THE NETWORK (SYMBOLIC OR FINANCIAL CONTRIBUTION), PLEASE EXPLAIN: |
| |
| WHAT WOULD YOU EXPECT FROM THE NETWORK AS A COUNTERPART? |
| |

3. AGREEMENT ON MEMBERSHIP

I, the undersigned Mr. /Ms. hereby declare that I have read and agree with the **Charter** of Dynamo International - Street workers Network, together with its **structure and functioning note**, and I commit myself to respecting it on behalf of everyone I represent for this application.

Name in capital letters: Signature:

Place:

Date:

APPENDIX 4: THE MEMBERSHIP APPLICATION FORM FOR EXPERTS

INFORMATION SHEET FOR PEOPLE WILLING TO PARTICIPATE/ BE PART OF THE INTERNATIONAL STREET WORKERS NETWORK AS “EXPERT OF THE NETWORK”

« DYNAMO INTERNATIONAL – STREET WORKERS NETWORK »

EXPERT OF THE NETWORK

- MEMBERSHIP APPLICATION TEMPLATE-

I. EXPERT’S CONTACTS

| | |
|--|--|
| Name and first name of the expert : | |
| Name of the structure you work for (if relevant) : | |
| Address for the structure (or personal one): | |
| Tel : | |
| Fax: | |
| Internet website : | |
| Juridical Statues: | |
| Date of creation : | |
| Activities developed : | |
| Tel. of the expert : | |
| E-mail of the expert : | |
| Skype of the expert : | |

II. AREA OF WORK AND EXPERTISE

| |
|---|
| WHAT IS (ARE) YOUR AREA(S) OF WORK AND EXPERTISE? |
| |
| LIST THE MAJOR ACHIEVEMENTS AND RESULTS OF YOUR ACTIVITIES (TRAININGS, PUBLICATIONS, CONFERENCES, ...) |
| |
| WHICH ARE YOUR FINANCIAL AND/OR TECHNICAL PARTNERS? |
| |

III. LINKS WITH DYNAMO INTERNATIONAL – STREET WORKERS NETWORK

HOW DO YOU KNOW DYNAMO INTERNATIONAL – STREET WORKERS NETWORK?

ARE YOU FAMILIAR WITH SOCIAL STREET WORK/ OUTREACH WORK OR ITS UNDERLYING THEMES?

☐ YES – (Specify)

.....
.....

☐ NO

WHICH ARE YOUR SPECIFIC EXPECTATIONS TOWARDS THE INTERNATIONAL NETWORK?

DO YOU ESTIMATE THAT YOUR MEMBERSHIP TO THE INTERNATIONAL NETWORK COULD HAVE REPERCUSSIONS ON YOUR OWN ACTIVITIES? IN WHICH AREAS?

EXPLAIN HOW YOUR EXPERTISE COULD BE AN ASSET FOR THE NETWORK AND ITS ISSUES IT COVERS?

IV. EXPECTATIONS AND NEEDS OF SOCIAL STREET WORKERS IN YOUR COUNTRY

ARE YOU IN CONTACT WITH SOCIAL STREET WORKERS IN YOUR COUNTRY?

☐ YES – (Specify)

.....
.....

☐ NO (Skip the 3 following questions)

WHAT ARE THE STREET WORKERS NEEDS IN TERMS OF EMPLOYMENT QUALITY, SOCIAL PROTECTION, ETC.?

| |
|--|
| WHAT ARE THE STREET WORKERS NEEDS IN TERMS OF TRAINING? |
| |

| |
|---|
| WHAT PROGRESS NEEDS TO BE MADE IN TERMS OF RECOGNITION OF STREET WORK? |
| |

V. AGREEMENT ON MEMBERSHIP

I, the undersigned Mr. /Ms. hereby declare that I have read and agree with the **Charter** of Dynamo International - Street workers Network, together with its **structure and functioning note**, and I commit myself to respecting it on behalf of everyone I represent for this application.

Name in capital letters: Signature:

Place:

Date:

APPENDIX 5: CONSENSUS: DECISION MAKING PROCESS

This process will become increasingly complex as the number of members (and therefore the number of diverging opinions) increases. The Pilot Group nevertheless wishes to retain this dialogue process, since it helps to promote more fruitful and constructive discussion.

Dedicated time will therefore be allotted to these discussions. This will be followed by a second phase during which participants review the discussions and seek to identify common ground between the various positions. The ultimate aim is to reach a solution that is acceptable to all stakeholders and is greater than the sum of its parts.

A consensus-based decision-making process is the most effective way to reach a solution that is acceptable to all stakeholders. The aim is to listen to a range of opinions and ideas and to make decisions that work for everyone. A consensus can only be reached in a climate of mutual trust and teamwork, in which everyone is a winner.

This means that all participants must be:

- ✓ Prepared to change their position and explore alternative solutions (i.e. not have a fixed mindset)
- ✓ Able to re-assess their needs (and wishes) to reflect those of the group
- ✓ Active and proactive (all stakeholders must state their positions).

A collective decision-making process encompasses all of these things, in the interest of all participants.

Consensus: a step-by-step process

| | |
|--|--|
| Step 1 | Introduce and clarify the nature of the decision. |
| Share relevant information. What key questions need to be addressed? | |
| Step 2 | Discuss the problem and explore ideas. |
| <ul style="list-style-type: none">- Allow everyone to express their initial thoughts and reactions. What problems and concerns does each participant have?- Explore potential solutions and note them down.- Hold a wide-ranging discussion and debate the ideas. What are the advantages and disadvantages? <p>Start thinking about solutions to the participants' concerns. Eliminate some ideas and identify those that should be explored further.</p> | |
| Step 3 | Identify emerging proposals. |
| Try to identify a proposal that encompasses the best parts of the ideas discussed. Identify solutions that directly respond to the main concerns. | |
| Step 4 | Discuss, clarify and fine-tune the proposal. |
| Ensure that any outstanding concerns have been aired and that everyone has had an opportunity to contribute. Try to fine-tune the proposal to make it more acceptable. | |

| Step 5 | See if an agreement can be reached. |
|----------------------|--|
| Are we in agreement? | |
| Veto | "I fundamentally disagree with the very basis of this proposal, and the underlying concern has not been resolved. We need a new proposal." |
| Reservation | "I cannot support this proposal because ..., but I don't want to block the group so I will abstain from the decision-making process." |
| Agreement | "I support the proposal and I am prepared to apply it." |

If the consensus-based decision-making process is conducted in an inclusive and respectful manner, then no participants should veto the decision. The right to veto must be used with care, since it prevents the other participants from pursuing a project that they are prepared to invest time and energy in.

- **Veto:** the person stops a proposal in its tracks. It is used to express a fundamental objection. The group then has to seek a new proposal (i.e. start the process again) or make amendments to the original proposal.
- **Reservation:** the person sends a message to the group – he/she is “opposed” to the proposal but does not want to block it. The group may agree to allow the person to abstain from the process and continue without him/her, or decide to rework the proposal in question. If several participants issue reservations, then the group must fine-tune the proposal further.

Wherever possible, Pilot Group decisions will be made by consensus. This is to help create a strong group dynamic and to avoid power struggles within the group. It is a participatory process in which all stakeholders are encouraged to express their views. However, it is a process that takes time and must be allowed to run its full course.