



Criteria to Host NHN Provincial/Regional and National Secretariat

NHN Vision: An efficient and effective humanitarian system being led by responsible and accountable humanitarian and disaster management institutions for the development of safer and disaster resistant communities.

NHN Mission: Voice the concerns and advocate for the vulnerable and disaster affected communities for improving policies, procedures and strengthening institutions for right based disaster mitigation and humanitarian response, and to strengthen the role and capacities of national and local humanitarian actors in setting humanitarian and sustainable development agendas and humanitarian action in Pakistan.

Eligibility Criteria for Regional/Provincial & National Secretariat:

The criteria for an organization to host NHN regional/provincial and national secretariat is:

- National Secretariat will be elected/selected by CEC and Provincial Secretariat will be elected by PEC
- Strong humanitarian profile, advocacy and networking experience
- Having strong gender inclusive profile
- Having not less than a 10 staff
- Willing/capacity to extend secretarial support to regional/provincial and national secretariat (separate room or enough space for accommodating secretariat staff and assets, telephone, net, printer, photocopy, stationary etc.) and adherence with NHN under its TORs and By-Laws
- Having enough space for holding network meetings
- Experience of running/hosting other networks
- Good reputation/credibility
- Willingness of organizational head to be focal person/spare time for the network him/herself
- For Provincial Secretariat, and PEC member, organization shall be NHN member for 5 years'
- For National Secretariat, organization shall be NHN member for 5 years' and for Provincial Secretariat, organization shall be NHN member for 5 years'
- To apply for Regional/Provincial/National Chair positions 05 years audit report, NTN certificate and 8-10 humanitarian sector related projects reports shall be submitted to PEC/CEC
- For National Secretariat having minimum 5 years' experience of humanitarian work, for Regional/Provincial Secretariat having minimum 3 years' experience of humanitarian work
- For National Secretariat minimum 90% meetings were attended by the nominated/elected organization in last 2 years'. For Regional/Provincial Secretariat minimum 90% meetings were attended by the nominated/elected organization in last 2 years'

- Have positively contributed to the cause of NHN for last 2 years'
- Adherence/application of humanitarian principles and standards
- Believe/exercise HAP
- For National Secretariat nominated/elected organization must have strong linkages with key stakeholders of humanitarian sector at National level. For Regional/Provincial Secretariat nominated organization must have strong linkages with key stakeholders of humanitarian sector at District/Provincial level
- Nominated/elected organization shall be assertive and vocal to make sure the network is well represented at various forums
- Having no proven involvement in embezzlement/corruption
- In case of inaccessibility of fund to NHN, host organization will properly work as volunteer by nominating any staff to respond the coordination and event management in the province.

Nomination/Election of an organization to be Secretariat:

Principally the organisation of elected NHN central or provincial chair will act as secretariat also. The CEC/PEC will elect/nominate a member organisation in the light of set criteria to chair the network and host the secretariat respectively. After selection/nomination CEC/PEC will sign a Memorandum of Understanding (MoU) with the hosting organisation for smooth running of secretariat. The MoU must clearly mention the responsibilities and nature of facilitation provided to secretariat staff or secretariat in general besides nominating a focal person for day to day liaison and facilitation of NHN staff.

While abiding by the service rules and policies of host organisation, the secretariat staff, if there is any, will report to the CEC/PEC member and will not be asked to perform any tasks other than of NHN. The host organisation will not directly hire/fire the NHN staff rather a CEC or PEC has the mandate to exercise these powers.

The salary and other related benefits or allowances of the secretariat staff will be fixed by CEC/PEC in the light of available resources respectively but in other matters the general employment rules and policies of the host organisation will apply.

Central and Provincial Election Committee:

To run the election process smoothly and transparent, an election committee at central and provincial level will be formed. The committee should consist of 3-4 members. Two CEC members will facilitate election process in the province/region from which he/she does not belong. The committee should also include representatives of other stake holders such as NDMA/ PDMA, UN, PHF, like-minded lawyers, media and other NGOs networks like IHI, WAF, CRM and others. The task of the election committee will be devising and issuing election schedule, receiving nominations, deciding upon the voting process, holding the elections and announcing its results.

Election Deadline:

For bringing uniformity and regularity, the deadline be fixed for CEC and PEC elections. The PEC elections be completed by November and CEC by December.

Financial Management:

1. Separate bank account signed by P/NC and CEC members
2. Approval of quarterly expenses from CEC/PEC
3. Internal audit committee comprised 3 CEC/PEC members

4. Annual budget and work plan approved by CEC/PEC

Rotation:

The secretariat at PC/NC would be only for two years, the same organization would not be eligible to continue the secretariat.

Handing and Taking Over Procedure:

During handing and taking over of the secretariat, checklist will be prepared of entire NHN record and will be shifted to new secretariat. The separate copies of each record will be kept maintained by the secretariat staff, ex and new host organization. The NHN assets will also be handed over with same procedure.