



SINGLE TEXT

CYPRUS DIALOGUE FORUM

.

Contents

1.	Purpose and Objectives	5
2.	Values and Principles	6
3.	Mandate and Legitimacy	7
4.	Agenda	8
5.	Structures and Management	9
5.1.	Plenary	9
5.2.	Segments	11
5.2.1.	Political Party Segment	12
5.2.2.	Trade Union Segment	13
5.2.3.	Business Segment	14
5.2.4.	NGO Segment	16
5.3.	Thematic Working Groups	18
5.4.	Implementing Committee	20
5.5.	Secretariat	22
	Annex 1 - Cyprus Dialogue Forum Structure and Mechanisms	23
	Annex 2 - Cyprus Dialogue Forum Process	24
	Annex 3 - Segment Structures and Mechanisms for Electing Representatives	25
	Annex 4 - Application Form for NGOs and Procedure for Assessment	28

ACRONYMS

CDF	CYPRUS DIALOGUE FORUM
EP	EXTRAORDINARY PLENARY
GC	GREEK CYPRIOT
IC	IMPLEMENTING COMMITTEE
NGO	NON-GOVERNMENTAL ORGANISATION
TC	TURKISH CYPRIOT
ToR	TERMS OF REFERENCE
TU	TRADE UNION
TWG	THEMATIC WORKING GROUP

1. PURPOSE & OBJECTIVES

- a. Support the formal negotiations and all political efforts to reach a mutually agreed federal solution, by creating options and submitting suggestions for the negotiation process.
- b. Create public awareness, acknowledge and incorporate the inputs of the wider public and help to prepare both communities for a solution.
- c. Create common understanding, multi-perspectivity, shared vision of the future and build a culture of co-existence.
- d. Create space for citizens to also raise and address issues that are not included in the political process.

2. VALUES & PRINCIPLES

- a. Creating a Safe Space means upholding the following values:
 - Respect and Tolerance
 - Trust
 - Pluralism - acknowledgment of the value of different opinions
 - Freedom of speech
 - Transparency

- b. The Forum will aim for consensus. Consensus presupposes understanding of and respect for different points of view including disagreement and implies mutual accommodation on the basis of which agreement can emerge by a sincere process of adjustment among participants in the true spirit of dialogue. Consensus, while signifying substantial agreement, does not imply unanimity. The purpose of the Forum is to create options based on recognising both the commonalities and differences in perspectives and/or positions which will represent the Single-Text.

3. MANDATE & LEGITIMACY

- a. Participating members need to have the mandate of their organization/group.
 - i. Written mandate of the authorised representative of participating organisations or NGO interest groups.
- b. The legitimacy of the Forum derives from the organizations participating in it, thus we are committed to serve as an open platform of cooperation and discussion between all political and non-political organizations in both communities.
- c. The Forum will continue to seek ways of sustaining legitimacy through inclusivity (by being open to the participation of organizations as well as in the eyes of the public through public outreach).
- d. Public outreach, tangible results, identity and image of the Forum are important for the Forum's legitimacy.

4. AGENDA

- a. Exchanging views and making suggestions on the thematic of the negotiations and the Cyprus problem.
- b. Discussing cultural and educational challenges in order to create a culture of co-existence.
- c. Creating economic and social cohesion convergences, synergies and sustainable economic development.
- d. Confidence Building Measures (CBMs).
- e. Dealing with practical/daily life challenges created by the Cyprus problem.
- f. Additional Agenda issues can include formulating a communication strategy for the Forum to achieve its objectives and other administrative issues.

Note: On the issue of agenda sequencing, the Forum should start with issues that can achieve tangible results.

5. STRUCTURES AND MANAGEMENT

(Refer to Annex 1 for Diagram of Structure)

5.1. PLENARY

1. Plenary is the ultimate body.
2. Plenary is composed of five (5) Segments: (i) TC Political Parties, (ii) GC Political Parties, (iii) Trade Unions, (iv) Business and Professional Associations, and (v) NGOs.
3. Regular Plenary meetings to take place at least every two (2) months.
4. Chairing of Plenary
 - a. Two (2) Coordinators and/or Facilitators,
 - b. Two (2) Chairpersons from the Implementing Committee (henceforth “IC” – Refer to Section 5.4), One (1) from each community on rotational basis for the period of two (2) Plenary Meetings.
5. Functions of Plenary
 - a. Plenary decides by consensus* on what agenda items are to be discussed from the list of agenda items proposed by the Segments (The procedure for setting agenda items for Regular Plenary can be found in Section 5.2.) For each agenda item approved, a Thematic Working Group (henceforth TWG) is created.
 - b. Plenary calls on organisations and/or representatives interested to participate in a specific TWG to assign their member, and mandates TWGs to produce Terms of Reference (henceforth “ToRs”) for the specific agenda item. (The procedure for creating the ToR can be found in Section 5.3.).

* Consensus presupposes understanding of and respect for different points of view including disagreement and implies mutual accommodation on the basis of which agreement can emerge by a sincere process of adjustment among participants in the true spirit of dialogue. Consensus, while signifying substantial agreement, does not imply unanimity.

- c. Plenary reviews and finalises the ToR for specific agenda item.
 - d. Plenary reviews progress made in TWGs.
 - e. Plenary reviews options generated by TWGs and decides on the final single-text document by consensus*.
6. The possibility to add an item on the agenda for emergency discussion during the Regular Plenary session only exists at the start of each Plenary meeting, if there is consensus* in all Segments of the Forum.
7. Extraordinary Plenary is when an agenda item/issue emerges that needs to be addressed urgently by the Forum before the upcoming Regular Plenary. The following are the instances and procedures in which agenda items/issues for EP can be raised:
- a) Internal Request - participating organisations/representatives in Plenary can raise an agenda item/issue for EP when:
 - a. there is support by at least one (1) organisation/representative from each Segment OR
 - b. any one Segment supports the agenda issue/item by consensus*.
 - b) External Request – requests received by the IC from external entities. Any such request is assessed and approved by the Implementing Committee by consensus*. Decisions of the IC need to be reported to the Plenary (e.g. accepting or rejecting an extraordinary Plenary request).

* Consensus presupposes understanding of and respect for different points of view including disagreement and implies mutual accommodation on the basis of which agreement can emerge by a sincere process of adjustment among participants in the true spirit of dialogue. Consensus, while signifying substantial agreement, does not imply unanimity.

5.2. SEGMENTS

1. Segments act as consensus building and deadlock breaking mechanisms of the Forum.
2. Segment meetings take place once a month to discuss agenda items and progress – Segment meetings need to take place at least once within fifteen (15) days before each Regular Plenary.
3. Segments elect/appoint members of the Implementing Committee.
4. Segments propose agenda items to the Plenary. Every Segment prioritises three (3) agenda items to take to the Plenary from following categories: political / economic / educational-cultural
5. It is strongly suggested that representation is gender balanced.
6. Procedures and mechanisms for Application to Participate in the Forum:
 - **Step 1:** Each Segment assesses and decides on new applications for participation. During the application process the right and the procedure for appeal needs to be known and be clear to applicants. Any decision on rejections should be accompanied by a written justification.
 - **Step 2:** Organisations that want to appeal because they have been rejected need to direct their appeal to the IC. The IC assesses the justification provided by the Segment and the appeal of the organisation – its role is to make a suggestion to Plenary about the appeal.
 - **Step 3:** Every Segment is accountable to Plenary on the rejection of applications – and therefore needs to justify its decision to the Plenary
 - **Step 4:** Once the Plenary makes a decision, the decision is officially communicated to the organisation.

5.2.1. POLITICAL PARTY SEGMENT

1. **Criteria for Participation:**

- a. Political parties with elected representatives within the respective legislative bodies will participate in the Political Party Segments of the Forum.
 - b. In the case of newly formed parties, (whose elected representatives have left to create another party) they would only be invited to the Plenary as observing members with no active participation rights until the newly formed party has received political legitimacy from the public at the next elections.
2. At the level of Segment meetings, the Greek Cypriot (GC) and Turkish Cypriot (TC) Political Parties will meet jointly.

5.2.2. TRADE UNION SEGMENT

1. **Composition/ Criteria for Participation:**

- a. Participation in the Trade Union (TU) Segment is open to all organisations that are classified as trade unions
- b. Trade unions represented by umbrella Trade Unions already participating in the Forum cannot participate in the TU Segment.
- c. One member from each Trade Union will participate in the Forum meetings. A second member will be mandated to replace the primary member in case of absence.

5.2.3. BUSINESS SEGMENT

1. The Business Segment is defined by organisations that are actively contributing to the economy.

Composition: Three (3) Categories of organisations/associations identified as defining the Business Segment:

- a. **Chambers:** Organisations representing collective business interests within the economy. These organisations represent the major part of the economy and are the social partners in the legislative bodies.
 - b. **Professional Associations:** Associations that represent professional people in their individual capacity.
 - c. **Sectoral Associations:** Associations consisting of enterprises that represent specific sectors of the economy. Organisations will be classified according to the business sector they belong to. Sectors identified that make up the business society in both communities include the following in alphabetical order: *Agriculture and Farming, Commerce, Construction and Real Estate, Finance, Health, Industry, Professional Services, Tourism, Transportation.*
2. The Business Segment will function through an elected/appointed **Executive Committee** that would represent the Business Segment in Plenary (Refer to Annex 3C).
 3. At the Segment level, all organisations (Chambers, Sectoral Associations, and Professional Associations) that are members of the Forum will participate.

4. Composition of Executive Committee (18 persons):

- a. *Four (4) members from Chambers (KEBE, OEB, KIBSO, KTTO)* - Chamber representatives are directly appointed to be part of the Executive Committee.
- b. *Ten (10) members from Sectoral Associations* - The ten (10) members of the Executive Committee are elected from the pool of Sectoral Associations in the Segment. The candidates will stem from the following sectors: Commerce, Tourism, Finance, Transportation and Construction, as these represent the key sectors of the economy based on their contribution to the GDP.
- c. *Four (4) members from Professional Associations* - The 4 members of the Executive Committee are elected from the pool of Professional Associations in the Segment. Each community will elect 2 members to represent the interests of the Professional Associations in Plenary.

5. Electing Members of the Executive Committee:

- a. Participating organisations can only vote within their designated category (Chambers, Professional Associations, Sectoral Associations)
- b. Each organisation will have one vote to elect the members that will represent their category in the Executive Committee.

5.2.4. NGO SEGMENT

1. The NGO Segment will be organised by interest group. These are (in alphabetical order) Culture and Arts, Education, Environment, Humanitarian/Human Rights/Social Welfare, Peace Building, Politically Affiliated Women Organisations, Politically Affiliated Youth Organisations, Religious/Faith-based, Sports, Student Unions, Women, Youth. (Refer to Annex 3A)
2. Participation of NGOs in the Plenary will be through elected Representatives (henceforth “Reps”) from each interest group.
3. **Criteria for NGO Participation** - The following criteria apply to both Registered and Non-Registered NGOs:
 - a. Demonstration of democratic processes of electing Board/ Executive Committee.
 - b. Submit statutes.
 - c. Sign a form of Declaration (code of ethics) for participation in the Forum.
 - d. Demonstration of activity:
 - i. at least one (1) General Assembly over the past three (3) years OR proof of a minimum of fifty (50) members/supporters, **AND**
 - ii. series of activities over the three (3) year period.
 - e. Participation in interest groups – NGOs need to indicate a primary interest group and also secondary interest groups.
 - f. Every two (2) terms (4 years) the NGO Segment will verify that all member organisations of the Segment still satisfy the criteria for participation.
 - g. NGOs will need to apply to participate in the Forum by completing an Application Form (Refer to Annex 4 for Application Procedures and Application Form).

4. **NGO Interest Groups** - Minimum number of organisations for interest group to be active;
 - a. At least 3 organisations representing both communities. In the case of bi-communal organisations these are considered to represent the interests of both communities.
5. **NGO ‘Reps’**
 - a. Representatives: Two (2) representatives per Interest Group. One (1) from each community.
 - b. Reps have a term of two (2) years in Plenary.
 - c. Method of Electing Representatives can be found in Annex 3B
6. **Participation of NGOs in the TWGs**
 - a. Not more than one (1) member from the each organisation.
 - b. For agenda items linked directly to an interest group, the relevant NGOs from the respective interest group will have priority to participate.

5.3. THEMATIC WORKING GROUPS

1. Thematic Working Groups (TWGs) are cross-Segment groups that are mandated by the Plenary to discuss specific agenda items and create options.
2. TWGs will be *ad hoc* based on specific issues and/or agenda items that will be decided on by Plenary.
3. Unless decided otherwise by Plenary, a maximum of three (3) TWGs to be created and run parallel at any one time.
4. **Composition of Thematic Working Groups:**
 - a. Not more than one (1) person per participating organisation.
 - b. Ceiling of thirty (30) members in each TWG.
 - c. External experts and/or Relevant Organisations to be invited when and if needed, depending on the agenda issue being discussed.
 - d. TWG will be supported by the Secretariat.
 - e. Content (Expert) Facilitators: senior, knowledgeable, credible, competent, respected by all participating organisations.
5. **Procedures for dealing with Agenda items in Thematic Working Groups (Refer to Annex2)**
 - a. TWG is given the mandate to discuss an agenda topic by the Plenary.
 - b. For each agenda item, the TWG creates an Agenda ToR.
This includes the following:
 - i. Clearly define the agenda item with an aim to reach an outcome.
 - ii. Break down the agenda item to its components and subcategories and propose sequencing.
 - iii. Frame agenda items inclusively from the perspective of both communities.

5.4. IMPLEMENTING COMMITTEE

1. The Implementing Committee will act as a coordinating and implementing body. It will have no decision-making authority and/or power.
2. The IC's role is to implement decisions made by the Plenary and report back the progress on their development.
3. The IC has the role to open and maintain channels of communication with Track 1 (official negotiation process) and other bodies based on a mandate given by Plenary.
4. IC will receive and share information acquired only through 'official' channels:
 - a. Needs to share reports received with Plenary.
 - b. Information received needs to be communicated to the relevant thematic working group.
5. Decisions of the IC need to be reported to the Plenary.
6. Reviews appeals for participation in the Forum and provides suggestions to Plenary.
7. **Implementing Committee structure and composition**
 - a. Two (2) members from each Segment – total ten (10) members.
 - b. Members need to be community balanced.
 - c. Gender balance is strongly suggested.
 - d. No hierarchy between the members of the IC – members will delegate amongst themselves duties based on the tasks to be completed and skills of the members.
 - e. IC will have a two (2) year term.

- 8. Method of Electing Implementing Committee Members**
 - a. Members of the IC are elected/appointed by the Segments.
 - b. In the Political Party Segment, IC members are appointed by participating organisations.
 - c. In the NGO Segment, IC members are elected from among the NGO Reps.
 - d. In the Business Segment, IC members are elected from among the members of the Executive Committee.
 - e. In the Trade Union Segment, IC members are elected by the participating organisations.

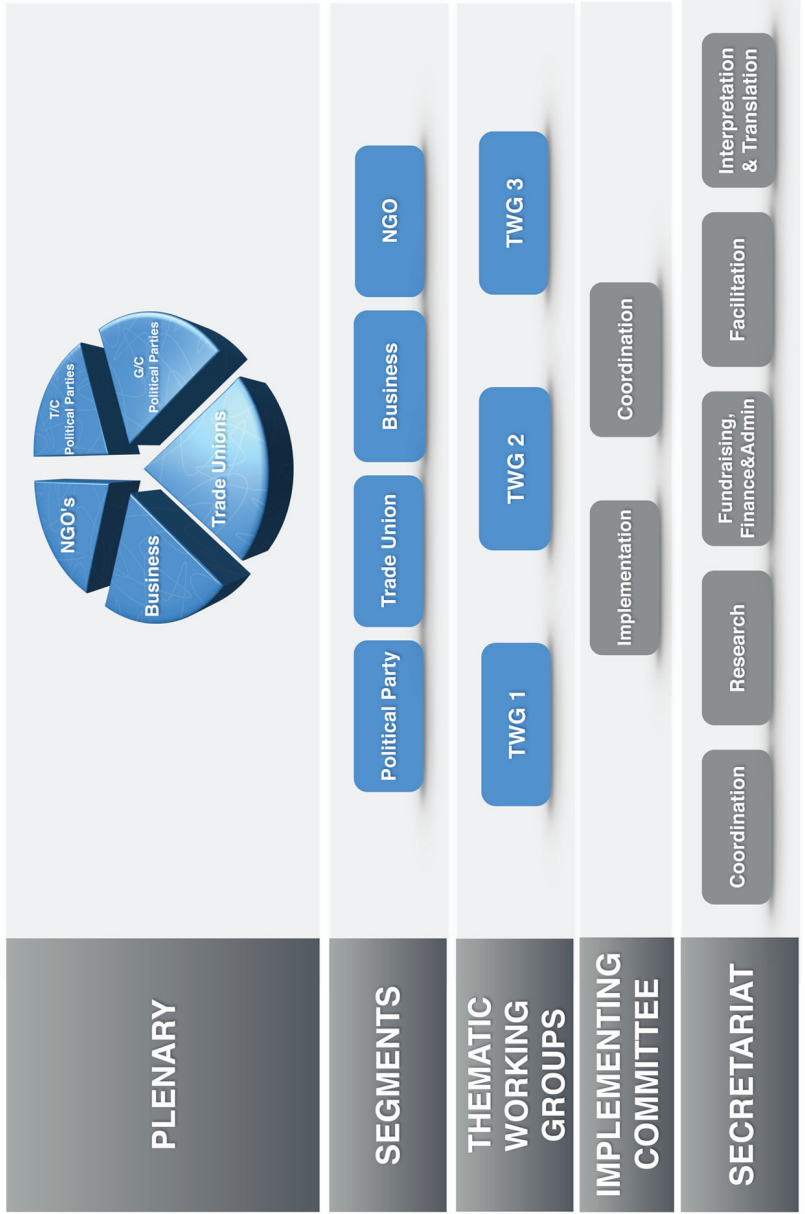
- 9. Administrative Procedures in Implementing Committee**
 - a. Meeting Quorum: six (6) out of ten (10).
 - b. Consensus* of those present for decisions to be made.
 - c. Implementing Committee can invite others to the discussion/meeting depending on the issue being discussed.

* Consensus presupposes understanding of and respect for different points of view including disagreement and implies mutual accommodation on the basis of which agreement can emerge by a sincere process of adjustment among participants in the true spirit of dialogue. Consensus, while signifying substantial agreement, does not imply unanimity.

5.5. SECRETARIAT

1. Provides support to Plenary, Segments, Thematic Working Groups and Implementing Committee:
 - a. Facilitators – Plenary has the final endorsement of the content (expert) facilitators to be appointed for Thematic Working Groups.
 - b. Researchers – Coordinators: preparation of documents, consultation with stakeholders for collecting information needed, technical and logistical support.
2. Secretariat works closely with the IC. All activities need to be closely coordinated between the Implementing Committee and the Secretariat.
3. Secretariat is accountable to the Plenary.
4. Secretariat cannot disclose any information regarding the content of discussions unless otherwise decided by the Plenary.
5. Secretariat helps to create and maintain the digital platform and database required for the Forum.

STRUCTURE



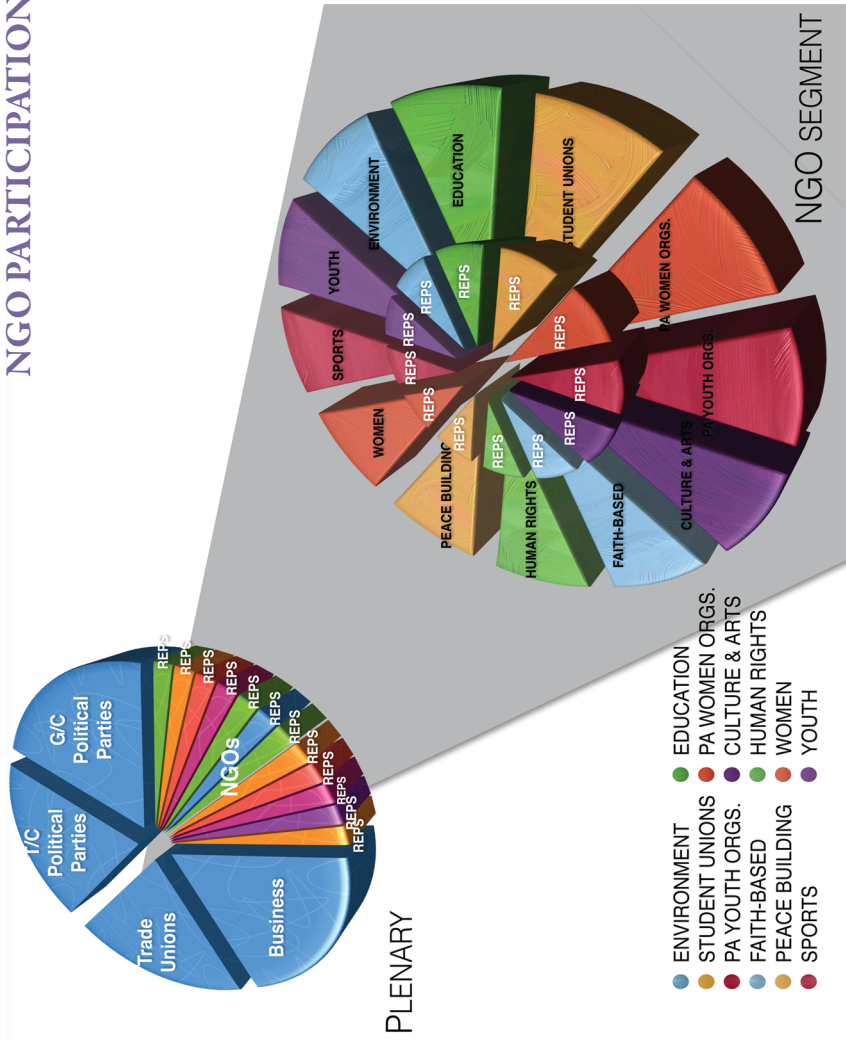
PROCESS



ANNEX 3 SEGMENT STRUCTURE AND METHOD OF ELECTING REPRESENTATIVES TO PLENARY

ANNEX 3A - NGO SEGMENT STRUCTURE

NGO PARTICIPATION

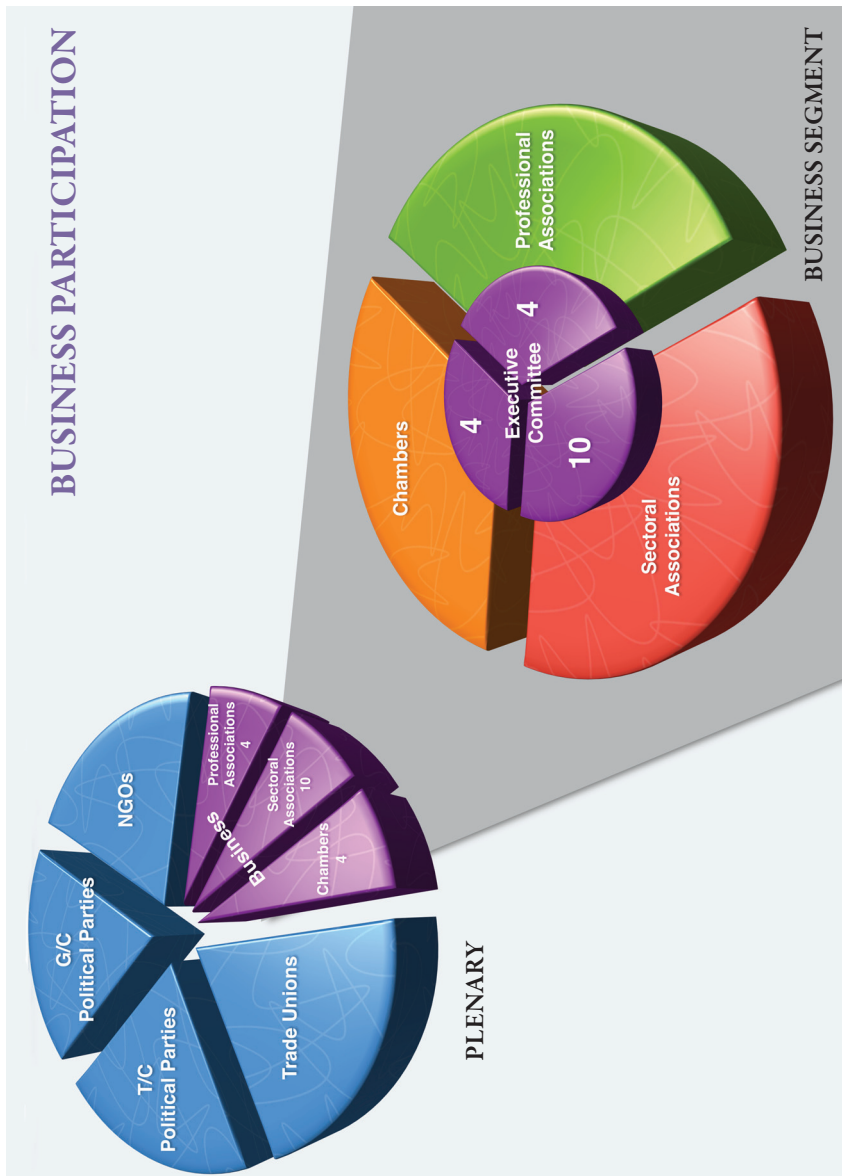


METHOD OF ELECTING NGO REPRESENTATIVES TO PLENARY

1. Candidates:
 - Organisations can only nominate candidates in their primary (voting) interest group.
 - Candidates need to be accompanied by an organisational mandate.
 - Only 1 candidate per organisation.
 - Candidates can only run for 2 consecutive terms.

2. System for Electing Representatives
 - Cross voting across interest groups.
 - Votes cast by organisations in their primary interest group will carry a weight of two (2) whereas votes cast by organisations in other interest groups will carry a weight of one (1).
 - Each organisation can cast one (1) ballot with maximum four (4) preferences.
 - Two (2) preferences must be cast in their own primary interest group (and this need to be allocated to 1GC and 1TC candidate).
 - At least one (1) (maximum of 2) preferences in other interest groups irrespective of community.

3. Election Committee
 - Ad-Hoc Committee consisting of 3TC and 3GC members which are not candidates and do not represent the same organisation.
 - Role is to count the votes and announce the results of the elected representatives.



APPLICATION FORM FOR NGOs and PROCEDURE FOR ASSESSMENT

ANNEX 4A

PROCEDURE FOR ASSESSMENT OF NGO APPLICATIONS:

- a. NGOs need to apply to participate in the Forum by completing an Application Form (Application Form can be found below).
- b. To assess the applications an Ad-hoc Assessment **Committee** (in the process of transition) will be established.
- c. Composition of the Ad-hoc Assessment committee:
 - Two members from each interest group (1GC/1TC).
- d. Role of Ad-hoc committee – to assess applications from NGOs to participate in Forum
 - The Ad hoc committee will be accountable for its decisions to Plenary.
 - Assessment of applications based on the criteria for participation.
 - NGOs have the right to appeal if the application is rejected.
 - Process of Assessment of Applications and Appeal (*as it applies to all Segments of the Forum- Application and appeal procedures*).

APPLICATION FOR PARTICIPATION IN CYPRUS DIALOGUE FORUM - NGO SEGMENT

1. Name of Organisation: _____

2. Registration (if and where applicable):

a. Registration number: _____

b. Recent renewal date: _____

c. Last date of general assembly held: _____

3. Membership

a. Number of Total members: _____

b. Number of Executive members: _____

4. Composition of the Executive Committee:

Name	Position
1	
2	
3	
4	
5	
6	
7	
8	

5. Brief Introduction and Background of the Organisation

a. Organisational Objectives:

b. Brief description of recent activities:

c. Target Groups of the organisation:

d. Working areas of the organisation (From the list below please choose only one primary area of interest and any other secondary areas of interest)

Interest Area		Primary (indicate only one)	Secondary (indicate all relevant)
1	Youth		
2	Politically Affiliated Youth		
3	Women		
4	Politically Affiliated Women		
5	Environment		
6	Humanitarian and Human Rights		
7	Religious/ Faith Based		
8	Education		
9	Student Unions		
10	Peace Building		
11	Sports		
12	Culture and Arts		
13	Other (Please specify).....		

6. Funding Sources – Donors and Internal Organisations Resources. Please indicate the relevant information with a YES or NO answer unless otherwise stated:

Funding Sources	
Donor (s) Name: (If relevant please specify)	
Membership Fees:	
Donations / Charity	
Income generation activities (If relevant please specify)	
Other (please specify)	

7. Attachments

Along with the application please attach the following documents:

A. Statute

B. Letter of Intent and Interest in Participating in the Cyprus Dialogue Forum

C. Proof of organisational mandate (relevant minutes or other proof of decision to participate)



info@cydialogue.org www.cydialogue.org

 [cydialogue](https://www.facebook.com/cydialogue)  [@cydialogue](https://twitter.com/cydialogue)