

GIFT-MENA Convention

Article I Name and Character

1. This organization shall be known as the Governance Institutes Forum for Training in the Middle East and North Africa.
2. The organization may also use the acronym GIFT-MENA as an abbreviated name.
3. GIFT-MENA is a forum that brings together schools and institutes of public administration specializing in the training of government civil servants in the Middle East and North Africa region (MENA). It is locally owned and was launched in Beirut, Lebanon, in March 2006.
4. The MENA region is defined so as to include the 22 Arab countries members of the League of Arab States¹.
5. GIFT-MENA is a non profit organization.
6. This Convention acts as a gentlemen agreement adopted by GIFT-MENA members in order to manage common objectives, activities, membership, management and financing of the organization.

Article II Mission and Objectives

1. The mission of GIFT-MENA is to help improve the capacity of civil service training institutions in MENA and help instill a culture of responsiveness, results orientation and public ethics among the new generation of mid-level civil servants in MENA countries, in order to support governance reforms.
2. GIFT-MENA aims at creating networks of reformers and agents of change within the public sector institutions specialized in the training of government civil servants, taking advantage of both local knowledge and external expertise, to further advance governance reform in the MENA region through training and capacity building.
3. GIFT-MENA supports primarily South-South learning as an effective tool for developing tailored solutions to governance challenges in the MENA region.
4. The immediate objectives of GIFT-MENA are:
 - a) Strengthening the institutional capacity of its member institutions;
 - b) Promoting networking and cooperation among member institutions, including the exchange of trainers, trainees and training programs,

¹ Algeria; Bahrain; Comoros; Djibouti; Egypt; Iraq; Jordan; Kuwait; Lebanon; Libya; Mauritania; Morocco; Oman; Palestine; Qatar; Saudi Arabia; Sudan; Somalia; Syria; Tunisia; United Arab Emirates; Yemen.

- c) Serving as a platform for the dissemination of international and regional good practices in public sector governance among its members;
- d) Providing sustained access to specialized, high quality, custom-tailored curricula in the broad area of public sector governance in the Arabic, French and English languages.

Article III

Functions and Values

1. GIFT-MENA is a forum that brings together institutes and schools that provide training on governance and public administration issues in the MENA region;
2. GIFT- MENA is a platform for sharing and exchanging expertise, training materials and data in any field related to governance and public administration;
3. GIFT-MENA shall promote both human capacity building and institutional development through mutual learning and knowledge-sharing, and bring synergetic effects to all member institutions;
4. GIFT-MENA will foster primarily intra-MENA cooperation as well as cooperation and exchange between MENA and European and international organizations that focus on MENA;
5. GIFT-MENA members will promote values such as diversity, equality, service excellence, transparency, and accountability;
6. GIFT-MENA members will commit themselves to respect local cultures, usage of participatory approaches, and to avoid any kind of conflicts of interest.

Article IV

Membership

1. GIFT-MENA membership encompasses two types of members: Institutional Members and Associate Members. Individuals can apply for Observer status.
2. **The Institutional Members** of GIFT-MENA shall include:
 - a) Civil service training schools and institutes which are part of, or are affiliated with MENA governments;
 - b) Government agencies and/or ministerial divisions, which include training government civil servants as part of their mission in the MENA region;
3. **The Associate Members** of GIFT-MENA include:
 - a. International and regional organizations involved in training and/or capacity building on public administration/governance issues and servicing the public sector of MENA;
 - b. Euro-Mediterranean civil service training schools, institutes and organizations whose mission include the provision of technical assistance to MENA governments, including to MENA counterpart institutions;
 - c. Euro-Mediterranean government agencies and/or ministerial divisions, which include training government civil servants as part of their mission and which provide technical assistance to MENA governments;

- d. Global networks of universities, institutions or individuals involved in public administration/governance in MENA.
4. **Individuals** who have made important contributions to the field of governance and public administration, and who are committed to promote the interests and goals of GIFT-MENA may apply for Observer status.

Article V

Internal Governance

1. The General Assembly and the Steering Committee are the governing bodies of GIFT-MENA.
2. The General Assembly includes all GIFT-MENA Members. It shall exercise the general oversight of GIFT-MENA. The General Assembly shall meet once every two years and more often if appropriate.
3. Only Institutional Members can vote on the GIFT-MENA businesses during General Assembly meetings. Non-voting categories of membership include Observers and Associate Members.
4. The Steering Committee shall provide overall management and direction to GIFT-MENA, and shall be composed of representatives of the Institutional Members elected by the General Assembly.

Article VI

Executive Secretariat

1. For an initial operational period of 4 years, the Executive Secretariat shall be located in Beirut, at the Institute of Finance of Lebanon-Basil Fuleihan Institute.
2. After this period, the location of the Executive Secretariat shall be decided by the General Assembly.
3. The Executive Secretariat shall provide day-to-day management of the administrative and financial affairs of GIFT-MENA. It shall be managed by the Executive Secretary.
4. The Executive Secretary can be assisted by full time or part time staff persons and/or consultants.

Article VII

Finances

1. The GIFT-MENA sources of funds shall be the following:
 - a. Grants
 - b. Donations
 - c. Membership dues
 - d. Members' contributions

- e. Yields of its own activities and of its own assets.
2. The Executive Secretariat shall establish a special GIFT-MENA banking account into which all revenues shall be paid.

Article VIII

Bylaws

1. Supplementary bylaws which shall define the rules of conduct for the work of the organization, its governing and executive bodies, and GIFT-MENA members shall be adopted by the General Assembly.
2. In case of discrepancy between Convention and bylaws, the Convention shall govern.

Article IX

Termination

1. GIFT-MENA shall be terminated by a resolution of the General Assembly accepted by two-thirds vote of the Institutional Members present at the General Assembly meeting
2. Any remaining assets of the organization will be allocated proportionally among the eligible members, according to the level of the membership dues.

Article X

Effective date and Amendments

1. This Convention shall be effective upon adoption by the General Assembly – exceptionally by both Institutional and Associate Members present at the first General Assembly meeting of the organization.
2. This Convention may be amended when necessary by two-thirds vote of the Institutional Members present at the General Assembly meeting. Proposed amendments must be circulated to all Institutional Members at least 30 days in advance of the meeting. Amendments can be proposed by the Steering Committee or a majority of Institutional Members.

Issued and adopted by the General Assembly on June 5, 2008 in Paris-France.

ANNEX: List of Institutional and Associate Members present at the first General Assembly meeting