

The Global Compact Network

Belgium

Governing Principles



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Appendix 1: the 10 Principles of the UN Global Compact

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What is the UN Global Compact?

The UN Global Compact (UNGC) is a **strategic policy initiative** for businesses that are committed to **aligning their operations and strategies with ten universally accepted principles** in the areas of **human rights, labour, environment and anti-corruption**.

Many businesses recognize the need to collaborate with international actors in the current global context where social, political and economic challenges (and opportunities) – whether occurring at home or in other regions – affect companies as never before.

Largest global corporate citizenship and sustainability initiative

Since its inception in 2001, the UN Global Compact has known an astonishing evolution. This is reflected in the growth of the Global Compact, which today stands as the **largest corporate citizenship and sustainability** initiative in the world, with over **7700 corporate participants and stakeholders** from over **135 countries** (figures from 31 dec 2009).

The Global Compact is a leadership platform, endorsed by **Chief Executive Officers**, and offering a **unique strategic platform for participants to advance their commitments to sustainability and corporate citizenship**.

Structured as a **public-private initiative**, the Global Compact is a **policy framework for the development, implementation, and disclosure of sustainability principles and practices** and **offering participants a wide spectrum of specialized workstreams, management tools and resources, and topical programs and projects**, all designed to help **advance sustainable business models and markets** in order to contribute to the initiative's overarching mission of helping to **build a more sustainable and inclusive global economy**.

Two objectives

The UN Global Compact has two objectives:

1. Mainstream the ten principles in business activities around the world
2. Catalyze actions in support of broader UN goals, including the Millennium Development Goals (MDGs)

With these twin and complementary objectives in mind, the Global Compact has shaped an initiative that provides collaborative solutions to the most fundamental challenges facing both business and society.

Leveraging strengths of business and the authority of the UN

The Global Compact seeks to combine the best properties of the UN, such as **moral authority and convening power**, with the **private sector's solution-finding strengths**, and the **expertise and capacities of a range of key stakeholders**.

The initiative is **global and local; private and public; voluntary yet accountable**. The Global Compact's has a unique constellation of participants and stakeholders, bringing companies together with governments, civil society, labour, the United Nations, and other key interests.

Benefits of engagement

The benefits of engagement include the following:

- Adopting an established and **globally recognized policy framework** for the development, implementation, and disclosure of environmental, social, and governance policies and practices.
- **Sharing best and emerging practices** to advance practical solutions and strategies to **common challenges**.
- **Advancing sustainability solutions in partnership with a range of stakeholders**, including UN agencies, governments, civil society, labour, and other non-business interests.
- **Linking business units and subsidiaries across the value chain** with the Global Compact's Local Networks around the world -- many of these in developing and emerging markets.
- Accessing the **United Nations' extensive knowledge of and experience** with sustainability and development issues.
- Utilizing UN Global Compact **management tools and resources**, and the opportunity to engage in **specialized work streams** in the environmental, social and governance realms.

Communicating on progress

Finally, the Global Compact incorporates a transparency and accountability policy known as the **Communication on Progress (COP)**. The annual posting of a COP is an important **demonstration of a participant's commitment** and **continuing improvement** towards the Global Compact and its principles. Participating companies are required to follow this policy, as a commitment to transparency and disclosure is critical to the success of the initiative. Failure to communicate will result in a change in participant status and possible delisting.

In summary, the Global Compact exists to assist the private sector in the management of increasingly complex risks and opportunities in the environmental, social and governance realms. By partnering with companies in this way, and leveraging the expertise and capacities of a range of other stakeholders, **the Global Compact seeks to embed markets and societies with universal principles and values for the benefit of all.**

The establishment of the Global Compact Network Belgium

Local networks play **an instrumental role** in **rooting** the Global Compact within countries and local economic regions. Up until 2009, there was no formal network for the Global Compact in Belgium.

Since 2009, **Belgian Global Compact participants** and the **Junior Chamber International + leden taskforce** have started network activities by organizing round-table meetings and by forming a taskforce to create a **formal network** by the first quarter 2010. With the **support of the Belgian Government**, the taskforce was able to organize a first Outreach Event on 15 October 2009, coinciding with the formal launch of the Global Compact Network Belgium.

From this day onward, the **Global Compact Network Belgium (GCNB)** will assemble all the Belgian Global Compact participants (both local firms and subsidiaries of foreign corporations) and local stakeholders.

The Global Compact Network Belgium is a voluntary initiative of Belgian companies, nongovernmental organizations, and other stakeholders with a shared vision to contribute to sustainable business development through the implementation of the ten principles of the UN Global Compact. The Belgian Global Compact Network is endorsed by the FPS Foreign Affairs Belgium.

Governing and Organizational Principles of the Global Compact Network Belgium

The governance structure of the GCNB is **set up to promote greater ownership** of the initiative by **Belgian participants of the UN Global Compact and other stakeholders**, as well as **to bring together corporate social responsibility activities** within a coherent organizational structure to achieve **greater public-private partnership** and **tangible impact**.

The GCNB has a formal organizational structure. The structure is composed of a **Steering Committee** and a **Secretariat**.

The objective of the Network governance structure is to promote **the “Global Compact” brand**, **improve the quality of engagement** and achieve greater positive impact in Belgium.

The GCNB activities are funded through **voluntary contributions** from its members, although contributions from local, national and international donors are also encouraged.

Mission

The mission of the GCNB is **to promote** the Global Compact and its principles in Belgium and **to support** the progress of its members with respect to implementation of the ten Global Compact principles **through learning, dialogue and partnerships**, while also **creating opportunities for multi-stakeholder dialogue** and advocacy through **collective actions**.

Furthermore, the GCNB wants to deepen the involvement of all participants through activities and events and promote action in support of broader UN goals.

Network objectives and activities

- Serve as a Global Compact **outreach mechanism in Belgium** to engage more Belgian organizations by implementing an active recruitment strategy
- Provide **a country forum for learning and constructive exchange of Corporate Social Responsibility practices**. The Network will encourage its members to develop and share case Studies; contribute to peer learning by organizing events, and/or establishing discussion forums and activities organized around national and local priorities related to responsible business.
- **Identify critical issues** related to corporate social responsibility, human rights, labour standards, climate change and environmentally responsible business practices and propose practical solutions in cooperation with other UN Global Compact Networks abroad.
- **To advise** the Belgian companies that are Global Compact participants with the **implementation of the ten principles of the Global Compact** and with the **preparation of their annual "Communication on Progress" report**.
- Act as a **national platform for outreach and dialogue** on issues related to the ten GC principles, responsible corporate citizenship and the advancement of the UN Millennium Development Goals.
- Work in partnership with other networks and organizations who work towards Corporate Citizenship-related or similar objectives.

Structure of the Network

The network's activities are coordinated by two distinct bodies within the Global Compact Network Belgium: the **Steering Committee** and the **Secretariat**

The Steering Committee (SC)

The **Steering Committee** provides the direction of the GCNB to deliver its activities. This Committee is the representative body of the GCNB to the UN Global Compact Head Office. Any GCNB member can be elected to the SC for an unlimited number of times. The SC comprises of (exact number to be added) GCNB members. The SC has a two-year mandate and convenes on a quarterly basis.

The specific responsibilities of the Steering Committee are summarized below:

- Representing GCNB locally and internationally
- Facilitating constructive dialogue among members and stakeholders
- Submitting draft long term strategy
- Providing policy and strategic advice to the members
- Developing policies and procedures for the effective functioning of the network (membership recruitment, outreach, project development, etc.)
- Approving the annual work plan and activities report of the GCNB
- Leading the fundraising effort of the GCNB
- Formation of the GCNB Secretariat
- Monitoring the performance of the network

The Secretariat

The network's activities are supported by the **GCNB secretariat**. The Secretariat is the **executive management body of the Network**. The Secretariat is responsible for the internal and external communications of the network.

The Secretariat is established by the decision of the SC. The decision shall clearly reflect the following:

- The structure of Secretariat
- Functions of the Secretariat, other than those defined by Governance Principles
- Office location and means of communication
- The costs associated with the maintenance of the Secretariat.

The specific responsibilities of the Secretariat are summarized below:

- Implement the membership recruitment policy approved by the SC (including forwarding the letters of support of new participants and adding new participants to the UN Global Compact internal database)
- Keep the UN Global Compact Head Office updated of upcoming activities of the Network events
- Promote local projects, national campaigns or tools developed within the network
- Keep the GCNB members informed about the SC decisions
- Assist and facilitate partnerships and joint project initiatives between members
- Maintain relationships with the media to help broad the local audience and increase public awareness of the Global Compact initiative
- Manage and maintain the official web site of the GCNB (www.globalcompact.be)
- Support the work of the SC
- Prepare annual and specific event reports

- Develop specific tools that could help engage better with Global Compact participants in Belgium together with the Focal Point
- Organize annual events to take stock of progress
- Demonstrate the relevance of working with business to others in the UN system

The Focal Point

The Steering Committee will appoint a network **Focal Point** to liaise with the UN Global Compact Head Office and the wider UNGC network. The Focal Point can participate in the annual Global Compact Local Networks Fora and the annual meeting of the European focal points and will:

- Share information to engender joint learning
- Encourage action on the ground and experience sharing between country offices and UN Headquarters

The Belgian focal point is:

Karla Basselier

Focal Point, Global Compact Network Belgium

Department Economic Issues B3.1 Federal Public Service Foreign Affairs, Foreign Trade and Development Cooperation

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E-mail: karla.basselier@globalcompact.be

Outreach and Communication

Information flow

The Secretariat is responsible for internal and external communication of the GCNB. An internal membership mailing list is developed and maintained by the Secretariat to facilitate internal communication between members.

Only the designated members of the Steering Committee can make official statements on behalf of the GCNB, communicate to government agencies and the media.

Use of Logos

There are four types of images used to describe the visual identity of the UN Global Compact and its Local Networks. Those are:

- a. the UN Global Compact Logo,
- b. the UN Global Compact logotype,
- c. the Endorser Logo, and
- d. the Network Logotype.

The first three are universal for all countries and can be used according to the UN Global Compact Logo Policy.

The Network logotype is local network specific and can be used by member organizations with the permission of the Steering Committee and in accordance with Global Compact Logo Policy. The GCNB logotype has the Global Compact logo on the left side and the words “Global Compact Network Belgium” on the right. The GCNB can have its blank with the Network logotype for official communications.

Web site

The Network web site is set up and maintained by the Secretariat as its main external communication mechanism.

The only official address of the GCNB web site is: www.globalcompact.be

Partnership and cooperation

To achieve its mission, the GCNB develops and implements different projects throughout the year. Projects can be developed and implemented by one member, by a group of members or at the initiative of the Steering Committee and Secretariat.

Any member organization that is **looking for partners** for a **certain project** can apply to the Secretariat for disseminating the call for participation and facilitating the joint initiative.

Any member organization can apply to participate in the individual or group projects of other members through the Secretariat.

Membership

Membership

The GCNB membership is open to all organizations (for profit and non for profit) who are registered and operating in Belgium.

There are two types of membership: Associated Membership and Formal Membership.

All members (Associated and Formal) can participate in the activities organized by the GCNB.

Only official participants of the Global Compact can become Formal Members of the GCNB. Other organisations are welcome to join the GCNB as Associated Members, after an evaluation by the SC.

Only Formal Members have voting rights and are qualified to be elected for a mandate in the SC. Each Formal Member has one vote.

Membership fees only apply to Formal Members. The membership fee amount is set during the General Assembly of Formal Members.

Procedure for membership

a. In case the organization is a (new) Global Compact Participant:

i. Once the organization submits its letter of commitment in order to become an official participant of the Global Compact, it automatically becomes an Associated Member of the GCNB. No separate application is required.

ii. The SC contacts the participant in order to welcome it to the Belgian network and invites the organisation to join the GCBN as a formal member.

iii. The Network Secretariat adds the name of the new member to the GCNB database and informs the network members.

b. In case the organization is not (yet) a Global Compact Participant or does not (yet) meet the requirements posed by the UN Global Compact:

i. The organization applies for Associated Membership by sending a letter to the SC via the Secretariat or the GCNB web site.

ii. The SC contacts the applicant and evaluates its intention in joining the GCNB and its commitment to the principles of the Global Compact.

iii. In case of a positive evaluation, the Network Secretariat adds the name of the new member to the GCNB database and informs the network members

Termination of membership

Any member can choose to opt out from the network any time through a registered written notification, addressed to the Chairman of the Steering Committee via the Secretariat's office address.

If a member is de-listed from the official UN Global Compact participants list, it is automatically removed from the list of the GCNB members.

In any case there will be no reimbursement of membership fees.

Rights and responsibilities of the members

Any Associated Member is entitled to:

- ❖ Participate in the trainings and other events of the GCNB
- ❖ Participate in working groups, projects or other initiatives undertaken by the GCNB and its members
- ❖ Propose working groups, projects or other initiatives to be conducted with other GCNB members
- ❖ Leave the GCNB at any time

Any Formal Member has the right to:

- ❖ Participate in the trainings and other events of the Network according to the procedures defined by the Steering Committee
- ❖ Participate in working groups, projects or other initiatives undertaken by the GCNB and its members
- ❖ Propose working groups, projects or other initiatives to be conducted with other GCNB members
- ❖ Participate in the General Assembly of Members
- ❖ Elect and be elected in Governance bodies of the GCNB
- ❖ Propose changes to the Governance Principles in according with the procedures set out in the bylaws and other governance documents
- ❖ Get advice from the GCNB Secretariat on their Communication on Progress report
- ❖ Leave the GCNB at any time;

Any Member of the network shall:

- ❖ Respect the rights and integrity of other members and the Governance Principles of the GCNB
- ❖ Adhere to the ten principles of Global Compact and annually release a Communication on Progress report and refrain from actions or strategies here against
- ❖ Pay the applicable membership fees in due times;

Funding

The Global Compact Network Belgium is encouraged to explore their own sources of funding to support their activities by sponsorship and membership fee of 500 euro.

However, to ensure brand protection and integrity, members are expected to consult with the Global Compact Head Office on their fundraising plans and activities.

Contact details

Contact the GCNB Steering Committee and the GCNB Secretariat at:

Global Compact Network Belgium vzw

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Appendix 1: The ten Principles of the Global Compact

The Global Compact asks companies to embrace, support and enact, within their sphere of influence, a set of core values in the areas of human rights, labour standards, the environment, and anti-corruption:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses.

Labour Standards

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

Appendix 2: Roles and mandates of the members of the Steering Committee.

The Chairman and the Vice-Chairman collectively are responsible for the leadership of the Global Compact Network Belgium.

1. EXECUTIVE CHAIRMAN

Direct Reports:

The Executive Chairman maintains open communication with the Vice-Chairman and two-way communication with all members of the Steering Committee is also expected.

Position Summary:

The Chairman leads and oversees the operations and affairs of the Steering Committee. The Chairman builds an effective Steering Committee team and inspires the Steering Committee to set the mission and strategic direction of the Global Compact Network Belgium. The Chairman works to ensure that the Steering Committee functions properly, meets its obligations and responsibilities, and fulfills its mandate as set forth in the Corporate Bylaws and Governing Principles.

The role of the Executive Chairman includes:

- leads the Steering Committee and also takes a hands-on role in the Networks day-to-day management
- setting the agenda of the meetings
- ensuring that all Steering Committee members receive accurate, timely and clear information to enable them to take sound decisions
- ensuring that sufficient time is allowed for complex or contentious issues, and
- encouraging active engagement by all members of the Steering Committee
- has overall responsibility for the Global Compact Network Belgium which involves future expansion as a main priority of the network and taking the lead in providing a comprehensive, formal and tailored programme for all the participants of the Global Compact Network Belgium
- oversees all projects' development activities and generating significant returns for the Belgian network participants
- evaluating annually the performance of each Steering Committee member in his/her role as a member, and ensuring that the performance of the Steering Committee as a whole
- ensuring effective communication with all stakeholders and in particular that the Global Compact Network Belgium maintains contact with its principal stakeholders on matters relating to topics that are relevant for the Belgian companies that are member to the Global Compact Network Belgium.

2. VICE-CHAIRMAN

Direct Reports:

The Vice-Chairman maintains open communication with the Executive Chairman and two-way communication with all members of the Steering Committee is also expected.

Position Summary:

Support the Chairman of the Global Compact Network Belgium in his/her role with a focus on international CSR priorities for Belgian companies.

The role of the Vice-Chairman includes:

- preside over meetings of the Steering Committee in the absence of the Chairman
- support, the Chairman in his/her role as defined above
- represent the Global Compact Network Belgium on an international level
- support the UN Global Compact projects that are relevant to Belgian companies abroad and prepare international agenda accordingly
- be an ambassador for and promote the Global Compact Network Belgium internationally and establish relationships with other international networks
- involve participants from other networks to expand and promote the Global Compact Network Belgium.

3. TREASURER

Direct Reports:

The Treasurer reports to the Executive Chairman / Vice-Chairman and the members of the Steering Committee

Position Summary:

The Treasurer typically acts as an information and reference point for the Chairman and other Steering Committee members: clarifying financial implications of proposals; confirming legal requirements; outlining the current financial status; and retrieving relevant documentation.

The role of the Treasurer includes:

- General financial oversight:
 - oversee and present budgets to the Steering Committee
 - ensure that appropriate financial systems and controls are in place
 - ensure that record-keeping and accounts meet the conditions of funders or statutory bodies
 - ensure compliance with relevant legislation
 - ensure effective monitoring and reporting
 - advise on the Global Compact Network Belgium fundraising strategy
 - prepare and present budgets for new or ongoing work
 - advise on financial implications of strategic and operational plans
 - present revised financial forecasts based on actual spend
 - present regular reports on the Global Compact Network Belgium's financial position
 - prepare accounts for audit and liaising with the auditor, as required
 - Manage bank accounts
 - Set up appropriate systems for book-keeping, payments & petty cash
 - Ensure everyone handling money keeps proper records and documentation

4. COMMUNICATION MANAGER

Direct Reports:

The Communication Manager reports to the Executive Chairman, Vice-Chairman and other Steering Committee members.

Position Summary:

will be responsible for managing all aspects of communication of the Global Compact Network Belgium including PR and networking activities, acting as a main point of media contact, defining the strategic communication plan, and then overseeing its implementation.

The role of the Communication Manager includes:

- develop and implement an integrated communications strategy for the Global Compact Network Belgium, comprising of media relations, social networking, and wider online positioning
- determine and place features or stories for maximum online and offline coverage in our target CSR markets, developing communicative relationships with internal stakeholders across the different networks to ensure the most relevant opportunities for positive media coverage are obtained
- ensure the content issued meets the highest of standards and is in line with the UN Global Compact values and communication strategy
- manage the impact of any potential or actual negative media coverage (developing relevant materials for Q&As, speeches, and collateral materials)
- develop long-term and trust-based relationships with relevant journalists, editors, and analysts to ensure we are their first choice for stories and media commentary
- provide appropriate help and guidance to key participants of the Global Compact Network Belgium who speak to and deal with the media
- ensure all press cuttings are regularly obtained and distributed to all participants of the Global Compact Network Belgium and coordinate the record keeping with the secretariat
- manage the drafting and approval of press releases, support documents, and editorial content with key stakeholders, ensuring these are accurate/factual and sent out on time; and
- coordinate press events (ensuring projects are rolled out on schedule and within budget).

5. SECRETARY

Direct Reports:

The Secretary reports to the Executive Chairman, Vice-Chairman and other Steering Committee members.

Position Summary:

The Secretary is responsible for the day-to-day administration of the Global Compact Network Belgium.

The role of the Secretary includes:

- **Ensuring meetings are effectively organized and minuted:**
 - liaising with the Chairman to plan meetings
 - receiving agenda items from committee members
 - circulating agendas and reports
 - taking minutes (unless there is a minutes secretary)
 - circulating approved minutes
 - checking that agreed actions are carried out.
- **Maintaining effective records and administration:**
 - keeping up-to-date contact details of all the participants of the Global Compact Network Belgium (i.e. names, addresses and telephone numbers) for the Steering Committee.
 - filing minutes and reports
 - compiling relevant databases that are useful to the Global Compact Network Belgium, including those of appropriate officials or officers of voluntary organizations
 - keeping a record of the Global Compact Network Belgium's activities
 - keeping a diary of future activities.
- **Communication and correspondence in coordination with the Communication Manager:**
 - responding to all committee correspondence
 - filing all committee correspondence received and copies of replies sent
 - keeping a record of any of the Global Compact Network Belgium's publications (e.g. leaflets or newsletters) and
 - reporting the activities of the Global Compact Network Belgium and future programmes to participants, the press and other stakeholders
 - preparing a report of the Global Compact Network Belgium's activities for the year, for the Annual General Meeting.

6. PARTNERSHIPS & SPONSORSHIPS DIRECTOR

Direct Reports:

The Partnership & Sponsorship director maintains open communication with the Executive Chairman and two-way communication with all members of the Steering Committee is also expected.

Position Summary:

Managing existing and developing all future partnerships as well as managing all sponsoring and funding activities of the network

The role of the Partnership & Sponsorship director includes:

- Serving as the primary link between GCNB and its existing and potential partners
- Providing leadership in developing the vision and plans for collaboration with existing and potential partners.
- Managing of the fundraising sources of the network, by means of sponsor relationship development and other relevant activities.
- Establishing a calendar and identifying potential sponsors for the various events/activities throughout the year.