

Christchurch Call Advisory Network

Terms of Reference

1. Name

The Christchurch Call Advisory Network (CCAN) consists of leading organisations and individuals from civil society, academia, and the technical community, which convened as part of the [Christchurch Call](#). The Christchurch Call was formed in response to the massacre in Aotearoa New Zealand on March 15, 2019, when 51 Muslims were killed during prayer.

2. Mission Statement

The CCAN exists to provide expert advice on implementing [the commitments in the Call](#) in a manner consistent with a free, open, and secure internet, and with international human rights law. CCAN balances a spectrum of civil society, internet governance, and human rights concerns, including the right to be free from deprivation of life and incitement to violence, as well as the right to free expression. CCAN accomplishes its work through meaningful collaboration with the [Christchurch Call Foundation](#) (CCF), governments, civil society organisations, and private sector actors.

The CCAN will strive to achieve an appropriate balance of diverse and relevant perspectives and expertise across at least the following dimensions:

- 2.1. Diversity of expertise, including but not limited to: international human rights law, education, technology, content moderation, extremism, and radicalisation;

- 2.2. Geographic perspective, with emphasis being placed on including members who represent countries in the 'Global Majority';
- 2.3. Affected communities, with emphasis being placed on including members from communities directly affected by violence and extremism, and those disproportionately affected by counter-terrorism efforts.

3. Membership

3.1. Original Members

The CCAN was initially composed of approximately 40 organisations and individuals who responded to a request for expressions of interest posted by the Aotearoa New Zealand and French governments in 2019.

3.2. Eligibility Criteria for New Members

- 3.2.1. Membership is limited to civil society organisations (i.e., non-governmental and not-for-profit organisations) and individuals.
- 3.2.2. Members must demonstrate the relevant background, expertise, and/or perspectives they will contribute (see Section 3.4 below).
- 3.2.3. Members must demonstrate a basic commitment to human rights (e.g., privacy, freedom of expression, freedom of religion, etc.) and not facilitate human rights abuse.
- 3.2.4. Organisations or individuals that have previously facilitated human rights abuses, including under cover of or otherwise in pursuit of counterterrorism objectives, cannot be part of the CCAN without a clearly demonstrated commitment to human rights.
- 3.2.5. Members must demonstrate that their work is consistent with an open, interoperable, and global internet.

- 3.2.6. Members must be independent of governments and companies. To qualify for membership, they should, if applicable:
- 3.2.6.1. Establish that they have organisational and accountability structures in place (such as being registered as a non-governmental organisation in their country or providing visibility of their operations through a published statement of purpose and meeting minutes);
 - 3.2.6.2. Include in their application a statement that their work is not directed or strongly influenced by a government or private sector company;
 - 3.2.6.3. To the extent applicants receive significant funding (i.e., more than 25% of their operating budget) from governments or corporations, their application should disclose the total percentage of their operating revenue that comes from these sources, the specific governments or companies that provide funding, and what measures they take to ensure/maintain independence from those funders. Organisations need not disclose how much funding they receive from any particular source, and financial information will not be shared with anyone not directly involved in determining membership eligibility for the applicant.

3.3. Admitting New Members

- 3.3.1. The CCAN may choose to publish a call for expression of interest in membership at any time.
- 3.3.2. In order to ensure a broad and diverse range of membership, members are allowed and encouraged to undertake individual outreach. The CCF and other stakeholders may also refer interested individuals and organisations for consideration.

3.4. Application Process

- 3.4.1. Expressions of interest in membership should be presented to the CCAN Co-Chairs in writing and should include an explanation of how the prospective member meets the criteria in Section 3.2, as well as supporting links or attachments (e.g., website, social media, reports). Applications can be submitted either via email or the [CCAN website](#).
- 3.4.2. The CCAN Core Committee will review any expressions of interest at least every three months.
- 3.4.3. Any applicant with concerns or challenges regarding a written expression of interest (e.g., for security, safety, or accessibility reasons) may contact the Co-Chairs through [the CCAN website's contact page](#). The Co-Chairs will make alternate arrangements.
- 3.4.4. The Core Committee will decide whether the expression of interest should be accepted, declined, or deferred until the next round of review.
- 3.4.5. Prospective members will be informed of this decision, including reasons for rejection if applicable, in at least four calendar months from the submission date of their application.
- 3.4.6. [The section of the website listing CCAN membership](#) will be updated with changes to its membership within 10 working days.

3.5. Conditions of Membership

- 3.5.1. Members shall disclose any changes to their circumstances that affect or may be reasonably perceived to affect their eligibility under Section 3.2 by writing to the Core Committee as soon as practicable, and no later than 28 days from the date of the change.
- 3.5.2. Members shall maintain “active” status by:
 - 3.5.2.1. Attending at least one CCAN meeting per 12 months, or

- 3.5.2.2. Responding with the information requested in the annual check-in emails, or
- 3.5.2.3. At least once a year, at the Co-Chairs' request, reporting on how their work aligns with CCAN's mission.
- 3.5.3. Members who do not maintain their "active" status through the criteria outlined in Section 3.5.2 will become "inactive" members (see Section 3.8).
- 3.5.4. Members shall not act in ways that harm or prejudice the objectives contained in the CCAN mission statement (see Section 2).

3.6. Withdrawal of Membership

Any member of the CCAN may withdraw unilaterally from the CCAN at any time by notifying the Co-Chairs in writing. They will be removed from the public list of members and from CCAN communication channels within 15 business days.

3.7. Removal of Members

- 3.7.1. Any member of the CCAN or the Co-Chairs can submit a written request to the Core Committee to have another member of the CCAN removed for any of the following reasons:
 - 3.7.1.1. Bad faith conduct prejudicial to the interests and objectives of the CCAN or the Christchurch Call;
 - 3.7.1.2. Ineligibility for membership in accordance with Section 3.2, including due to material changes to the organisation's eligibility;
 - 3.7.1.3. For Core Committee members, as outlined in Section 5.2.5, persistent failure to participate in CCAN discussions, meetings, calls, and other activities.

- 3.7.2. The member proposed for removal will have 15 business days to respond.
- 3.7.3. After 15 days, the request and any response will be presented to the Core Committee for a decision via modified consensus, as outlined in Section 7.2.
- 3.7.4. After a modified consensus is reached, the Co-Chairs will notify the CCF of the decision.
- 3.7.5. The members that have been removed can decide (in coordination with the CCF) to engage with the Call Community in other ways.
- 3.7.6. Members that have been removed based on bad faith conduct and ineligibility due to material changes will be removed from the CCAN mailing list.

3.8. Inactive Members

- 3.8.1. Inactive members can remain on the mailing list and receive the regular updates, but they will not be displayed as members of CCAN on the website or public-facing communications.
- 3.8.2. If inactive members start providing input and meet the conditions of membership (see Section 3.5), they can request to reactivate their membership and be displayed on the website as members of the CCAN.
- 3.8.3. If inactive members do not attend any meetings or respond to communication attempts for a further 12 months after becoming inactive, they will be removed from the mailing list and will need to reapply for membership if they wish to rejoin the CCAN.

3.9. Representatives of Organisations

- 3.9.1. Organisational members should designate a primary point of contact, and may designate additional members of the organisation to receive emails

and participate in conversations. Any changes to such designations should be made in writing to the Co-Chairs.

- 3.9.2. If a person who has been representing an organisation on CCAN wishes to become an individual member, they may submit a request to the Co-Chairs, who will request approval from the Core Committee, subject to the person meeting the membership criteria and application requirements.
- 3.9.3. If a person who has been representing an organisation in the CCAN wishes to represent a different organisation, that organisation must submit an application as outlined in Section 3.4.
- 3.9.4. In case of a membership change under Sections 3.9.2 or 3.9.3, the organisation previously represented may either designate a new representative or withdraw from CCAN as per Section 3.6.

4. Co-Chairs

4.1. Election and Terms

- 4.1.1. The CCAN Core Committee will elect up to three Co-Chairs.
- 4.1.2. Elections will occur once a year, unless a Co-Chair steps down or is removed from their position (see Section 4.2).
- 4.1.3. At least one Co-Chair should represent a civil society organisation from Aotearoa New Zealand.
 - 4.1.3.1. If no representatives from Aotearoa New Zealand wish to run for Co-Chair in a given year, then representatives from at-risk and/or marginalised communities will be prioritised instead.
- 4.1.4. A Co-Chair's term is one year.

- 4.1.5. Co-Chairs may serve up to three consecutive one-year terms total, including the initial term.
- 4.1.6. Co-Chairs lead both the Core Committee (see Section 5) and the wider Consultation Network (see Section 6).

4.2. Roles and Responsibilities

- 4.2.1. Co-Chairs will be responsible for:
 - 4.2.1.1. Scheduling and facilitating meetings;
 - 4.2.1.2. Ensuring that regular communication continues internally (between themselves, the Coordinator, the Core Committee and the rest of the Consultation Network) as well as externally (with the CCF, media and other stakeholders);
 - 4.2.1.3. Managing the CCAN Coordinator, including but not limited to:
 - 4.2.1.3.1. Acting as the primary point of contact for the Coordinator;
 - 4.2.1.3.2. Appointing a person in the Core Committee, external to the Co-Chairs, for the Coordinator to contact for ethics and HR issues related to the Co-Chairs;
 - 4.2.1.3.3. Providing guidance, feedback, and support;
 - 4.2.1.3.4. Approving decisions when requested by the Coordinator;
 - 4.2.1.3.5. Overseeing the Coordinator's goals and activities; and
 - 4.2.1.3.6. Ensuring the Coordinator is paid on a monthly basis.
 - 4.2.1.4. Ensuring that both the Core Committee and the Consultation Network represent a diversity of views and backgrounds;
 - 4.2.1.5. Formulating and/or keeping an up-to-date code of conduct, conflict of interest policy, detailed information management policies, and

dispute resolution procedures, all of which must be approved by the Core Committee and accessible to all CCAN members when they have been prepared;

4.2.1.6. Reaching out to the members on an annual basis to undertake the check-in process;

4.2.1.7. Liaising with any member organisation who has agreed to act as the fundholder (see Section 9.4); and

4.2.1.8. Sharing responsibilities equitably among themselves.

4.2.2. As per Section 3.7.1, any member of the Network, including the Coordinator, may ask that a Co-Chair step down if they perceive that they are not fulfilling their responsibilities.

4.2.3. If a Co-Chair is removed, another election may be held if it is considered necessary by the Core Committee and remaining Co-Chairs.

5. Core Committee

5.1. Composition

5.1.1. The CCAN is composed of a Core Committee and a wider Consultation Network, in order to facilitate decision making when necessary, as well as a broad and diverse range of input.

5.1.2. The Core Committee of the CCAN shall have a maximum of 25 members.

5.1.3. If the Core Committee is full and new CCAN members apply to join, then members who have been on the Committee the longest will be asked to step aside to make room.

- 5.1.4. CCAN members are not guaranteed a position on the Core Committee. As outlined in Section 5.2, Core Committee members agree to take on increased responsibility and increased input into decision making.

5.2. Roles and Responsibilities

- 5.2.1. The Core Committee will assume responsibility for coordinating the day-to-day work of the CCAN.
- 5.2.2. Core Committee members will engage in modified consensus decision making to:
 - 5.2.2.1. Add new members;
 - 5.2.2.2. Approve statements and public communications in the name of the CCAN; and
 - 5.2.2.3. Sign on to statements in the name of the CCAN, including requests for feedback made by signatories of the Call.
- 5.2.3. Core Committee members agree to:
 - 5.2.3.1. Attend internal and external meetings; and
 - 5.2.3.2. Take part in modified consensus decision making.
- 5.2.4. To form the Core Committee, the Co-Chairs will request self-nominations from the entire CCAN membership. At least once a year, the Co-Chairs will ask Core Committee members to reaffirm their interest in continued membership, and reach out to the Consultation Network to solicit additional self-nominations, with the goal of maintaining diversity in the Core Committee.
- 5.2.5. If Core Committee members fail to attend two consecutive CCAN internal meetings without notification, or fail to respond to requests for participation in consensus decision making without notification for two

consecutive decisions, they will be removed from membership in the Core Committee but will still be considered part of the Consultation Network. Co-Chairs will communicate removal from the Core Committee to affected members and the CCF.

- 5.2.6. Organisational members should identify a specific person to participate in Core Committee meetings and decision making, and should notify the Co-Chairs if they wish to designate a different person for participation.

6. Consultation Network

- 6.1. The Consultation Network will be unlimited in size. Subject to meeting the membership criteria and requirements set out in this Terms of Reference (ToR), any organisations and individuals can become a part of the Consultation Network.
- 6.2. The Consultation Network will have access to an online shared drive to facilitate their feedback and contributions.

7. Working Methods of the CCAN

7.1. Meetings

- 7.1.1. Online meetings will be organised to accommodate the greatest range of time zones. Co-Chairs will try to provide secondary calls for time zones that are excluded.
- 7.1.2. Co-Chairs will ensure that someone is taking minutes and that those minutes are shared with the full Consultation Network.

- 7.1.3. When possible, face-to-face meetings will be held alongside existing events related to the goals of the CCAN (e.g., RightsCon) and arrangements will ideally be made for remote participation.
- 7.1.4. Internal CCAN meetings will include only CCAN members (not CCF staff members or other stakeholders, unless a special presentation is planned) and will take place at least four times annually.

7.2. Decision Making

The CCAN strives to come to a modified consensus on decisions, and modified consensus is the default decision-making process.

- 7.2.1. Decision making is done by the Core Committee. Whenever possible, the Consultation Network will have the opportunity to provide input into decisions, including adding new members.
- 7.2.2. “Modified consensus” means that no more than two members of the group disagree with (block) a decision.
- 7.2.3. Members can “stand aside” during a consensus decision-making process. This is the equivalent of abstaining. Members can ask that their stand aside be recorded.
- 7.2.4. If more than one third ($\frac{1}{3}$) of members stand aside, then consensus has not been reached. At least two thirds ($\frac{2}{3}$) of members must participate in order to reach consensus.
- 7.2.5. Occasionally, voting is necessary. When the CCAN has to make decisions with an externally imposed deadline (such as picking representatives for a meeting) and the decision can not be made by consensus, a “super majority” ($\frac{2}{3}$) vote is acceptable.
- 7.2.6. Decision making should happen during meetings whenever possible.
- 7.2.7. Meetings require $\frac{2}{3}$ of the Core Committee.

- 7.2.8. Whenever decision making is made outside of a meeting, members will have at least 72 hours to respond (not including weekends and public holidays) in order to accommodate multiple time zones. If members do not respond, they will be counted as standing aside. Member organisations are responsible for advising the Co-Chairs of what dates their public or religious holidays fall.
- 7.2.9. Decision-making processes will be recorded by one or more Co-Chair(s) and reflected in the minutes of the relevant meeting, or in a follow-up email if they took place outside the context of a meeting.
- 7.2.10. Votes may be conducted via in-person or online meetings, by email, or by using secure web platforms designed for this purpose.

7.3. Communications

- 7.3.1. Internal communications will mainly take place online, through meetings, documents and a shared drive.
- 7.3.2. External communications (e.g., to the CCF or the media) will be coordinated by the Co-Chairs. All members of the Core Committee will be provided with 72 hours (excluding weekends and public holidays) to comment on or “block” external communications.

8. Collaboration with the Christchurch Call Foundation (CCF)

CCAN engages with the CCF on the basis that it will provide meaningful opportunities for feedback and dialogue. Without limiting the ways that this dialogue can be fostered, the CCAN urges the CCF to:

- 8.1. Send the CCAN monthly updates about the work of the Christchurch Call, including related initiatives organised by others (e.g., GIFCT) and report backs about meetings or events attended by the CCF;

- 8.2. Ensure that [signatories of the Christchurch Call](#) communicate opportunities for feedback and consultation with the CCAN in a timely manner;
- 8.3. Regularly share knowledge about progress and direction changes on work plans;
- 8.4. Regularly send relevant documents to the CCAN email list, providing sufficient time (no less than one week) for feedback, and providing a response on how the feedback was applied (and reasons if not);
- 8.5. Regularly schedule online or in-person meetings to consult on specific topics and provide updates; and
- 8.6. Provide advance notice of meetings, remote participation options, and (for in-person meetings) financial and/or visa support whenever possible.

When feasible, the CCAN will provide feedback to the CCF as a group, but members of the CCAN are welcome to provide individual feedback as well. In these circumstances and when appropriate, CCAN members are encouraged to share their individual feedback with the rest of the Network first and invite other members to add their names in support.

9. Funding

- 9.1. The CCAN receives funding from the CCF. The CCAN may also ask corporate and government Christchurch Call signatories to support participation for smaller organisations and individuals who cannot afford to attend meetings.
- 9.2. Funding allocation will be based on financial need, and priority will be given to organisations and individuals representing affected communities as outlined in Section 2.3.
- 9.3. CCAN may apply for funding to run its operations through a range of funders. Any such funding applications will be reviewed to ensure they do not compromise

the independence of CCAN. Funding applications must be approved by the Core Committee using the decision-making process outlined in Section 7.2.

- 9.4. Funding received for the operations of CCAN will be held by a member organisation, as agreed by the Core Committee. Any organisation who holds such funds on behalf of CCAN will enter into a Memorandum of Understanding with CCAN regarding the disbursements of funds and agreed processes of approval.
- 9.5. The Core Committee will establish policies and procedures for how funds may be used for compensation and expense reimbursement to CCAN members and others as appropriate.

10. Changes to the CCAN Terms of Reference (ToR)

- 10.1. Co-Chairs, the Coordinator, and active CCAN members can propose changes to this ToR.
- 10.2. Proposed changes will be brought to the Core Committee, with three weeks' notice for members to be able to form a view on the matter(s) being raised.
- 10.3. The process of modified consensus outlined in Section 7.2 will be used to make changes to the ToR.
- 10.4. The modified ToR will then be sent to the CCF to review, with an opportunity for them to provide feedback.