



NETWORK OF AFRICAN DATA PROTECTION **AUTHORITIES**
REDE AFRICANA DAS AUTORIDADES DE PROTECÇÃO DE **DADOS PESSOAIS**
RÉSEAU AFRICAÏN DES AUTORITÉS DE PROTECTION DES **DONNÉES PERSONNELLES**

INTERNAL RULES OF THE NETWORK NADPA-RAPDP



Elaborated by :

Board IV

Prepared by :

the Permanent Secretariat



CHAPTER I: GENERAL PROVISIONS

Article 1: Purpose

The present Internal rules of the Network of African Data Protection Authorities (NADPA) are intended to govern, in accordance with the provisions of the constitution which have been explicitly referred therein:

- Membership modalities;
- Deliberations conditions;
- Board operating procedures;
- Functioning and organization of the Permanent Secretariat.

CHAPTER II: MEMBERSHIP

Article 2: The application file

Membership application shall be submitted by the National Data Protection Authority and shall contain the following elements:

- An application letter addressed to the President of the Network, clearly stating its adherence to the principles, constitution and Internal rules of the Network.
- Official documents certifying the creation, organization and functioning of the National Data Protection Authority.
- A brief presentation of the National Data Protection Authority, highlighting the name of the Authority, its legal status, composition, and its missions.

Article 3: Membership

The Network's President submits the application file for the General Assembly's approval. The General Assembly examines the application file and decides on definitive membership, in accordance with Article 11 of the constitution. After admission, an information note of the new member's membership is sent to all member Authorities of the Network (published on the website).



CHAPTER III: THE CONDITIONS FOR THE DELIBERATIONS OF THE EXTRAORDINARY GENERAL ASSEMBLY

Article 4: The deliberations

Deliberations are the decisions and resolutions adopted during the General Assemblies of the Network.

The Extraordinary General Assembly is convened, if necessary, at the request of the President or two-thirds (2/3) of the members. It is held in the country holding the Network's Presidency, or in a country of a Member State at the current President's request, or at the Network's headquarters. The quorum is reached if two thirds (2/3) of the members confirm their presence.

The agenda is transmitted to the Network members at least ten (10) days before the Extraordinary General Assembly.

The General Assembly is chaired in accordance with Article 15 of the constitution. Among the Network members, one (01) session secretary and two (02) rapporteurs may be appointed.

Article 5: Adoption of deliberations

Votes are taken by show of hands unless the Chairman of the meeting or two-thirds (2/3) of the members request a secret ballot. The session secretary counts the votes.

The deliberations of the Extraordinary General Meeting are adopted by a simple majority of the votes cast.

If this quorum is not reached, the meeting is postponed to be held within a period of one (01) month upon simple convocation by the President. The vote is by simple majority.



CHAPTER IV: THE OPERATING PROCEDURES OF THE BOARD

Article 6: Board meeting

The Board shall meet, physically or by any technological means of its choice, at least twice a year or whenever it deems necessary. The Board shall meet on the initiative of the President or one of the Vice-Presidents. The President may invite any person whose presence is useful to attend Board meetings in an advisory capacity.

Board meetings shall be held at the Permanent Secretariat's headquarters or at any other place decided by the Permanent Secretariat. The Board members shall have a permanent exchange of views on any subject falling within their functions.

Article 7: Modalities and procedures for the adoption of deliberations

The Board is the executive body of the Network. In this sense, it examines and draws up minutes on matters submitted to it for approval by the General Assembly.

CHAPTER V: THE OPERATION AND ORGANIZATION MODE OF THE PERMANENT SECRETARIAT

Article 8: Duties of Permanent Secretariat

The tasks of the Permanent Secretariat, under the authority of the President, are to:

- Ensure the implementation of the Board's decisions.
- Prepare the Board meetings and ensure the administrative management of the Network.
- Act as a contact point for NADPA members, committees and working groups concerning the Network's activities and initiatives.
- Play a coordinating role regarding the Network's activities.
- Consider applications for membership of the Network in advance.
- Maintain a directory of members and observers of the Network.
- Keep a record of the minutes of meetings.
- Assist the Board in the establishment and execution of the Network's budget.
- Assist the Board in the preparation of the Network's financial and moral report.
- Keep the documents and archives of the Network.
- Report to the President on its management.



Article 9: The functioning of Permanent Secretariat

The Network Member Authority hosting the Permanent Secretariat provides the Network with a Permanent Secretary. The latter shall carry out the duties of the Permanent Secretariat, in accordance with the constitution.

CHAPTER VI: FINAL PROVISIONS

Article 10: Amendment of Internal rules

The current Internal rules may be amended at an Ordinary General Assembly, if the draft is supported by at least one third (1/3) of the members and communicated to the President at least thirty (30) days before the General Assembly is held.

Article 11: Entry into force

These Internal rules shall enter into force as soon as they are adopted.