



## CONCEPT NOTE: REGIONAL OFFICES

The IOPD regional offices or regional antennas are responsible for the Observatory in a given geographical area. Its function is to represent the IOPD in that territory, find new members, organize their own actions and build alliances with regional organizations.

### Background

Regional offices were created with the objective of expanding the network and improving the dynamization of activities at the regional or state level. At the 2018 assembly it was approved that regional antennas are politically led by local or regional governments.

### Who can form a regional office?

IOPD members in a country or region can coordinate themselves to form a regional office. Political leadership must be by one or several local governments.

### How can a regional office be created?

IOPD members in a country or region that want to promote a regional office must reach an agreement to form the regional antenna. It is requested that at least half of the members of a region support the constitution of this antenna in the form of a letter signed by a person in charge of each member and addressed to the technical secretariat.

The set of letters plus a regional antenna project, that is, a document that includes the denomination, the geographical scope of the antenna, the internal organization and the way to obtain resources will be sent to the technical secretariat.

The technical secretariat will analyze the proposal and after issuing a favorable report, will pass the final decision to the Coordination Committee to approve the new regional office.

The regional antenna coordinators must submit an annual management report to the General Assembly and a Work Plan for the following year.

### How is a regional antenna organized?



- Presidency and council of cities: political leadership of the regional office.
- Antenna Coordinator or Technical Secretariat: the technical secretariat of the regional antenna is responsible for organizing activities, energizing members, organizing internal and external communication.

What does it mean to coordinate a regional antenna?

The coordination of a regional antenna involves organizing activities with the members of the antenna, mobilizing members for the international conference and observatory activities globally and disseminating the work of the network. The regional antenna must seek its own resources to finance its activities.