



Global Geoparks Network

GGN Statutes and Regulations

3rd GGN Ordinary General Assembly

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Jeju Island UNESCO Global Geopark, Republic of Korea



STATUTES AND REGULATIONS

GLOBAL GEOPARKS NETWORK STATUTES

SEPTEMBER 2016

INTRODUCTION

The Statutes of the Global Geoparks Network (hereinafter referred to as “GGN”) is the basic document of the Organisation.

The internal Rules of the GGN, and the Code of Ethics define and complete these Statutes.

The practices of the GGN must be based on honesty, fairness and mutual respect, as well as service to the international Global Geopark community.

Global Geoparks are tools to conserve and enhance the value of areas of geological significance in Earth history, including landscapes and geological formations, which are key witnesses to the evolution of our planet and determinants for our future and to promote sustainable development for example through geotourism.

Global Geoparks promote the links between geological heritage and all other aspects of the area’s natural and cultural heritage, clearly demonstrating that geodiversity is the foundation of all ecosystems and the basis of human interaction with the landscape.

The GGN was founded in 2004 as an international partnership developed under the umbrella of UNESCO and serves to develop models of best practice and set quality-standards for territories that integrate the protection preservation of Earth heritage sites in a strategy for regional sustainable economic development.

Networking and collaboration among Global Geoparks is an important component of the GGN. UNESCO encourages this cooperation especially in the fields of education, management, tourism, sustainable development; regional planning among Network members and especially encourages an equitable geographical development of Global Geoparks.

The GGN promotes networking on a regional basis. For Global Geoparks in Asia – Pacific the Asia-Pacific Geoparks Network (APGN) acts as the Regional Network of the GGN. For Global Geoparks in Europe, the European Geoparks Network (EGN) acts as the Regional Network of the GGN. The GGN prioritises the creation of similar Regional Networks, reflecting local conditions, elsewhere in the world.

The objectives of the GGN are:

- (i) to promote the equitable geographical establishment, development and professional management of Global Geoparks,
- (ii) to advance knowledge and understanding of the nature, function and role of Global Geoparks;
- (iii) to assist local communities to value their natural and cultural heritage;
- (iv) to preserve Earth heritage for present and future generations;
- (v) to educate and teach the broad public about issues in geo-sciences and their relation with environmental matters and natural hazards.

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- (vi) to ensure sustainable socio-economic and cultural development on the natural (or geological) system
- (vii) to foster multi-cultural links between heritage and conservation and the maintenance of geological and cultural diversity, using participatory schemes of partnership and management;
- (viii) to stimulate research when appropriate;
- (ix) to promote joint initiatives between Global Geoparks (e.g. communication, publications, exchange of information, twinning).

The GGN establishes ethical standards which must be adopted and respected by Global Geoparks and Global Geopark professionals.

The GGN organises co-operation and mutual assistance between Global Geoparks and between Global Geopark professionals.

The GGN initiates and co-ordinates Regional Geoparks Networks which will foster international co-operation and promotion of sustainable development.

The GGN represents, advances, and disseminates knowledge in Geodiversity management and other disciplines related to studies in Geo-conservation, Geo-tourism, Geo-education and/or the management and activities of Global Geoparks.

Article 01 – Name, Legal Status, Location, Duration and Fiscal Year

Section 1. Name

The name of the Organisation is the Global Geoparks Network (GGN). The use of the name and acronym is restricted to functions authorised by, and for the benefit of, the Organisation and its members.

Section 2. Legal Status

Established in 2014, the GGN is a non-profit organisation subject to French legislation (the 1901 law on associations) and a non-governmental organisation maintaining formal relations with the United Nations Educational, Scientific and Cultural Organisation (UNESCO).

Section 3. Location

The registered office of the GGN is in the Haute Provence Global Geopark at the Musée Promenade, Montée Bernard Dellacasagrande, 04000 Digne les Bains, France. The location may be modified by a decision of the GGN Executive Board.

Section 4. Duration of the Mandate

The duration of the GGN shall be indefinite.

Section 5. Fiscal Year

The fiscal year begins on 1st January and ends on 31st December of each year.

Article 02 - Mission and Purpose

Section 1. Mission

The GGN is the international organisation of the Global Geoparks and Global Geopark professionals which is committed to the conservation, management and communication to society of the Earth heritage as an integral part of the world's natural and cultural heritage,

tangible and intangible.

Global Geoparks are tools to conserve and enhance the value of areas of geological significance in Earth history, including landscapes and geological formations, which are key witnesses to the evolution of our planet and determinants for our future and to promote sustainable development for example through geo-tourism and education.

Global Geoparks are living, working landscapes where science and local communities engage in a mutually beneficial and safe way.

Global Geoparks encourage awareness of the story of the planet as read in the rocks and landscape.

Global Geoparks promote the links between geological heritage and all other aspects of the area's natural and cultural heritage, clearly demonstrating that geodiversity is the foundation of all ecosystems and the basis of human interaction with the landscape.

Section 2. Purpose

The GGN establishes professional and ethical standards for Global Geopark activities, makes recommendations on such issues, promotes training, advances knowledge and raises public awareness on Earth heritage through global, regional and national Global Geopark networks and co-operation programmes.

Article 03 - Definition of Terms

Whenever used in these Statutes, the following terms, beginning with a capital letter, will bear the meaning defined in this article, without any distinction when used in the singular or the plural.

Section 1. Global Geopark

A Global Geopark is an area recognised by UNESCO, open to the public, which is

responsible for the protection and rational management of a unified territory with a single boundary that comprises a number of internationally important geological heritage sites on any scale, or a mosaic of geological entities of special scientific importance, rarity or beauty. These features are representative of a region's geological history and the events and processes that formed it.

A Global Geopark protects, preserves, conserves, researches, acquires, communicates and exhibits the tangible and intangible Earth heritage sites of international value and their environment for the purposes of education, study and enjoyment.

Global Geoparks adopted a "bottom-up" or community-led approach to ensure that an area's geological significance not only could be conserved but also promoted for the service of society through science and education and used as a sustainable economic asset, for example through the development of responsible tourism.

Section 2. Global Geopark Professionals

Global Geopark professionals include individuals with combined or proven professional experience in Global Geopark management, geological heritage, sustainable development, tourism development and promotion, and environmental issues according to the internal rules document.

These Global Geopark professionals can be personnel of Global Geoparks or personnel of educational, training and research institutions which are beneficial to Global Geopark activities, having received specialised training, or possessing an equivalent practical experience, in any field relevant to the management and activities of a Global Geopark, respecting the *GGN Code of Ethics* and working for and with Global Geoparks,

Section 3. Member in Good Standing

A GGN member in good standing is an institutional or individual member whose request for membership to the GGN has been accepted under the conditions defined in Article 4, Section 2 of these Statutes, and has paid the annual membership fee (dues) at the time and in the amount determined by the GGN Executive Board.

Section 4. State

For the purposes of establishing National Committees, a State is defined as a self-governing country which is a member of

the United Nations or any of its Specialised Agencies, or is a party to the Statutes of the International Court of Justice.

Article 04 - Membership

Section 1. Members

Membership in the GGN is obligatory for Global Geoparks. Global Geoparks upon their nomination as UNESCO Global Geoparks become members of GGN by submitting a statement voluntary accepting their duties and membership commitments.

Membership shall be open to Global Geopark Professionals, and such other persons or institutions considered to be beneficial for the advancement of the Global Geopark community. All persons eligible for membership shall indicate to the GGN that they wish to become Members, that they accept and will comply with the GGN Code of Ethics, and shall complete the application form to request membership. Membership in the GGN shall not be available to any person or institution (including its employees) which trades (buys or sells for profit) Earth heritage property including works of art, natural and scientific specimens, taking into consideration national legislations and international conventions. This disqualification applies to persons or institutions engaged in an activity which could cause a conflict of interest.

Section 2. Approval of Membership

Membership to the GGN is granted by the GGN Executive Board after submission of a Membership application form and annual subvention to the GGN Secretariat. Honorary Members, as defined below in Section 3 of this Article, are proposed by the Executive Board to the General Assembly, which decides to accept or reject it, by a simple majority.

Section 3. Categories of Membership

1. Institutional Members — Global Geoparks.
2. Individual Members – Global Geopark Professionals — Persons who have combined or proved professional experience in Global Geopark management (geological heritage, sustainable development, tourism development and promotion, and environmental issues)¹.
3. Honorary Members — Persons who have

¹ Global Geopark professionals, as defined in Article 3, still working or retired, or other persons who, because of their experience or professional services rendered to the GGN, as specified in the Internal rules document, are eligible to become individual members

rendered exceptional services to the international Global Geopark community or to the GGN.

- Cooperating Members — International Organizations, institutions or persons providing substantial financial or other assistance to the GGN because of an interest in Global Geoparks and international co-operation between Global Geoparks.

Section 4. Termination of Membership

Membership of the GGN may be discontinued by voluntary withdrawal or by a decision of the GGN Executive Board for one of the following reasons:

- Change of professional status;
- Breach of professional ethics;
- Actions considered to be substantially incompatible with the objectives of the GGN;
- Non-payment of fees after formal notice of the payment due.
- If a member loses its status as UNESCO Global Geopark

Article 05 - Annual Membership Fee

Section 1. Amount and Payment of the Membership Fee

Each Individual, Institutional and Cooperating Member of the GGN shall pay an annual membership fee (dues) at a rate recommended by the GGN Executive Board and approved by the General Assembly.

Every year, the GGN Executive Board shall announce the amount of the annual membership fee for the following year.

Section 2. Period Covered by the Membership Fee

The annual membership fee shall cover the calendar year in question.

Article 06 - Membership Privileges

Section 1. Membership Card

Individual Members in good standing receive a membership card that grants them special privileges as determined by the GGN.

Section 2. Right to Seek Election

Representatives of Institutional Members in good standing and Individual Members in good standing, can stand for election:

- to the GGN Executive Board (see Article 14, Section 5),
- as the Chairperson or Vice-Chairperson of the Advisory Committee (see Article 14, Section 3).

Section 3. Designated Representatives

Institutional Members and Cooperating Members can designate (1) person to represent them at the General Assembly.

Section 4. Special Status

Honorary and Cooperating Members are entitled to membership rights and privileges but may not hold an elected office in the GGN.

Article 07 - Voting Rights

Section 1. Voting Rights

The voting rights of Members at the General Assembly and for the election of the Executive Board are prescribed in the following sections of *this Article, Article 10, Sections 2, 3 and 6, as well as Article 14, Section 5.*

During the sessions of the General Assembly and notably during the election of the Executive Board, each member in **“good standing”** has one vote.

A member of the General Assembly may be represented by another member of the GGN, but no person may hold more than one (1) proxy.

Section 2. Affiliated Vote

Each Affiliated Organisation has the right to appoint one (1) of its voting members (individual members or representatives of institutional members of the GGN), under the same conditions.

Article 08 - Components of the GGN

The GGN is composed as follows:

- General Assembly
- Executive Board
 - President
 - Two Vice-Presidents
 - Treasurer
 - General Secretary
- Members
- Advisory Committee
- National Geopark Fora / Committees
- National Correspondents
- International Committees / Task Forces / Working groups
- International Conference on Geoparks
- Regional Geopark Networks
- Affiliated Organisations
- Operational Secretariat

Article 09 - Governance Structure

The primary authority of the GGN resides through its Members.

The Executive Board, composed of Institutional Member representatives and Individual members elected by the General

Assembly, is responsible for the managerial aspects of the GGN.

The Advisory Committee, composed of the Chairpersons of National Committees and designated representatives from Affiliated Organisations, has an advisory role to represent its membership in the activities of the GGN.

Article 10 - GGN General Assembly

Section 1. Authority

The General Assembly is the legislative body of the GGN.

Section 2. Members

The General Assembly consists of all individual, supporting, and honorary members and the designated representatives of institutional members.

Section 3. Meetings

3.1. Ordinary General Assembly

The General Assembly will hold an ordinary session at least once every two years on the same dates and in the same place as the International Conference on Geoparks. The quorum for an Ordinary General Assembly is a simple majority of the number of members present, or members with the right to vote represented by a proxy. A member of the General Assembly may be represented by another member of the GGN, but no person may hold more than one (1) proxy. If this quorum is not reached, the General Assembly will be convened again in the same location within twenty-four (24) hours at the latest. Whatever the number of members then present, the General Assembly has the power to deliberate.

The decisions of an Ordinary General Assembly are taken by a simple majority of the members present. **The decisions of the Ordinary General Assembly are valid only if they are supported by at least the 60% of the votes of the Institutional members present.**

The Ordinary General Assembly makes decisions on recommendations from the Executive Board on changes to the conditions on application for membership.

The Ordinary General Assembly at its session once every four years on the same dates and in the same place as the International Conference on Geoparks elects the members of the Executive Board (*Article 11, section 1 and Article 14, section 5*).

3.2. Annual General Assembly

A General Assembly with special mission to rule on the accounts, meets every March.

This **annual** General Assembly can be made by written statements sent by the GGN members in good standing by e-mail to the Executive Board within one month after receiving the Report on the accounts of the previous year. This decision need simple majority of the GGN members in good standing. In case of positive written statements less than the 50% of the members in good standing, then an Ordinary General Assembly will be necessary to rule on the accounts.

3.3. Extraordinary General Assembly

The Executive Board and/or 2/3 of members in good standing can convene by written statements sent by e-mail to the Executive Board an Extraordinary General Assembly to adopt amendments to the *Statutes* and items of importance proposed by the Executive Board and/or the Advisory Committee, and Regional Geopark Networks as well as by National Geopark Fora / Committees and Affiliated Organisations.

The quorum for an Extraordinary General Assembly is a two-thirds majority of the number of members present, or members with the right to vote represented by a proxy. The decisions of the Extraordinary General Assembly are taken by a two-thirds majority of the members present and represented. The Extraordinary General Assembly has the authority to amend all aspects of the *Statutes*. In case of necessity this General Assembly vote could be done by written statements sent by e-mail to the Executive Board.

3.4. List of Participants

- An attendance sheet will be signed during every General Assembly by the members who are present and by representatives having received a proxy. The Chairperson reviews the attendance sheet and guarantees its accuracy.

3.5. Minutes

-A report on the deliberations and decisions of each Assembly will be prepared by the General Secretary according to the internal rules document and approved by the President. Copies or extracts are made available to members in an electronic or printed version. The Minutes must indicate the date, place and agenda of the meeting, the mode of convening, the names of the members present and represented, the documents and reports submitted for discussion, a summary of the

debates, and the texts of the resolutions with the results of the votes.

Section 4. **Official invitation to the assemblies**

The Executive Board establishes the agenda of the General Assembly and convenes the Assembly at least thirty (30) days before the date fixed for the meeting. The meetings of the assemblies will take place at the location indicated in the official invitation.

I) An official invitation is sent at least thirty (30) days before the date of the meeting by the General Secretary to all the members of the GGN composing the assembly.

II) An announcement is published on the website of the GGN.

The official invitation includes the date, time and place of the meeting, as well as the agenda of the assembly and can be communicated by e-mail.

Section 5. **Authority of the President**

The President of the GGN Executive Board chairs the General Assembly. If the President does not wish to exercise this function, one of the two Vice-Presidents shall chair the General Assembly.

Section 6. **Vote**

During the sessions of the General Assembly and notably during the election of the Executive Board, each Individual or Institutional member has one vote.

A member of the General Assembly may be represented by another member of the GGN, but no person may hold more than one (1) proxy.

Each Affiliated Organisation has the right to appoint one (1) of its voting members (individual members or representatives of institutional members of the GGN), under the same conditions.

Article 11 - Executive Board

Section 1. **Organisation**

The Executive Board is the decision making body of the GGN.

It consists of not less than nine (9) and not more than fifteen (15) elected members, as well as the Chairperson of the Advisory Committee and a UNESCO Secretariat representative as *ex-officio* members.

The Executive Board elected members consists of:

- One elected representative from each Regional Geoparks Network having up to 20 members.
- Two elected representatives for each Regional

Geoparks Network having more than 20 members.

- Three (3) to five (5) Global Geopark Professionals nominated due to their professional curricula, elected by the General Assembly.

The members of the Executive Board are elected by the Ordinary General Assembly and serve a four (4)-year term of office.

Members of the Executive Board may serve not more than three (3) consecutive terms, if elected.

The President chairs the Executive Board.

When the President is unable to serve his or her elected term, the Executive Board will select one of the Vice-Presidents by a simple majority to act as President until the next election.

When a Vice-President is unable to complete his or her term, the Executive Board will select one of the members by a simple majority to act as Vice-President until the next election.

When a Treasurer is unable to complete his or her term, the Executive Board will select one of the members by a simple majority to act as Treasurer until the next election.

When a General Secretary is unable to complete his or her term, the Executive Board will select one of the members by a simple majority to act as General Secretary until the next election.

If a member is unable to complete his or her term, the position shall remain vacant until the next election.

Persons elected to the Executive Board shall not hold additional offices within the GGN unless authorised to do so by the Executive Board.

Section 2. **Meetings**

The Executive Board shall meet in ordinary meeting at least once a year. The ordinary annual meeting should take place during September. Additional meetings can be arranged.

The GGN Executive Board meeting will take place during each International Conference on Geoparks or at such times and places a Regional Geoparks Conference and/or Symposium should take place, at Global Geoparks Headquarters and at the UNESCO Headquarters in Paris.

In case of the need of an urgent decision the Executive Board meeting may be organized by tele- conference.

Section 3. **Duties of the GGN Executive Board**

The GGN Executive Board ensures the good management of the GGN. It oversees the

various resources of the GGN (financial, human, intellectual and technical) and their development. It safeguards the GGN's reputation, international esteem and public regard.

It recommends an amount for the membership fees to be approved by the General Assembly. The GGN Executive Board will establish a roster of field evaluators whose purpose will be to undertake field evaluations of new applications for areas wishing to become UNESCO Global Geoparks. These evaluators will have combined or proved professional experience in Global Geopark management (geological heritage, sustainable development, tourism development and promotion, and environmental issues). These evaluators will also conduct revalidation missions.

Section 4. **Quorum and Majority**

The quorum of a meeting of the Executive Board shall be a simple majority of the members. The Executive Board takes its decisions by simple majority. In case of tie the chair of the meeting has a decisive vote.

Section 5. **International Committees / Task Forces / Working groups.**

The Executive Board may appoint standing committees, task forces, and working groups, and define their duties. Unless re-appointed by the Executive Board membership in committees, task forces, and working groups ceases in the year following the elections of the Executive Board.

Section 6. **Candidates for the Executive Board.**

Candidates for election as officers and members of the Executive Board of the GGN may only among representatives of institutional members in good standing and individual members in good standing. Each nomination followed by the candidate's CV must be accompanied by letters signed by at least three members of the General Assembly, which endorse the nomination.

Article 12 - The Executive Board Officers

Section 1. **The President**

The President is elected by the General Assembly for a four (4)-year term of office and can be re-elected for a second term of the same duration. The President sets the strategic orientations for the activities of the GGN in its capacity as an international organisation representing Global Geoparks and Global Geopark professionals. The President

represents the GGN in all civil acts. The signature of the President binds the GGN in agreements with third parties. The President convenes and chairs the meetings of the General Assembly and the Executive Board.

Section 2. **The two (2) Vice-Presidents**

The two (2) Vice-Presidents are elected by the General Assembly for a four (4)-year term of office and can be re-elected for a second term of the same duration. The Vice Presidents carry out the functions and tasks assigned to them by the Executive Board, they provide any assistance required by the President and, in his/her absence, convene and chair meetings.

Section 3. **The Treasurer**

The Treasurer is elected by the General Assembly for a four (4)-year term of office and can be re-elected for a second mandate of the same duration. The Treasurer establishes the guidelines necessary for the financial policy of the GGN, in collaboration with the General Secretary, for the approval of the Executive Board, examines the financial results of GGN, and reports periodically to the Executive Board and the Advisory Committee.

Section 4. **The General Secretary**

The General Secretary is elected by the General Assembly for a four (4)-year term of office and can be re-elected for a second mandate of the same duration. The General Secretary is responsible for the distribution of invitations to the members, the minutes of the meetings, coordinates the representation of the Institutional and Cooperating Members, proposes the guidelines necessary for the financial policy of the GGN, in collaboration with the Treasurer, for the approval of the Executive Board, is responsible for the relation with the affiliated organizations in collaboration with the President, and reports periodically to the Executive Board and the Advisory Committee.

Section 5. **The Bureau of the Officers**

The Bureau of the Officers may address urgent issues and provide ad hoc solutions. All actions taken by the Bureau will be reported to the full Executive Board at the earliest opportunity, with an explanation of the emergency and the subsequent action.

Article 13 - Auditing of Accounts

At its annual meeting, the Executive Board shall appoint a qualified chartered accountant and fix the emoluments.

The chartered accountant appointed as auditor will draw up an annual report on the accounts of the GGN.

Article 14 – GGN Advisory Committee

Section 1. Organisation

The Advisory Committee is the advisory body of the GGN. It consists of the Chairpersons (or their appointed representatives) of the National Geopark Fora / Committees, and the designated representatives of the Affiliated Organisations.

Section 2. Functions of the Advisory Committee

The Advisory Committee advises the Executive Board and the General Assembly on matters concerning the policies, programmes, procedures and finances of the GGN, and may propose amendments to the *Statutes*.

It advises on matters and activities in the general interest of the GGN, as recommended by the Executive Board.

The tasks of the GGN Advisory Committee include mentoring for regions wishing to create a Global Geopark.

The activities of the Advisory Committee shall be reported to the General Assembly for approval at its next meeting.

Section 3. Officers

The Chairperson and 2 Vice-Chairpersons of the Advisory Committee shall be elected by the membership for a four (4) year term of office. Advisory Committee officers may serve two consecutive terms.

The Chairperson of the Advisory Committee shall convene and chair the meetings of the Committee, and shall serve as an *ex officio* member of the Executive Board and as the Elections Officer of the GGN.

Section 4. Annual Meeting

The Advisory Committee meets at least every two years in ordinary session, on the same date and at the same location as one of the Executive Board meetings.

Section 5. Voting by proxy

A member of the Advisory Committee (other than the Chairperson) may be represented by another member of the GGN at a meeting of the Committee, but no person may hold more than one (1) proxy.

Section 6. Quorum and Majority

The quorum for a meeting of the Advisory Committee shall be one-half (50%) of the

members present and represented by proxy. If this quorum is not reached, the Advisory Committee shall be convened again at the same place within twenty-four hours. Whatever the number of members then present, the Advisory Committee has the power to deliberate. The Advisory Committee decisions are taken by a simple majority of the members present and represented.

Article 15 - National Geopark Fora / Committees

A National Geopark Forum or Committee, including all the members of the GGN resident in a State, may be authorised by the Executive Board to represent the interests of Global Geoparks and the Global Geopark profession and to organise activities of the GGN in that State.

National Geopark Committees may also include:

- 1 representative of the Government body in charge of Geoparks;
- 1 representative of the national geological organization or survey;
- 1 representative of the national environmental/protected area organization;
- 1 representative of the national cultural heritage body;
- 1 representative of the national tourism organization;

Additional members may be included as seen appropriate to fit the particular national context.

National Geopark Committees activities will conform to the Rules for National Geopark Fora / Committees.

All National Geopark Fora / Committees shall submit an Annual Report of Activities to the GGN Executive Board.

Article 16 - National Correspondents

Where no National Committee exists in a State, a member of the GGN may be designated by the Executive Board to be the National Correspondent of GGN for that State.

Article 17 - International Committees / Task Forces / Working Groups

An International Committee / Task Force / Working Group may be authorised by the Executive Board to implement programmes and activities, and to serve as a channel of communication between members of the GGN with similar scientific and professional interests. International Committees' activities will conform to the Rules for International

Committees / Task Forces / Working Groups. GGN International Committee / Task Force / Working Group should submit periodically a report on their activities to the GGN Executive Board.

Article 18 - Regional Geopark Networks

Recognising the very strong role networking has played in the success of the Global Geoparks movement and recognizing the valuable role it plays in facilitating the sharing of experience, formation of joint initiatives and projects and the highly significant role it plays in capacity-building, the GGN will encourage the strengthening of Regional Geopark Networks. Regional Geopark Networks include GGN members at a regional or continental level. Regional Geopark Networks serve for the coordination of GGN activities at a regional or continental level and as fora for the exchange of information and co-operation between Global Geoparks and Global Geopark professionals in the region.

The activities of Regional Geopark Networks include the organisation of Regional Geopark Conferences, workshops and seminars, capacity building activities, common projects, promotional activities and common publications.

Each Geopark Network forms a Coordination Commission which is the governing body of the Regional Network and elects two Coordinators and an Advisory Committee according to the *Regional Geopark Network Rules of operation*. All Regional Geopark Networks shall submit an Annual Report of Activities to the GGN Executive Board.

Article 19 - Affiliated Organisations

The GGN may grant affiliated status to an international organisation having cognate interests, provided the aims, objects and constitution of such associations are compatible with those of the GGN. The relations with the affiliated organizations may have a thematic or a regional character. Affiliated Organisations' activities will conform to the Rules for Affiliated Organisations. The GGN Executive Board having determined that the Statutes of the Association proposed for affiliation satisfy these conditions, shall recommend to the General Assembly that affiliation be granted. The affiliation terminates when the General Assembly of the GGN or the Affiliated Organisation so decides and the other organization has been duly informed. All Affiliated Organisations shall submit

an Annual Report of Activities to the GGN Executive Board.

Article 20 - International Geopark Conference

Section 1. International Geoparks Conference

The GGN shall hold an International Geoparks Conference every two years.

Section 2. Resolutions

The International Geoparks Conference may propose resolutions arising from its discussions for consideration by the General Assembly.

Section 3. Conference Host

Fully detailed submissions from Global Geoparks to host the conference shall be addressed to the GGN Executive Board.

When a submission has been accepted, the organisation and financing of the conference shall, subject to the other provisions, be the responsibility of the host country or countries. However, the GGN Executive Board shall advise on the programme planned for the conference. It shall be the responsibility of the host country or countries that:

1. suitable facilities are provided for the meeting of the General Assembly;
2. provision shall be made for the meetings of the GGN Executive Board;
3. detail bids to host the conference arrangements shall be submitted to the GGN Executive Board at least two years in advance of the date of the conference. The GGN Executive Board shall satisfy itself that the proposals are compatible with the statutes of the GGN.

A representative of the Organising Committee of the next conference shall normally be invited to attend the meeting of the GGN Executive Board at which the proposals are considered, and the host country shall be asked to invite a member or members of the Executive Board for consultation.

Session 4. Conference language

The working languages of the International Conference on Geoparks shall be English. With the approval of the GGN Executive Board the language of the host country may be used in discussions provided that appropriate translation facilities have been arranged.

Session 5. Report

The organising committee of the International Conference on Geoparks or meeting will be invited to report on its activities to the GGN

Executive Board. After the conclusion of the conference or meeting, the organising committee shall submit a final report to the GGN Executive Board.

Article 21 – Conferences, Meetings and Capacity building activities

Session 1. Regional Geopark Conferences

The GGN Executive Board may accept proposals to support Regional Geopark Conferences which should not be organized at the same year of the International Geoparks Conference.

Regional Conferences are organized by the Regional Geopark Networks.

Session 2. International meetings and symposia

The GGN Executive Board may accept proposals to support international meetings of a more restricted character or for special purposes or may itself sponsor or organise such meetings.

GGN may also operate or support other conferences and workshops relevant to the GGN. These initiatives may be organized in collaboration with relevant public or private organisations.

Session 3. Capacity building activities

GGN will seek to support regional workshops for capacity-building. Additionally, the GGN will play an active role in nurturing partnerships and the sharing of best practice between existing Global Geoparks and aspiring geoparks and, where possible, help an exchange of expertise between them.

In addition, the GGN will seek to support one annual training course for new members of its evaluator roster.

GGN may also operate or support other training courses and other capacity building activities relevant to the GGN. These initiatives may be organized in collaboration with relevant public or private organisations.

The GGN will support applications from underrepresented regions with advisory missions.

Session 4. GGN Website

The GGN will establish a GGN website which will be the official communication tool between its members for communication and sharing information.

The GGN will investigate the establishment of a web-based tool to document and exchange experiences and best practice of the Geopark community.

Session 5. Annual Reports

All GGN Institutional Members will be invited to report on their activities to the GGN Executive Board with the submission of a Geopark Annual Report.

These reports will be published at the GGN website.

Article 22 - Operational Secretariat

Section 1. Role

The Operational Secretariat, consisting of the General Secretary and other staff members of GGN, is the operational centre of GGN. It evaluates and initiates programmes, handles membership files, records and manages finances, and protects and promotes the identity of the Organisation.

Section 2. Operations

The General Secretary in collaboration with the President are responsible to the Executive Board for the efficient and effective management of the GGN Secretariat, the resources required for GGN's functioning and the daily operations of the Secretariat, as well as for the promotion of the interests of GGN and communications with its members, regional networks, committees, task forces and working groups. In day-to-day matters, the General Secretary reports directly to the President of GGN.

Article 23 - Income and Disbursements

Section 1. Income

The financial resources of the GGN consist of the following:

- i. annual fees paid by the Members,
- ii. income from GGN assets and activities,
- iii. grants and private donations, received directly, and contributions from the GGN Contributing Members,
- iv. payments received within the framework of contractual agreements for services rendered by the GGN.

Section 2. Disbursements

Expenditure of GGN funds may be made only in accordance with the annual budget prepared under the guidelines established by the Treasurer and approved by the Executive Board. The Global Geopark Network will make a voluntary annual contribution to UNESCO equivalent to no less than 1000 USD per Global Geopark

Article 24 - Languages

Section 1. Official Languages

English and French shall be the official

languages of the GGN. English will be used as the working language at GGN meetings.

Section 2. Other Languages

The General Assembly may adopt other languages provided the costs of doing so are met by the Members.

Article 25 - Policies and Rules of Procedure

Section 1. Adoption of Policies

The Executive Board shall adopt, and may amend, such Policies and Rules as are required to give effect to the provisions of these *Statutes*.

Section 2. Rules of Procedure

The General Assembly and the Advisory Committee shall adopt, and may amend, its own Rules of Procedure.

Article 26 - Relations with Other Organisations

Section 1. UNESCO

The GGN shall maintain consultative relations with UNESCO, as defined though a Memorandum of Understanding.

Section 2. Other Partners

The GGN may establish working relations with the International Union for the Conservation of Nature, the International Union of Geological Sciences and other international organisations as may be deemed appropriate.

Section 3. Participation of Other Organisations

The GGN may invite representatives of international organisations with which it has established official relations to participate in its General Assembly, Advisory Committee, International Geoparks Conference and other meetings.

Article 27 - Validation and Amendment

Section 1. Implementation.

These Statutes shall become effective immediately upon adoption by the General Assembly.

Section 2. Official Document

Since the GGN is registered in France as an Association governed by the 1901 law, the statutes will have to be registered in a French-language.

Therefore the official document on which all future translations are to be based will be on the English version adopted by the General Assembly which will be used in case of event of litigation or misunderstanding.

Section 3. Amendments

The Executive Board, the Advisory Committee, Regional Geopark Networks, National Committees, and Affiliated Organisations may propose amendments to these *Statutes*.

Article 28 – Dissolution

Section 1. Authority for Dissolution.

Members of the GGN may decide to dissolve the Organisation through a decision taken at an Extraordinary General Assembly by a three-fourths (75%) majority of the Members present or represented.

All Members must be duly convened, in compliance with Section 4 of Article 10.

Section 2. Assets of the Organisation

Any assets owned by the GGN at the time of dissolution shall be transferred, in consultation with UNESCO and in accordance with the provisions of the French 1901 law relating to associations, to an organisation having similar aims to those of the GGN.



GLOBAL GEOPARKS NETWORK

INTERNAL RULES AND REGULATIONS

Article 1 - PURPOSE

The purpose of these Internal Rules and Regulations is to set out the rules governing the operation of the Global Geoparks Network (GGN) pursuant to its Statutes.

Article 2 - MEMBERS

The GGN has the following categories of Membership (Article 4 GGN Statutes):

1. Institutional Members — UNESCO Global Geoparks.
2. Individual Members – Global Geopark Professionals — Persons who have combined or proved professional experience in Global Geopark management (geological heritage, sustainable development, tourism development and promotion, and environmental issues).
3. Honorary Members — Persons who have rendered exceptional services to the international Global Geopark community or to the GGN.
4. Cooperating Members — International Organizations, institutions or persons providing substantial financial or other assistance to the GGN because of an interest in Global Geoparks and international co-operation between Global Geoparks.

The GGN Secretariat will publish the updated GGN Member list on the GGN Internet site at least 3 months before the Ordinary General Assembly.

2.1. Institutional Members

2.1.1. Institutional Members definition

A Global Geopark is an area recognised by UNESCO through their certification “UNESCO Global Geopark”, open to the public, which is responsible for the protection and rational management of a unified territory with a single boundary that comprises a number of internationally important geological heritage sites on any scale, or a mosaic of geological

entities of special scientific importance, rarity or beauty. These features are representative of a region’s geological history and the events and processes that formed it.

A Global Geopark protects, preserves, conserves, researches, acquires, communicates and exhibits the tangible and intangible Earth heritage sites of international value and their environment for the purposes of education, study and enjoyment.

Global Geoparks adopted a “bottom-up” or community-led approach to ensure that an area’s geological significance not only could be conserved but also promoted for the service of society through science and education and used as a sustainable economic asset, for example through the development of responsible tourism.

2.1.2. Inscription procedure

Territories once recognized as UNESCO Global Geoparks should submit an official application letter for membership in the International Association “ Global Geoparks Network (GGN)” (duly signed and stamped). The application letter should be compiled in English.

The GGN Executive Board decides on the application.

2.1.3. Exclusion procedure

In the case where a territory loses its UNESCO recognition as a UNESCO Global Geopark, then it will automatically lose its GGN Membership, by a decision of the GGN Executive Board, which will take into consideration the communication of the UNESCO Global Geoparks Secretariat.

Exclusion shall be effective as of the date the Executive Board’s decision is delivered.

In the case where an action (see definition Code of Ethics) is brought against a Member

(or its Representative) on serious grounds by a GGN Committee or another Member, the Secretariat of GGN will prepare a file containing all elements. This file will be presented to the President who will decide whether or not to initiate a disciplinary procedure.

A Member subject to a disciplinary procedure will be called before the Executive Board.

The notice of meeting shall set out the alleged actions or violations for which the Member is held accountable by the procedure of exclusions, the sanction he or she may incur, his or her defence in writing or verbally before the Executive Board and the specification that the Member may choose a representative. After the Member in question has been heard or his or her written statement read, the Executive Board shall deliberate.

In case of an Executive Board decision for exclusion of the member then the exclusion shall be effective as of the date the Executive Board’s decision is delivered.

2.2. Individual Members

Global Geopark Professionals include individuals with combined or proven professional experience in Global Geopark management, geological heritage, sustainable development, tourism development and promotion, and environmental issues according to the internal rules document.

These Global Geopark professionals can be personnel of Global Geoparks or personnel of educational, training and research institutions which are beneficial to Global Geopark activities, having received specialised training, or possessing an equivalent practical experience, in any field relevant to the management and activities of a Global Geopark, respecting the GGN Code of Ethics and working for and with Global Geoparks.

2.2.1. Approval of membership procedure

2.2.1.a. Procedure for inscription

Each individual wishing to become individual member of the GGN should submit an application using the established forms published on the GGN Internet site accompanied by a CV including the necessary documentation and references and a declaration for the respect of the GGN statutes, GGN Code of Ethics and GGN Operational rules and guidelines.

The GGN Executive Board decides on the application.

2.2.1.b. CRITERIA FOR INSCRIPTION

Each GGN Individual member should cover at least one of the criteria below:

- At least 4 years manager or representing geoscientist in a Global Geopark.
- Member of the former GGN Bureau, the European Geoparks Network Advisory Committee (EGN - AC), or the Asian Pacific Geoparks Network (APGN - AC), respectively.
- At least 5 years combined experience in Global Geopark management, geological heritage, sustainable development - promotion and environmental issues or proven professional experience in each of the fields of Global Geopark management, geological heritage, sustainable development, tourism development and promotion, and environmental issues in relation with Geoparks.
- At least 5 years personnel of educational, training and research institutions which are beneficial to Global Geopark activities, having received specialized training, or possessing an equivalent practical experience, in any field relevant to the management and activities of a Global Geopark.

2.2.2. Exclusion procedure

In the case where an action is brought against a Member on serious grounds by a GGN body (Article 8 of the GGN Statutes) or a GGN Member, the Secretariat of the GGN prepares a file containing all elements. This file is addressed to the President who decides whether or not to initiate a disciplinary procedure.

The Member subject to a disciplinary procedure is called before the Executive Board. The notice of meeting shall set out the alleged actions or violations for which the Member is held accountable by the procedure of exclusions, the sanction he or she may incur, his or her defense in writing or verbally before the Executive Board and the specification that the Member may choose a representative. After the Member in question has been heard or his or her written statement read, the Executive Board shall deliberate.

In case of an Executive Board decision for exclusion of the member then the exclusion shall be effective as of the date the Executive Board’s decision is delivered.

The Executive Board decision shall be delivered to the Member by registered mail, with acknowledgment of receipt requested. His or her National Geoparks Committee is also informed of this decision.

Article 3 - ELECTION TO THE GGN EXECUTIVE BOARD

3.1. Candidacies

3.1.1. Nomination of candidates - Candidacy forms

Candidates for election as Members of the GGN Executive Board and for the seats of the Executive Board Officers: President, Two Vice-Presidents, Treasurer, and General Secretary of GGN can be individuals either representatives of the Institutional Members either Individual Members.

A candidate can apply for a single function only, either as Executive Board member or as Executive Board officer.

a. Nomination of candidates

The GGN Institutional Members shall nominate individuals (Representatives of GGN Institutional Members or GGN Individual Members) as candidates for election as Members of the GGN Executive Board and for the seats of the Executive Board Officers: President, Two Vice-Presidents, Treasurer, and General Secretary of GGN.

The GGN Individual Members shall be nominated as candidates for election as Members of the GGN Executive Board and for the seats of the Executive Board Officers: President, Two Vice-Presidents, Treasurer, and General Secretary of GGN, solely by:

- the Advisory Committees (AC) of the GGN Regional Networks, or
- the GGN National Forum/Committee of the country where he or she resides; or
- at least 5 GGN Institutional Members coming from at least two different states than the candidate.

b. Candidacy forms

The candidacy forms presented by the GGN Institutional Members, Regional AC or GGN National Fora/Committees must be sent to the GGN Secretariat in accordance with the election procedure rules using the established forms published in the GGN Internet site.

Each form must contain the name(s) of the Institutional member or GGN Regional or GGN National Forum/Committee that is nominating the candidate and must include a biographical profile of the latter.

3.1.2. Ineligibilities

The following individuals are ineligible for membership of the Executive Board:

- persons employed by GGN, GGN Regional Networks, GGN National Fora/Committees
- persons employed by UNESCO Secretariat or National UNESCO Committees

“Employee” refers to each individual who carries out functions for GGN, UNESCO, UNESCO Nat. Com. or its Committees and receives remuneration for these functions.

3.2. Candidacy application - Election Committee

Candidacy forms must be filed by the fixed date, which is set by the GGN Secretariat in accordance with an elections calendar adopted by the GGN Executive Board.

This calendar must be published to the GGN website at least 80 days before the GGN General Assembly.

Candidacies must be addressed to the GGN Secretariat. In the case where a candidacy is deemed inadmissible, a decision to that effect must be submitted to the Institutional Member, Regional or National Committee that put forward the candidacy, offering them the opportunity to correct the candidacy application within an allotted time.

Once the GGN Secretariat has examined the admissibility of the candidacy the applications are forwarded to the Elections Committee.

The Elections Committee is comprised of three (3) GGN Members who are not candidates for election to the Executive Board.

They are appointed by the GGN Executive Board for an indefinite term of office. The Elections Committee elects its Chairperson. The GGN General Secretary takes part in the Elections Committee meetings.

The Elections Committee must validate the admissibility of candidacies within no more than 15 days following the filing deadline.

Upon expiry of the allotted time limit to check the candidacy application, the Elections Committee authorizes the GGN Secretariat to publish in the GGN website a list of candidates for membership on the Executive Board.

3.3. Presentation of candidates

A candidate presentation document is published in English and put on GGN’s Internet site.

This document shall contain a presentation of each candidate and a description of the election process.

3.4. Election of Members to the Executive Board

The election of Members of the GGN Executive Board and for the seats of the Executive Board Officers, shall take place during the General Assembly meeting held during the General Conference.

The Members of the GGN Ordinary General Assembly constitute the voting Members. Voting rights are set forth in the Statutes. Each Institutional and Individual member has one vote.

Voting Members who are unable to be present on the days of voting may choose to vote by proxy, whereby they may designate another voting Member to vote on their behalf. A voting Member may have a single proxy only for a single absent voting Member.

Only proxy forms established by the GGN Secretariat and published on GGN’s Internet site shall be accepted at the time of voting. Upon presentation of the proxy, the voting Member shall receive the voting ballot of the Member he or she is representing.

The voting ballot for ordinary membership on the Executive Board should set forth the candidates’ names in alphabetical order. In order to be valid, a vote must provide the option to select, by ticking a box, a maximum of five (5) candidates for ordinary membership on the Executive Board.

If this condition is not satisfied, the voting ballot shall be deemed invalid.

In addition, for each seat of the Executive Board Officers, the voting ballot must provide the option to select, by ticking a box, no more than one candidate.

If this condition is not satisfied, the vote for the relevant seat of the Executive Board Officer shall be deemed invalid.

Only voting session pertaining to an election are to be held by secret ballot.

The Elections Committee shall determine the date and time open as well as other procedures for the election and the voting stations.

Candidates for seats of the Executive Board Officers obtaining the largest number of votes shall be elected.

Candidates for seats on the Executive Board obtaining the largest number of votes shall be elected, as prescribed in the GGN Statutes Article 11, Sections 1.

Electoral rules reiterating and specifying these guidelines shall be drawn up by the Executive Board and validated by the Elections Committee for each election.

The voting ballot system may be replaced by any technical means making it possible to use an electronic voting or remote voting system, approved by the Elections Committee and the GGN Secretariat.

The election of Members of the Executive Board is effective from the close of the General Assembly meeting during which they were elected.

3.5. Vacancies

In case of vacancy of the office of President, the Executive Board appoints one (1) of the Vice-presidents to assume the presidency until the following election of Members of the Executive Board by the General Assembly (article 11 of the Statutes).

In case of vacancy of the office of Vice-president, the Executive Board appoints an ordinary Member to assume this function until the following election of Members of the Executive Board by the General Assembly (article 11 of the Statutes). The choice is made by simple majority vote.

In case of vacancy of the office of Treasurer or General Secretary the Executive Board appoints one of its Members one (1) to assume this function until the following election of

Members of the Executive Board by the General Assembly. The choice is made by simple majority vote.

In case of vacancy of the office of an Executive Board Member, the office remains vacant until the following election by the General Assembly.

Article 4 - ADVISORY COMMITTEE

The Advisory Committee is the advisory body of GGN. Members of this Advisory Committee are individuals, official representatives of Institutional Members or Individual Members of GGN.

4.1. Advisory Committee's composition

The Members of the GGN Advisory Committee are:

- i. the appointed representative of the GGN National Fora/Committees, which is a GGN member;
- ii. the appointed representative of the GGN Affiliated Organizations;

In countries where no GGN National Forum/Committee exists, the existing GGN Institutional Member representative is the member in the Advisory Committee. The Members of the Executive Board, Coordinators of the Regional Networks and all National Correspondents (member of GGN) may attend Advisory Committee meetings as observers. Observers do not have the right to participate in the vote.

The status of Member of the Advisory Committee shall be forfeited in the case of:

- suspension of the function of the appointed representative of a GGN National Forum/Committee or of an Affiliated Organization of GGN;
- unexpected obstacle to, loss or withdrawal of GGN membership, or resignation transmitted by a formal written note addressed to the GGN Secretariat.

4.2. Duties of the Advisory Committee

The duties of the Advisory Committee shall be to:

- advise the Executive Board and the General Assembly on issues relating to GGN's policies, programmes, procedures and finances;
- give its opinion on issues and actions in GGN's general interest;
- propose modifications or amendments to be made to the Statutes.

The Advisory Committee reports its

proceedings in an annual report to be submitted to the President and the Secretary General of GGN. This report is to be presented by the Chairperson of the Advisory Committee to the Executive Board.

4.3. Advisory Committee Meetings

The Advisory Committee shall hold an ordinary meeting at least every 2 years, simultaneously with a session of the General Assembly. Its Chairperson shall give the notice of meeting. The meetings shall be held on the dates designated by the President of GGN.

An extraordinary Advisory Committee meeting may be held at the request of the Executive Board. The Advisory Committee Chairperson must ask the participants to attend the meeting within a reasonable time limit. The extraordinary session must be held within three (3) months after receipt of the request from the Executive Board, preferably simultaneously with a session of and at the place of a Regional Conference.

4.4. Election of the Chairperson and Vice-Chairperson of the Advisory Committee

The appointed representatives of GGN National Fora/Committees and Affiliated Organizations shall elect the Chairperson, then the Vice-Chairperson during the General Assembly.

The Chairperson's and Vice-Chairperson's terms of office will last four (4) years, shall expire upon the election of their successors and can be renewed for another four (4) year term once.

At least three (3) months prior to the expiry of the current terms of office, the General Secretary shall write a letter to the Chairperson and the Vice-Chairperson of the Advisory Committee, to Chairpersons of all the GGN National Fora/Committees, calling for candidacies for the offices of Chairperson and Vice-Chairperson of the Advisory Committee.

At least two (2) months prior to the expiry of the current terms of office, the General Secretary shall write a letter to the Chairperson and the Vice-Chairperson of the Advisory Committee, to Chairpersons of all the GGN National Fora/Committees, calling for candidacies for the offices of Chairperson and Vice-Chairperson of the Advisory Committee. The General Secretary must receive the

candidacies no later than 40 days before the election date as set forth in the call for candidacies. The General Secretary shall submit the names of the candidates, together with any biographical profiles, to the Members of the Advisory Committee at least one (1) months before the election is to be held. As an exception to the previous provisions, candidates wishing to run in the election for Vice-Chairperson shall also be able to come forward during the General Assembly, at the close of the result announcements for the elections of the Executive Board and of Chairperson of the Advisory Committee.

The candidate for each office having received the largest number of votes shall be declared elected, provided that he or she obtains more than 50% of the votes in the first voting round. If no candidate obtains more than 50% of the votes, a second voting round is to be organized between only the two candidates having received the highest number of votes in the first voting round.

At the conclusion of the second voting round, the candidate having received the majority shall be declared elected. The elected Chairperson and Vice-Chairperson shall take office once the results of their election have been declared.

4.5. Duties of the Advisory Committee Chairperson

The Advisory Committee Chairperson carries out the following tasks:

- convene and preside over the Committee meetings;
- represent the Advisory Committee at Executive Board meetings without voting rights;
- ensure that GGN's election procedures are enforced.

In the case of absence of the Chairperson or of unforeseen obstacles, the Vice-Chairperson presides at the Advisory Committee meeting and carries out the duties and responsibilities incumbent upon the Chairperson.

4.6. Duties of the Vice-Chairperson of the Advisory Committee

The Vice-Chairperson assists the Chairperson in overseeing the Advisory Committee and may represent it at Executive Board meetings

in case of absence of the Chairperson or unforeseen obstacles.

The Vice-Chairperson of the Advisory Committee performance of all duties conferred upon him or her by the Chairperson of the Advisory Committee.

4.7. Vacancies

If the office of Chairperson or Vice-Chairperson becomes vacant, during its next meeting, the Committee shall elect one of its Members to be Chairperson or Vice-Chairperson to deputies the former Chairperson or Vice-Chairperson for the duration of his or her remaining term of office.

4.8. Voting at Advisory Committee meetings

The Chairpersons of the Advisory Committee and the appointed representatives of the National Fora/Committees, and Affiliated Organizations shall each have one (1) vote. Resolutions are adopted by a single majority vote of the Members present in person or represented by proxy.

A Member of the Advisory Committee may designate another Member of his or her Committee or Organization to represent him by proxy at Committee meetings but no one Member may hold more than one proxy. Only proxy forms established by the GGN Secretariat and published on GGN's Internet site shall be accepted at the time of voting.

Article 5 - TECHNICAL COMMITTEES

All committees, task forces and working groups will be referred to as "Technical Committees". The GGN Executive Board may establish Technical Committees; define their mission, term of office, membership and their duration.

Technical Committees have a maximum four (4) years term, after which time they will be automatically dissolved, unless a renewal decision is expressly taken.

The President of GGN shall appoint a Chairperson in consultation with the Executive Board and shall appoint the members of each Committee in consultation with the Chairperson of the aforementioned Committee.

The Chairperson of each Technical Committee submits its annual report to the GGN Executive Board who will report to the General Assembly.

Article 6 - DISTRIBUTION OF POWERS BETWEEN GGN GOVERNING BODIES

6.1. The General Assembly

The General Assembly adopts the policy report presented by the President, approves the accounts of the previous year, grants discharge to elected officers from their organizational tasks, elects Members of the Executive Board, approves the strategic plan, approves the amount of membership fees proposed by the Executive Board, modifies the Statutes and decides on whether to dissolve the Association.

6.2. The Executive Board

The Executive Board oversees the proper management of the Association, votes on the budget, approves decisions relating to the acquisition, exchange and transfer of immovable property as may be necessary to pursue the Association's objectives, relating to taking out mortgages on such immovable property and leases with terms exceeding nine (9) years and loans.

The Executive Board approves the closing of the accounts.

The Executive Board establishes the General Assembly's agenda.

6.3. The President

Pursuant to GGN's historical and on-going practices and in the spirit of collective responsibility, the President may consult and collaborate with members of the Executive Board.

The President may settle all matters within the framework of the Strategic Plan, the budget and other issues of the Executive Board.

He or she may delegate authority to the General Secretary or Vice Presidents to handle issues dealing with the management of day-to-day GGN operations.

He or she establishes the Executive Board's agenda.

6.4. Vice - Presidents

The Vice Presidents carry out the functions and tasks assigned to them by the Executive Board, they provide any assistance required by the President and, in his/her absence, convene and chair meetings.

6.5. General Secretary

The General Secretary is responsible for the

distribution of invitations to the members, the minutes of the meetings, coordinates the representation of the Institutional and Cooperating Members, proposes the guidelines necessary for the financial policy of the GGN, in collaboration with the Treasurer, for the approval of the Executive Board, is responsible for the relation with the affiliated organizations in collaboration with the President, and reports periodically to the Executive Board and the Advisory Committee.

6.6. The Treasurer

The Treasurer sets up the framework necessary to ensure the financial management of the Association by common agreement with the President and the General Secretary and ensures that it is observed.

Article 7 - ELECTED AND NOMINATED MEMBERS CHARTER

An elected Member's Charter is signed by each candidate standing for election or each Member appointed to a seat on a commission or in a Committee. The Charter sets forth the principles that each elected Member or candidate agrees to abide by, in particular:

- Respect for GGN's ethical principles and the commitment to serve its interests;
- The safeguarding of confidentiality in particular with respect to discussions and documents;
- The duty of loyalty, any Member of one of GGN's governing bodies must uphold and comply with the decisions made within that body;
- The obligation to exercise restraint, elected Members or Members of Committees must not use their position for self-interest ;
- The use of GGN resources is prohibited outside his or her functions.

Any breach or failure to abide by these principles may result in disciplinary action.

Article 8 - GENERAL PROVISIONS

These Internal Rules and Regulations complete the GGN Statutes.

In the event of a contradiction or discrepancy between these Internal Rules and Regulations and GGN Statutes, the Statutes shall prevail over the Internal Rules and Regulations. The official working language of the GGN will be English. In the event of a contradiction or a difficulty in interpreting both English and French versions of the present Rules and Regulations, the English version shall prevail over the French version.

3



GLOBAL GEOPARKS NETWORK

Code of Ethics for UNESCO Global Geoparks and Global Geopark Professionals

SUMMARY

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PREAMBLE

A. Status of the Global Geoparks Network (GGN) Code of Ethics for UNESCO Global Geoparks and Global Geopark Professionals

The *GGN Code of Ethics* has been prepared by the Executive Board of the Global Geoparks Network.

It is the statement for the Code of Ethics as referred to in the GGN Statutes.

The Code reflects principles generally accepted by the UNESCO Global Geoparks community.

Through their membership in the GGN and payment of the annual subscription individual and institutional members, herein afterwards referred to GGN Members, have affirmed the *GGN Code of Ethics*

B. A Minimum Standard for GGN members

The GGN Code represents a minimum standard for GGN Members. It is presented as a series of principles supported by guidelines for desirable professional practice. In some countries, certain minimum standards are defined by law or government regulation. In others, guidance on and assessment of minimum professional standards may be available in the form of 'Accreditation', 'Registration', or similar evaluative schemes. Where such standards are not defined, guidance can be obtained through the GGN Secretariat, a relevant GGN National Geoparks Forum / Committee or the appropriate Regional Network of GGN. It is also intended that individual nations and the specialized subject organizations connected with the Global Geoparks Network should use this Code as a basis for developing additional standards.

C. Translations of the GGN Code of Ethics

The *GGN Code of Ethics* is published in the official languages of the organisation: English and French. GGN welcomes the translation of the Code into other languages. However, a translation will be regarded as "official" only if it is endorsed by at least one GGN National Geoparks Forum / Committee of a country in which the language is spoken, normally as the first language. Where the language is spoken in more than one country, it is preferable that the National Committees of these countries also be consulted. Attention is drawn to the need for linguistic as well as professional Geopark expertise in providing official translations. The language version used for a translation and the names of the National Committees involved should be indicated. These conditions do not restrict translations of the Code, or parts of it, for use in educational work or for study purposes.

The *GGN Code of Ethics for GGN Members* was endorsed at the 20th Meeting of the GGN Executive Board on August 12th, 2016 and was finally approved by the 1st Ordinary General Assembly of GGN, on September 28th, 2016.

INTRODUCTION

The *GGN Code of Ethics for GGN Members* is a basic document for GGN operation following the provisions of GGN Statutes.

The whole ethos of the document continues to be that of celebrating Earth heritage, sustaining local communities and the professionalism of Geopark practitioners.

The *GGN Code of Ethics* provides a means of professional self-regulation and sets minimum standards of conduct and performance to which all GGN Members throughout the world may reasonably aspire as well as a providing a statement of reasonable community expectation from the Geopark profession.

The present GGN Code of Ethics provides a global minimum standard on which national and specialist groups can build to meet their particular requirements.

The GGN encourages the development of national and specialist codes of ethics to meet particular needs and will be pleased to receive copies of these. They should be sent to the Secretary-General of the GGN, Haute Provence Geopark, Musée Promenade, 10 Montée Bernard Dellacasagrande, BP 156, 04005 Cedex Digne les Bains – France.

The GGN Ethics Committee

The GGN General Assembly elects the GGN Ethics Committee for a period of two years composed by five elected members of the GGN General Assembly. The five elected members nominate the Committee Chair.

Members of the GGN Ethics Committee may serve not more than three (3) consecutive terms, if elected.

The GGN Ethics Committee deals with any issue which may consist breached of this Code of Ethics and reports to the GGN Executive Board. Ethical issues that require the attention and/or

consideration of the GGN Ethics Committee may be addressed to its Chair.

The GGN Executive Board is the decision making body on any issue dealing with the implementation of the GGN Code of Ethics.

ARTICLE 1. GGN Institutional Members

Administration and Management

Principle: GGN Institutional Members, as UNESCO Global Geoparks, should contribute (subject to national legislation) to the protection and rational management of the geological heritage sites as well as to other tangible and intangible natural and cultural heritages within their territory. Through the promotion of these different expressions of heritage they should provide sustainable economical development for the direct benefit of the areas communities.

1.1. INSTITUTIONAL STANDING

1.1.1. Management body

GGN Institutional Members should be areas with a management body having legal personality recognised under national legislation. The management bodies should be appropriately equipped to adequately address their territories.

GGN Institutional Members management bodies and those concerned with the strategic direction and oversight of a UNESCO Global Geopark have a primary responsibility to protect and promote the significant geological heritage sites and other heritage sites under its remit, as well as the human, physical and financial resources made available for that purpose.

1.1.2. Statement of the Mission, Objectives, and Policies

The GGN Institutional Member management body is encouraged to prepare, publicize and be guided by a statement of the mission, objectives, and policies implemented within the UNESCO Global Geopark territory and of the strategy of the management body to involve local authorities, communities, schools and local stakeholders to their activities.

1.2. PHYSICAL RESOURCES

1.2.1. Premises - Infrastructure

The GGN Institutional Member management body should ensure adequate premises and infrastructure to present the territory and its

resources and to fulfill the basic functions defined in its mission.

A Geopark Museum or Info-center is recommended for this purpose.

1.2.2. Access

The GGN Institutional Member management body should ensure that the UNESCO Global Geopark territory is available to visitors during reasonable hours and for regular periods. Particular regard should be given to those persons with special needs.

1.2.3. Health and Safety

The GGN Institutional Member management body should ensure that institutional standards of health, safety, and accessibility apply to its personnel, visitors and evaluators.

1.2.4. Protection Against Disasters

The GGN Institutional Member management body is encouraged to develop and maintain policies to protect the public and personnel, the Geological heritage sites and other heritage sites and resources, against natural and human-made disasters.

1.2.5. Security

The GGN Institutional Member management body is encouraged to develop the appropriate security policy to protect the geological heritage sites and others territorial heritages against theft or damage in open air parks, museums, displays, exhibitions, working or storage areas..

1.3. FINANCIAL RESOURCES

1.3.1. Funding

The management body should ensure that there are sufficient funds to carry out and develop its activities.. All funds must be accounted for in a professional manner.

1.3.2. Income-generating Policy

Management bodies are encouraged to adopt a clear written policy regarding sources of income that it may generate through its activities or accept from outside sources. Regardless of funding source, GGN Institutional Members should maintain control of the content and integrity of their programmes, exhibitions and activities. Income-generating activities should not compromise the standards of the institution or the local communities.

1.4. PERSONNEL

1.4.1. Employment Policy

GGN Institutional Members management bodies should ensure that all action concerning personnel is taken in accordance with national, regional, local and indigenous legal procedures. Each GGN Institutional Members should have available on a daily basis the presence of at least one geoscientist however, it is strongly recommended to include at least one geoscientist on its permanent staff

1.4.2. Appointment of the Director or Head

The director or head of GGN Institutional Members is a key post and when making an appointment, management bodies should have regard for the knowledge and skills required to fill the post effectively. These qualities should include adequate intellectual ability and professional knowledge, complemented by a high standard of ethical conduct.

1.4.3. Access to Management Bodies

The director or head of a GGN Institutional Members should be directly responsible, and have direct access, to the relevant management bodies.

1.4.4. Competence of GGN Institutional Member Personnel

The employment of qualified personnel with the expertise required to meet all relevant responsibilities is necessary.

1.4.5. Training of Personnel

Adequate opportunities for the continuing education and professional development of all GGN Institutional Members personnel should be arranged to maintain an effective workforce.

1.4.6. Ethical Conflict

The GGN Institutional Members management body should never require its personnel to act in a way that could be considered to conflict with the provisions of this Code of Ethics, or any national, regional, local or indigenous law or specialist code of ethics.

1.4.7. GGN Institutional Member Personnel and Volunteers

The GGN Institutional Members management body should develop a written policy on volunteer work which promotes a positive relationship between volunteers and members of the Geopark profession.

1.4.8. Volunteers and Ethics

The GGN Institutional Members management body should ensure that volunteers, when conducting Geopark and personal activities, are fully conversant with the *GGN Code of Ethics for Geoparks* and other applicable codes and laws.

1.4.9. Networking

Cooperation and networking is a core value for Geoparks.

GGN Institutional Members should acknowledge and endorse the need for co-operation, networking and consultation between other GGN Institutional Members and other institutions with similar interests and practices. This is particularly so with institutes of higher education and certain public utilities.

A GGN member must work within the Global Geopark Network to further the network's construction and cohesion.

A GGN member must work with local partners, enterprises and stakeholders to promote and support the creation of activities, events and by-products linked with the geological heritage, other natural and cultural heritage and the territorial characteristics in a spirit of complementarity with the other Global Geoparks Network members.

ARTICLE 2. GGN Members and Geological Heritage

Principle: GGN Institutional Members have the duty to protect, preserve and promote their Geological Heritage. GGN Institutional Members must respect national, regional, local and indigenous laws relating to the protection of geological heritages.

The defining geological heritage sites within a UNESCO Global Geopark must be legally protected.

2.1. Geological heritage site conservation

2.1.1. Geological Heritage site conservation policy

The GGN Institutional Member management body should adopt and publish a written geological heritage conservation policy that addresses the protection, conservation, care and wise use of geological heritage sites.

2.1.2. Prohibition of selling of geological heritage items.

A GGN member must respect local and national laws relating to the protection of geological heritage.

In order to be seen to be impartial in its mission on geological heritage protection, a GGN member must not participate in the sale of geological objects within the Geopark (no matter from where they are) and should actively discourage unsustainable trade in geological materials as a whole, including shortsighted selling of Earth heritage, minerals and fossils. Selling or destruction of the geological values of a UNESCO Global Geopark or of material either from within a UNESCO Global Geopark or from anywhere else in the world by organizations that form part of the Global Geopark structure and/or are entitled to use the Global Geopark brand is not permitted. This typically refers to fossils, polished rocks and mineral specimens of the type normally found in so-called "rock shops." It does not refer to quarried or mined material for industrial or domestic use that is quarried or mined under national legislation. Where clearly justified as a responsible activity and as part of delivering the most effective and sustainable means of site management, a GGN member may permit sustainable collecting of geological materials for scientific and educational purposes from naturally renewable sites within a UNESCO Global Geopark territory. Trade of geological materials based on such a system may be tolerated in exceptional circumstances, provided it is clearly and publicly explained, justified and monitored as the best option for the Geopark in relation to local circumstances. Such circumstances will be subject to debate and approval by the GGN on a case by case basis.

2.1.3. Preventive Conservation

Preventive conservation is an important element of GGN policy and geological heritage site care. It is an essential responsibility for GGN Institutional Members to create and maintain a protective environment for the geological heritage sites in their care.

2.1.4. Geological Heritage sites Conservation and Restoration

GGN Institutional Members should carefully monitor the condition of geological heritage sites to determine when a site may require conservation-restoration work and the services of a qualified conservator-restorer. The principal goal should be the stabilization of the site. All conservation procedures should be documented.

2.2. Acquiring geological heritage collections

2.2.1. Collections Policy

The GGN Institutional Member management body is recommended to adopt and publish a written collection policy. When collecting for museums, the policy should clarify the position of any material that will not be catalogued, conserved, or exhibited. GGN Institutional Members should not acquire geological specimens that have been collected, sold, or otherwise transferred in contravention of international, national, regional, local or indigenous law or treaty relating to natural history conservation.

2.2.2. Objects and Specimens from Unauthorized or Unscientific Fieldwork

GGN Institutional Members should not acquire any objects where there is reasonable cause to believe their recovery involved the unauthorized, unscientific, or intentional destruction or damage of any geological, natural or cultural site or involved the illegal or unethical use of labour. In the same way, no acquisition should occur if there has been a failure to disclose the finds to the owner or occupier of the land, or to the proper legal or governmental authorities or traditional land owners as appropriate (i.e. indigenous people).

2.2.3. Repositories of Last Resort

Nothing in this Code of Ethics should prevent a GGN Institutional Member from acting as an authorized repository for unprovenanced, illicitly collected or recovered specimens and objects from the territory over which it has lawful responsibility.

2.3. Open air geological heritage sites and geological heritage collections

2.3.1. Site and collection continuity

GGN Institutional Members should establish and apply policies to ensure that their geological heritage sites, collections (both permanent and temporary) and associated information, properly recorded, are available for current use and will be passed on to future generations in as good and safe a condition as practicable, having regard to current knowledge and resources.

2.3.2. Documentation on Geological Sites and Collections

Geological sites and collections should be documented according to accepted professional

standards. Such documentation should include a full identification and description of each site/item, its associations, provenance, condition, treatment and present location.

Such data should be kept in a secure environment and be supported by retrieval systems providing access to the information by any legitimate user.

2.3.3. Availability of Geological heritage sites

GGN Institutional Members have a particular responsibility for making geological heritage sites and all relevant information available as freely as possible, having regard to restraints arising for reasons of confidentiality and security.

2.3.4. Field Collecting

GGN Institutional Members undertaking field collecting should develop policies consistent with academic standards and applicable national, regional, local and indigenous law and international treaty obligations. Fieldwork should only be undertaken with respect and consideration for the views of local communities, their environmental resources and cultural practices as well as efforts to enhance the cultural and natural heritage.

2.3.5. Research

Research by a the personnel of the GGN Institutional Members should relate to that members mission and objectives and conform to established legal, ethical and academic practices.

2.3.6. Shared Expertise

Employees of GGN Institutional Members have an obligation to share their knowledge and experience with colleagues, scholars and students in relevant fields. They should respect and acknowledge those from whom they have learned and should pass on such advancements in techniques and experience that may be of benefit to others.

ARTICLE 3. GGN Members and Natural and Cultural Heritage

Principle: GGN Institutional Members need to link their geological heritage with all other aspect of their territories' heritages. They have a specific responsibility to assist and support the protection, conservation and promotion of their natural, cultural and intangible heritages and biodiversity.

3.1. GGN Institutional Members and protected natural areas within its territory

GGN Institutional Members should have a coherent knowledge, cartography and data base of the protected natural areas and cultural sites (indigenous, local, regional, national or international) present inside in its territory. It is recommended to establish written agreement of collaboration and partnership with different authorities/institutions legally in charge of the administration of these natural protected areas and cultural sites.

3.2. GGN Institutional Member Museum

GGN Institutional Member Museums should not acquire or keep non-geological specimens that have been collected, sold, or otherwise transferred in contravention of international, national, regional, local or indigenous law or treaty relating to artifact protection or conservation or in breach of international ethical standards.

3.3. Non protected sites of interest

Depending of the national policies or necessities, in many territories several natural or cultural sites of regional or local interest doesn't have any legal status. In this case and in cooperation with the adequate authorities, the UNESCO Global Geopark has the duty to develop their inventory, cartography, knowledge on this site and to support, if necessary, their eventual protection and conservation.

3.4. Availability of natural and cultural heritage sites

When the public visit of a natural or cultural heritage site is possible without interferences with conservation necessities, the GGN Institutional member management body has a particular responsibility for making natural and cultural heritage sites and all relevant information available as freely as possible, having regard to restraints arising for reasons of confidentiality and security.

3.5. Information

The GGN Institutional Member management body has to promote widely towards its visitors all elementary information connected with the protected natural and cultural sites located inside its territory. Also, the GGN Institutional Member management body has to integrate inside its own promotion the main natural and

cultural sites (protected or not) of its territory accessible for the public visit.

3.6. Conservation partnership

The GGN Institutional Member management body has , through its formal partnership, to actively support the natural and cultural sites management bodies to improve conservation. In particular by participating in the transmission of information against commercialization or deterioration of natural elements (animals and plants) or cultural relics or remains.

ARTICLE 4. GGN Institutional Members and Intangible Heritage

Principle: Intangible Heritage is, in all the world, the more endangered heritage. This specific heritage linked with the intimous relation between man and the Earth and is often related with the Geological heritage of the places. The GGN Institutional Member management body has to be involved in the conservation, knowledge, transmission and promotion of this heritage

4.1. Intangible Heritage knowledge

By developing specific partnership with intangible heritage specialist , the GGN Institutional Member management body has the responsibility to actively participate in the identification, inventory, knowledge, conservation, transmission and promotion of the Intangible Heritages still existing inside its territory

4.2. Respect of local population

Communities, groups and, individuals should have the **primary role** in safeguarding their own intangible cultural heritage. Their right to continue the practices, representations, expressions, knowledge and skills necessary to ensure the viability of the intangible cultural heritage should be recognized and respected.

4.3. Cooperation

All interactions of the GGN Institutional Member management body with the communities, groups and, where applicable, individuals who create, safeguard, maintain and transmit intangible cultural heritage should be characterized by **transparent collaboration**, dialogue, negotiation and consultation, and contingent upon their **free, prior, sustained and informed consent**.

4.4. Access to Intangible heritage

The GGN Institutional Member management body should be aware and participate to assure the necessary access of communities, groups and individuals to the instruments, objects, artefacts, cultural and natural spaces and places of memory whose existence is necessary for expressing the intangible cultural heritage . Customary practices governing access to intangible cultural heritage should be fully respected, even where these may limit broader public access.

4.5. Property rights

The GGN Institutional Member management body has to take care that the communities, groups and individuals who create intangible cultural heritage should **benefit from the protection** of the moral and material interests resulting from such heritage, and particularly from its use, research, documentation, promotion or adaptation by members of the communities or others.

4.6. Cultural diversity

Cultural diversity and the identities of communities, groups and individuals should be fully respected. In the respect of values recognized by communities, groups and individuals and sensitivity to cultural norms, specific attention to gender equality, youth involvement and respect for ethnic identities should be included in the design and implementation by the GGN Institutional Member management body of promotion and safeguarding measures. Respect of culture diversity does not automatically support and should not be used to support a handful of rare traditions and/or habits, which are considered by most people (universal value) as inhuman, cruel and horrible. The safeguarding of intangible cultural heritage is of general interest to humanity as such, the GGN Institutional Member management body has to participate in the adapted transmission of the intangible heritage which should also constitutes new strategies for a sustainable and integrated economical development.

ARTICLE 5. GGN Institutional Members supporting sustainable development

Principle: GGN Institutional Members need to assist an integrated and sustainable economic development for its territory. A GGN Institutional Member has direct impact

on the territory by influencing its inhabitants' living conditions and environment. The objective is to enable the inhabitants to re-appropriate the values of the territory's heritage and actively participate in the territory's cultural revitalization as a whole.

The territorial sustainable economic development strategy should be in accordance with the principals defined in the 2030 United Nation Agenda for Sustainable Development .

The sustainable development of a GGN Institutional Member is only possible with the full participation, of all its population and stakeholder without any kind of discrimination of race, colour, gender, language, religion, political or other opinion, national or social origin., prosperity, birth, sexual orientation or other status.

5.1. Sustainable territorial development

5.1.1. Poverty

Poverty is more than the lack of income and resources to ensure a sustainable livelihood. Its manifestations include hunger and malnutrition, limited access to education, health and other basic services, social discrimination and exclusion as well as the lack of participation in decision-making. GGN Institutional Members' sustainable economic development strategies should prioritise the eradication of poverty in all its forms inside its territory.

5.1.2. Education

GGN Institutional Members need to develop strategies towards increasing access to education at all levels and increasing enrolment rates in schools particularly for female residents. In the respect of human diversity and local ethnic groups GGN Institutional Members should give special attention to the adapted transmission of local culture and tradition and the transmission and survival of local languages.

5.1.3. Water access and sanitation

GGN Institutional Members should help to ensure universal access to safe and affordable drinking water, provide sanitation facilities and encourage hygiene at every level. Protecting and restoring water-related ecosystems such as forests, mountains, wetlands and rivers is essential.

5.1.4. Affordable and clean energy

GGN Institutional Members should ensure

universal access to affordable energy (electricity), and engage in the promotion and, when possible, demonstration of renewable energy sources such as solar, wind and geothermal.

5.1.5. Sustainable consumption and production

GGN Institutional Members should help promote and develop sustainable consumption and production.

GGN Institutional Members should assist to define clear quality criteria for local products, and promote them through a written branding policy .

5.1.6. Climate Change and Natural Disasters

GGN Institutional Members should participate actively to combat human activity- induced climate change and its impact.

GGN Institutional Members should use their geological heritages, in connection with all other aspects of their heritages, to promote awareness of key issues facing society in the context of the dynamic planet, increasing knowledge and understanding of: geo-processes; geo-hazards; climate change and the need for the sustainable use of Earth's natural resources.

5.2. Tourism and Geotourism

5.2.1. Tourism and Geotourism

Geotourism is a responsible tourism and is one of the main development tool for UNESCO Global Geoparks. Geotourism should be defined as tourism which sustains and enhances the identity of a territory, taking into consideration its geology, environment, culture, aesthetics, heritage and the well-being of its residents. (Arouca Declaration 2011).

5.2.2. Geotourism activities

Geotourism activities should be conducted in harmony with the attributes and traditions of the host UNESCO Global Geopark territory and in respect for their laws, practices and customs;

5.2.3. Responsibilities in geotourism development

The GGN Institutional Member management body, on the one hand, and local professionals, on the other, should acquaint themselves with and respect the tourists. It is the task of the public authorities to provide protection for tourists and visitors and their belongings.

The GGN Institutional Member management body in close collaboration with all the stakeholders in tourism development should safeguard the heritage sites laying within a UNESCO Global Geopark with a view to achieving continuous and sustainable economic growth geared to satisfying equitably the needs and aspirations of present and future generations.

The staggering in time and space of tourist flows, should be sought so as to reduce the pressure of tourism activity on the environment and enhance its beneficial impact on the tourism industry and the local economy;

Geotourism infrastructure should be designed and tourism activities programmed in such a way as to protect the heritages and the environment of GGN Institutional Members. Quality standards for geotourism infrastructure should be clearly defined and established.

5.2.4. Geotourism incomes

The GGN Institutional Member management body should safeguard that the financial resources derived from visits to heritage sites should, at least in part, be used for the upkeep, safeguard, development and embellishment of these sites.

5.2.5. Geotourism and local culture

Geotourism activities inside a GGN Institutional Member should be planned in such a way as to allow traditional cultural products, crafts and folklore to survive and flourish, rather than causing them to degenerate and become standardized.

5.2.6. Geotourism and local population In a GGN Institutional Member local

populations should be associated with tourism activities and share equitably in the economic, social and cultural benefits they generate, and particularly in the creation of direct and indirect jobs resulting from them. Geotourism policies should be applied in such a way as to help to raise the standard of living of the populations of the territory.

5.2.7. Geotourism and human rights

The exploitation of human beings in any form, particularly to children, conflicts with the fundamental aims of geotourism.

5.3 GGN Institutional Members and territorial partnerships

5.3.1. GGN Institutional Member partner

In its partnership strategy a GGN Institutional Member has to establish written partnership agreements which define precisely quality criteria and respective commitments between the partner and the GGN Institutional Member. Partners of a GGN Institutional Member could be: restaurants, hotels, guides, museums, producers, open air activities sites, tourism offices, associations, factories, etc. A GGN Institutional Member partner should fully approve and adopt the GGN Code of Ethics.

5.3.2. Participating

GGN Institutional Member should develop contacts with key individuals in local communities. GGN Institutional Member should nominate among those individuals as Geopark Ambassadors. Those individuals should participate in the visibility and understanding of the Geopark territory. For that the individuals and local stakeholders needs to be regularly trained by the UNESCO Global Geopark to provide the public the best updated information on the territory and on the partner proximity resources.

5.3.3. Promotion

GGN Institutional Members have to promote its partners through all of its promotional tools (website, leaflets, publications,..). When possible it is recommended that GGN Institutional Members participate in the organization of promotional fair of its local branded products and partners.

ARTICLE 6. GGN Members must operate in a professional manner

Principle: Employees, partners and associates of the GGN Institutional Members and GGN Individual Members should behave in a way that respects the dignity and philosophy of the GGN.

They should safeguard the public against illegal or unethical professional conduct. Every opportunity should be used to inform and educate the public about the aims, purposes, and aspirations of the GGN to develop a better public understanding of the contributions of the GGN to society.

6.1. Professional conduct

6.1.1. Familiarity with Relevant Legislation

Every member of the GGN should be conversant with relevant international, national, regional, local and indigenous legislation and the conditions of their employment. They should avoid situations that could be construed as improper conduct.

6.1.2. Professional Responsibility

Every member of the GGN has an obligation to follow the policies and procedures of their employing institution. However, they may properly object to practices that are perceived to be damaging to the GGN or in relation to matters of professional ethics.

6.1.3. Professional Conduct

Loyalty to colleagues and to the employing GGN Member is an important professional responsibility and must be based on allegiance to fundamental ethical principles applicable to the profession as a whole. They should comply with the terms of the GGN statutes, the GGN Internal Rules and Regulations and the GGN Code of Ethics and be aware of any other codes or policies relevant to GGN work.

6.1.4. Academic and Scientific Responsibilities

Every member of the GGN should promote the investigation, preservation, and use of information inherent in Earth heritage sites. They should, therefore, refrain from any activity or circumstance that might result in damage to or in the loss of such sites.

6.1.5. The Illicit Market

Every member of the GGN should peacefully and legally oppose the illicit traffic or market in natural and cultural property, directly or indirectly.

6.1.6. Confidentiality

Every member of the GGN must protect confidential information obtained during their work.

6.1.7. Site Security

Information about the security of sensitive sites or locations visited during official duties must be held in strict confidence by every member of the GGN.

6.1.8. Exception to the Obligation for Confidentiality

Confidentiality is subject to a legal obligation to assist the police or other proper authorities in investigating possible stolen, illicitly acquired, or illegally transferred property.

6.1.9. Personal Independence

While members of a profession are entitled to a measure of personal independence, they must realize that no private business or professional interest can be wholly separated from their employing institution.

6.1.10. Copyright

All individuals must distinguish between their own work and that of others. Credit shall always be given when referring or mentioning other people's work. Knowingly allowing others to represent your work as their own is as serious an offense as *plagiarizing* another's work. Misrepresentation, falsification or alteration of data and documents or unauthorized use of data or other's work is also considered as misconduct. Recording or taking photography of another individual's work or presentation without explicit permission is also not allowed.

6.2. Conflicts of interest

6.2.1. Private Geopark consultancy

All members of the GGN and their employees cannot provide private paid consultancy (by contract) to any UNESCO Global Geopark or Aspiring Geopark. Any official consultancy mission to other UNESCO Global Geoparks or Aspiring Geoparks should take place after a request by GGN and UNESCO.

6.2.2. Gifts, Loans, or Other Personal Benefits

Members of the GGN and their employees must not accept high value gifts, loans, or other high value personal benefits that may be offered to them in connection with their duties for UNESCO Global Geoparks. Occasionally professional courtesy may include the giving and receiving of gifts but this should always be open to justification.

6.2.3. Dealing with geological, natural or cultural heritage.

Members of the GGN and their employees should not participate directly or indirectly in dealing (buying or selling for profit) with geological, natural or cultural heritages.

6.2.4. Private Collecting

Members of the GGN and their employees should not compete with their institution either in the acquisition of objects or in any personal collecting activity. An agreement between a Geopark professional and a Geopark's management body concerning any private collecting must be formulated and scrupulously followed.

6.2.5. Use of the Name and Logo of GGN

The name of the organization, its acronym or its logo may not be used to promote or endorse any for-profit operation or product.

6.2.6. Other Conflicts of Interest

Should any other conflict of interests develop between an individual and the GGN the interests of the GGN will prevail.

6.2.7. Notification

All individuals shall notify the GGN Ethics Committee or superior when they are at risk of causing a conflict of interest or other situation that may affect the overall confidence of the GGN.

ARTICLE 7. A standard of conduct which applies to all GGN Institutional members employees, to the Global Geopark professionals and volunteers

Principle: Geoparks aim to enable every man, woman and child to live in dignity and personal integrity, and to promote a set of basic principles that form the ethical and philosophical underpinnings of every society. These guiding principles are integrity, loyalty, accountability, transparency, independence, impartiality, tolerance, understanding, freedom from discrimination, gender equality, dignity and respect for different customs and cultures. Geoparks promote a safe, inclusive, productive and supportive environment. Membership in the GGN means to abide a strict code of conduct. Individuals who experience inappropriate behavior are encouraged to make a formal complaint to the appropriate bodies within the GGN.

Standard of conduct

7.1. Individual responsibility

All individuals shall take responsibility for their own actions and for being aware of and complying with this standard of conduct.

7.2. Interchange with others

All individuals shall set a good example. All individuals will treat everybody with respect, dignity, courtesy and consideration. This involves positive communication, building trust, being supportive, valuing a diversity of views and opinions and working collaboratively, while having a professional approach when interacting with others.

7.3. Unacceptable behaviour

All individuals shall abstain from any kind of disruptive and/or *unacceptable behavior*. Online behaviour is considered equivalent to face-to-face behaviour.

7.4. Offensive behaviour

All individuals shall not cause or contribute in any way (verbally, physically, written or using image material) to *discrimination*, intimidation, humiliation, *Vilification*, *harassment* (including *sexual harassment*) or offensive treatment either directly or indirectly which is unwanted and unwelcome to the recipient, whether it is based on a person's gender, physical appearance, parental or relationship status, origin, ethnicity, religion or other belief, disability, sexual orientation or age. The same applies to *bullying* or other *victimization* regardless of cause.

7.5. Abuse of authority

All individuals shall not abuse their authority.

7.6. Notification

All individuals who are the victim of *discrimination*, intimidation, humiliation, *harassment* (including *sexual harassment*) or offensive treatment shall clearly communicate this either directly or through a third party for example, the GGN Ethics Committee to the person engaging in the unwanted and unwelcome behaviour. In case of a dangerous situation or a person in distress, all individuals will be mindful of their surroundings and of others and will immediately notify a local responsible, the GGN Ethics Committee, or, in case of a serious threat of public safety the local police.

7.7. Disciplinary actions and sanctions

All individuals are aware of the fact that behaviours and actions which violate this code of conduct may result in disciplinary actions and/or sanctions as all complaints will be investigated seriously. Effective and protective measures will be taken promptly to ensure that this misconduct will cease immediately.

4



GLOBAL GEOPARKS NETWORK

Anti-bullying and harassment Policy for the Global Geoparks Network

PURPOSE

1. To ensure that:

- Global Geoparks Network's (GGN) meetings, events and other activities provide a professional, respectful and harassment-free experience for all participants.
- Any complaints made can be resolved satisfactorily.

2. To inform every participant in any GGN-related activity that they are expected to conduct themselves in a professional, respectful and responsible manner at all times

SCOPE

Places and Events

3. This document covers behaviour at all GGN events including the meetings of any sub-groups or project groups, the activities of National Fora and the fulfilment of advisory, assessment or revalidation visits.
4. It applies to the duration of an event including but not limited to the main venue, official events hotels, or venues used for social functions as well as to any interaction among participants in preparation, during or follow-up of the event.

People

5. This policy applies to:

- a) anyone engaged in organising an event, meeting or activity within the scope of this policy, including those not physically attending the event but involved in its development and management, including volunteers;
- b) all participants of such events and includes those attending virtually;

c) the general public, speakers and panellists, observers, exhibitors, donors, sponsors, and/or media.

d) any non-registered person who is visiting any freely accessible area of the event/meeting or activity.

DEFINITIONS

6. Harassment refers to repeated, unreciprocated and/or unwelcome comments, gestures, actions, suggestions, symbols, and/or physical contact, based on, among other things, an individual's gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, ethnicity, race, national origin, age, religion, working language proficiency, marriage, civil partnership, pregnancy, maternity or other personal characteristics that are evidently and widely understood as intended to be demeaning, humiliating and/or intimidating.

7. Examples of such conduct include, but are not limited to:

- Verbal comments or non verbal actions, jokes or pranks that reinforce social structures of domination related to gender, gender identity and expression, sexual orientation, disability, physical appearance, ethnicity, race, national origin, age, or religion.
- Distribution or display of offensive or inappropriate messages, images, videos or other material whether private or public.
- Threatening, intimidating, or hostile acts (including stalking or following) including lewd or suggestive comments directed at a particular group or an individual because of, for example, their sexual orientation, gender, ethnicity, race or religion.

- Repeated inappropriate behaviour (bullying), direct or indirect, whether verbal, physical or otherwise which involves an abuse or misuse of power by one person over another and which makes the recipient feel threatened or humiliated, gradually eroding his/her self-confidence and which could reasonably be regarded as undermining the individual's right to dignity at work.
- Sustained disruption of speakers or of a session in general with the intent to make the session a hostile event.
- Inappropriate physical contact or uninvited and unwelcome touching of an individual's body or unwelcome sexual attention.
- Undermining somebody's reputation and/or authority through malicious actions that include disparaging comments and/or gestures, or propagation of lies either in the presence of that person or in speaking to third parties about that person.
- Psychological manipulation using persistent denial, misdirection, contradiction and/or lying with the attempt to destabilize and delegitimize a person's belief, memory and/or mental sanity.
- Advocating for, or encouraging, any of the above behaviour.

8. Any form of harassment, including bullying, racism or sexual harassment is behavioural and therefore, does not require intent for it to be considered harassment.

WHAT WOULD NOT BE CONSIDERED AS HARASSMENT?

9. The dividing line between harassment and other work-related conflicts may, at times, be difficult to establish. Situations of conflict and tensions are not automatically nor necessarily harassment.
10. Bullying does not include appropriate criticism of a GGN member's behaviour or proper performance management. Any criticism must be delivered in a constructive manner with respect and appropriate sensitivity.
11. All situations will be assessed and considered with the utmost care.

OBLIGATIONS FOR ORGANISERS OF MEETINGS, EVENTS AND ACTIVITIES

12. Promote the principles of this policy to all Participants prior to and during the activity including but not limited to making the policy easily accessible via the event website (if applicable), including a formal acceptance during the registration process (if applicable), promoting it in pre-and onsite communication (emails, newsletters, signage, badges, presentation slides, etc.).
13. Ensure that all individuals / participants involved in the organisation of the activity are adequately briefed about this policy.

ENFORCEMENT

14. If a Participant engages in harassing behaviour, the GGN Executive Board or its representative(s), together with the event organizers, reserve the right to take any actions to keep a welcoming environment for all Participants and Staff in preparation, during or follow-up of the event. This includes but is not limited to:
- a) challenging the alleged offender and where necessary asking him/her to immediately stop any inappropriate behaviour,
 - b) revoking of the registration with no refund, expulsion from activities, denial of registration to future events.
15. If an external speaker or panellist engages in harassing behaviour, the GGN Executive Board or its representative(s) together with the organizers, reserve the right to interrupt that speech/presentation immediately and to take any other actions necessary to keep a welcoming environment.
16. If an allegation has demonstrably been made frivolously, in bad faith, maliciously, for personal gain or for revenge, the person having made such allegations may have their registration revoked and be removed from the activities; they may be refused registration or participation as speaker or panellist at future events or activities.
17. The GGN Executive Board or its representative(s) may take action to redress anything designed to, or with the clear impact of, disrupting the event or making the environment hostile for any Participants.

18. Participants, at events organised by the GGN or its representative(s) must comply with the local applicable laws.
19. Participants must adhere to this policy at all event/activity venues and related social activities. In addition, they must comply with the local applicable law.
20. With the adoption of this policy and related implementation measures, the GGN aims to ensure a harassment-free experience for all.

REPORTING

When to report

21. The GGN encourages every Participant to report, as soon as possible, incidents that make them or someone else feel unsafe, unwelcome or harassed. Delayed reporting limits the options for action that can be taken. Concerned individuals should follow the general procedures outlined in the 'How to report' section of this document as well as any specific procedures applicable to the respective activity.
22. If an incident of bullying or harassment occurs within the meeting premises or in an event-related activity before, during or after the event including social events outside the meeting premises, then the aggrieved person or witness to the harassment should promptly report it.

How to report

23. Participants may make a report personally. Individuals making an anonymous report need to be aware that the GGN will not be able to inform them about the status of any investigation.
24. Any reportable incident should be reported to the GGN Executive Board President. The GGN Executive Board President has the responsibility to bring it to the attention of the GGN Executive Board. The GGN Executive Board members have signed off on a declaration of confidentiality.
25. When reporting an incident, the following information should be recorded:
- Name and, if applicable, badge number of the Participant(s) and or other person(s) involved.
 - The date, time and location where it has

- happened or happens.
- The source of bullying or harassment behaviour if known.
- The bullying or harassing behaviour.
- The approximate time of the behaviour.
- The circumstances surrounding the incident.
- The identity of the person making the report (unless the report is submitted anonymously).
- Other people involved in or witnessing the incident, including photos and or videos etc.
- Any action taken to resolve the matter informally.
- Any reaction on an informally taken action.

26. When taking a report, the GGN Executive Board President will ensure the individuals are safe and cannot be overheard. The GGN Executive Board President may suggest involving other colleagues to ensure the report is managed appropriately.

27. All reports will be kept confidential. Allegations, whether made anonymously or not, should be supported by a written report as outlined in point 26. Without such factual evidence further action cannot be taken.

28. One can make a personal report:
- a) before, during or after the event
 - b) by sending an email to the GGN Executive Board President (E-mail: ggnassociation@hotmail.com)
 - c) Any emailed report should be marked as Urgent with the email title of HARASSMENT REPORT

RETALIATION

29. The GGN will not tolerate any retaliation, threats or intimidation against anyone who has made a complaint or provided information in support of a complaint.

ACTION ARISING FROM A REPORT OF BULLYING OR HARASSMENT

30. Following the report of an incident the GGN Executive Board President will do all it can to ensure the person making the report is reassured, safe and remains so during the remainder of the meeting and for further meetings up to 4 years time at least.
31. The GGN Executive Board President will gather information on the report. It will be

submitted to the employing organisation / representative body of the person against whom the allegations are made (where known) and to the relevant National Commission for UNESCO where the person involved represents a UNESCO Global Geopark, requesting that the matter be investigated and supplying any material gathered as part of receiving a report.

32. The employing organisation / representative / participants will be requested to respond.

33. Should the complaint be upheld and deemed serious, the GGN Association reserve the right to ban the perpetrator from attending future

meetings and information regarding them.

34. Regardless of whether or not the complaint is withheld records of the incident report will be confidentially held on record (for a period of 4 years).

35 The GGN Executive Board President will, in the case of an allegation involving potential criminality, strongly recommended that the alleged victim reports the incident to the authorities.

ACTION ARISING FROM BEING BLAMED FOR BULLYING AND HARASSMENT

36 The person blamed for bullying and harassment shall give a personal and or written report on her/his/its perception.

ANNEX

GLOSSARY for article 1-6

Conflict of interest: the existence of a personal or private interest that gives rise to a clash of principle in a work situation, thus restricting, or having the appearance of restricting, the objectivity of decision making.

Conservator-Restorer: Museum or independent personnel competent to undertake the technical examination, preservation, conservation and restoration of Geological Heritage. **Cultural Heritage:** anything or concept considered of aesthetic, historical, scientific or spiritual significance.

Dealing: buying and selling items for personal or institutional gain.

Geological Heritage: any geological structure or item dealing with Earth history or Earth processes considered of scientific, aesthetic, historical or educational significance.

Geotourism: Geotourism should be defined as tourism which sustains and enhances the identity of a territory, taking into consideration its geology, environment, culture, aesthetics, heritage and the well-being of its residents. Geological tourism is one of the multiple components of geotourism.

Intangible Cultural Heritage: includes traditions or living expressions inherited from our ancestors and passed on to our descendants, such as oral traditions, performing arts, social practices, rituals, festive events, knowledge and practices concerning nature and the universe or the knowledge and skills to produce traditional crafts.

Geopark Management Body: the persons or organizations defined in the enabling legislation of the UNESCO Global Geopark as responsible for its daily management, continuance, strategic development and funding.

Income-generating activities: activities intended to bring financial gain or profit for the benefit of the institution.

Minimum Standard: a standard to which it is reasonable to expect all Geoparks and Geopark personnel to aspire. Certain countries have their own statements of minimum standards.

Natural Heritage: any natural thing, phenomenon or concept, considered to be of scientific significance or to be a spiritual manifestation.

Non-profit organisation: a legally established body- corporate or unincorporated- whose income

(including any surplus or profit) is used solely for the benefit of that body and its operation. The term “not-for-profit” has the same meaning.

Provenance: the full history and ownership of an item from the time of its discovery or creation to the present day, from which authenticity and ownership is determined.

Sustainable development: Sustainable development is a process for meeting human development goals while sustaining the ability of natural systems to continue to provide the natural resources and ecosystem services upon which the economy and society depend.

GLOSSARY for Article 7

Unacceptable Behaviour: is behaviour in the workplace or study environment that has created or has the potential to create a risk to the health and safety of individuals covered by this procedure. Unacceptable behaviour includes, but is not limited to:

- bullying;
- emotional, psychological or physical violence or abuse;
- discrimination;
- coercion;
- aggressive/abusive behaviour;
- abuse of power;
- unreasonable demands and undue persistence;
- harassment (including sexual harassment);
- victimisation;
- vilification; and
- permitting, assisting or encouraging others to bully, discriminate, harass, victimise or vilify.

Unacceptable behaviour may include conduct occurring outside usual working or study hours, conduct occurring during work, field work, or study related activities or social events and conduct that has a relevant or significant connection to work or study.

Bullying: is repeated, unreasonable behaviour directed towards a person, that creates a risk to health and safety. Examples of behaviour that may constitute bullying include:

- aggressive or intimidating conduct;
- belittling or humiliating comments;
- spreading malicious rumours;
- teasing, practical jokes or ‘initiation ceremonies’;
- exclusion from work-related events;
- unreasonable work expectations, including

too much or too little work, or work below or beyond an individual’s skill level;

- displaying offensive material; and/or
- pressure to behave in an inappropriate manner.

Bullying does not include any legitimate or reasonable use of performance management processes, lawfully based and fairly applied disciplinary action, allocation of work in compliance with systems, implementation of organisational change or downsizing, action taken to transfer or redeploy a staff member or a decision not to promote or reclassify the staff member.

Discrimination: is treating or proposing to treat, an individual unfavourably on grounds of a person’s gender, physical appearance, parental or relationship status, origin, ethnicity, religion or other belief, disability, sexual orientation or age. Discrimination can be direct or indirect:

Direct discrimination can occur when a person or group is treated less favourably than another person or group in a similar situation, on grounds of a person’s gender, physical appearance, parental or relationship status, origin, ethnicity, religion or other belief, disability, sexual orientation or age.

Indirect discrimination involves imposing a requirement, condition or practice that operates to disadvantage a person on grounds of a person’s gender, physical appearance, parental or relationship status, origin, ethnicity, religion or other belief, disability, sexual orientation or age., and it is not reasonable.

Harassment: is unwelcome conduct that might reasonably cause a person to be offended, humiliated or intimidated on grounds of a person’s gender, physical appearance, parental or relationship status, origin, ethnicity, religion or other belief, disability, sexual orientation or age. Harassment can also happen if someone is working in a ‘hostile’ or intimidating environment. The behaviours can be overt or subtle, verbal, non-verbal or physical.

Sexual Harassment: is unwanted, unwelcome or uninvited behaviour of a sexual nature in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the other person would feel humiliated, intimidated or offended. It may include:

- unwanted requests for sexual favours;
- offensive comments of a sexual nature;
- sexual or smutty jokes;
- comments, questioning or teasing about a person’s alleged sexual activities or private life;
- persistent unwelcome invitation/s, telephone calls or emails;
- offensive hand or body gestures;
- physical contact such as patting, pinching, touching or putting an arm around another person;
- the display of sexually-suggestive material;
- unwanted ongoing declarations of affection or approaches for affection (including gifts and being followed);
- sexual assault and rape; and
- use of UNESCO Global Geopark computer systems for the retention and distribution of sexually explicit material.

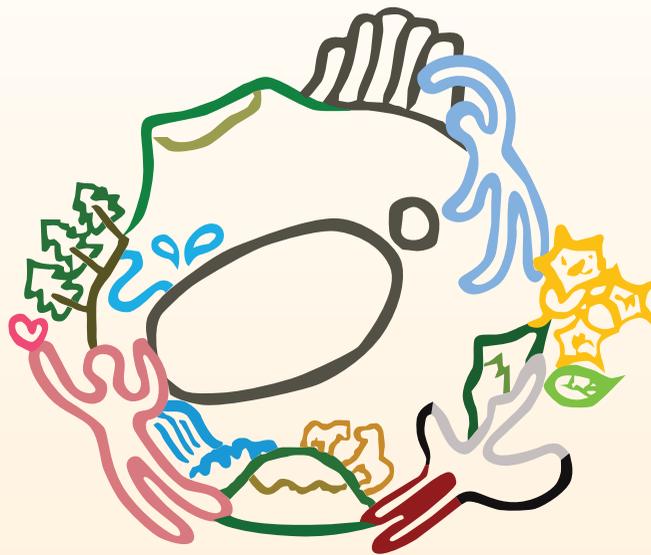
Sexual harassment is not behaviour which is based on mutual attraction, friendship and respect. If the behaviour is consensual, it is not sexual harassment.

Victimisation: is any detriment suffered because a person has made or been involved in the expression of a concern or making of a complaint in good faith about conduct covered by these procedures, or intends to be so involved.

Vilification: is any form of conduct that incites hatred against, serious contempt for, or revulsion or severe ridicule of a person or group of people because of their race or religion. Such conduct can be a single event or series of events over a period. It may include the use of internet, social networks and e-mail to publish or transmit statements. Conduct may not be vilification where it can be shown to be reasonable, undertaken in good faith and it represents genuine artistic, academic, religious or scientific endeavors.

Plagiarism: is the wrongful appropriation and stealing and publication of another author’s language, thoughts, ideas, or expressions and the representation of them as one’s own original work.

In 2014 after one decade of successful operation as a volunteer network the Global Geoparks Network (GGN) became an international non-profit association based in France, operating under the French law.



**9th International Conference
on UNESCO Global Geoparks Jeju**

