



Basel Peace Office

*Advancing international peace and security through
the abolition of nuclear weapons*

c/o Seminar für Soziologie - Universität Basel - Petersgraben 27 - 4051 Basel, Switzerland
www.baselpeaceoffice.org – Tel. +41 788 912-156 – info@baselpeaceoffice.org

Proposal to host Abolition 2000 Secretariat

Introduction

It has been indicated that Abolition 2000 is in need of an organisation to host their secretariat office and manage key communications and organisational tasks for the network. The secretariat has been hosted by different Abolition 2000 member organisations over the years including Nuclear Age Peace Foundation (NAPF), GRACE, Pax Christi USA and the Rideau Institute. The most recent host organisations were IKV Pax (now called PAX), which hosted the network management functions, NAPF which hosted the membership database and Western States Legal Foundation which hosted the financial functions.

For the past two years there has been no single secretariat office. NAPF and WSLF continued with their functions and the Basel Peace Office took on some of the network management functions on a short-term contract.

Basel Peace Office, a member organisation of the network, puts forward this proposal to host the Abolition 2000 secretariat for the period of one year, or until Abolition 2000 decides on a long-term secretariat arrangement. As secretariat office, Basel Peace Office would continue and build on the work we have been doing over the past year on network management functions. The proposal envisages that WSLF would continue as the financial office for Abolition 2000.

Administrative tasks

Basel Peace Office would:

- Assist the Abolition 2000 Financial Officer where and when needed;
- Provide a contact point for the Abolition 2000 network in order to receive and respond to general inquiries. This would include referring inquiries to Abolition 2000 personnel or bodies (coordinating committee, working groups) as appropriate.

Communications to members

Basel Peace Office would:

- Maintain the member organisations and individual contact databases, making sure they reflect current information;
- Do at least one mailing contacting all those in both databases to ascertain whether the information we have is up-to-date. We propose that this task happens one year after the previous mailing from the Basel Peace Office;
- Maintain the contacts of the Global Council to assist with communications from the Coordinating Committee to the Global Council, and to assist communications between Global Council members;
- Organise at least one mailing contacting the Global Council to ascertain whether the contact information we have from them is up-to-date. We also propose that this task takes place one year after the previous mailing from the Basel Peace Office;
- Assist the Coordinating Committee in organising conference calls, maintaining records (minutes) and ensuring follow-up of tasks agreed, following the same pattern the Basel Peace Office demonstrated while carrying out their proposal to maintain and service the network of Abolition 2000;

- Sending out a general mailing every quarter (email notice) to member organisations and individuals to keep them informed on general activities of the organisation, as well as request updated content and events to be added to the website calendar.

Website maintenance

In accordance with guidelines from the Coordinating Committee, the Basel Peace Office would:

- Ensure that the website is always up-to-date with information from member organisations, affiliated campaigns as well as ongoing and future working groups;
- Ensure that the events calendar is continuously updated;
- Assist the translation team from Pressenza with technical help on the Spanish website, as well as with the possibility of putting in place other language versions of the website;
- Publish posts with ongoing news of Abolition 2000 events, initiatives and issues;
- Publish a notice on the next AGM (2018), as well as handle the registration for the AGM.

Working groups

Basel Peace Office would:

- Contact all working groups with suggestions of additional members who might be interested in joining based on our knowledge of the activities of Abolition 2000 member organisations;
- Post updated resources and other information on working group pages;
- List key events of the working groups on the Abolition 2000 events calendar;
- Post articles from working group members on the webpage blog and social media.

Social media outreach

In accordance with guidelines from the Coordinating Committee, the Basel Peace Office would enhance the Abolition 2000 social media through twitter accounts and hashtags, Facebook postings, and promoting campaigns and platforms of member organisations.

Personnel

Basel Peace Office would appoint a part-time person to be responsible for the above tasks. BPO has a suitable person available and can make her CV available on request. The work would come under the general supervision of the Abolition 2000 Coordinating Committee, and more specific supervision by a sub-group comprising Jackie Cabasso (Abolition 2000 Financial Officer), Rick Wayman (Abolition 2000 Coordinating Committee), Andi Nidecker (President, Basel Peace Office) and Alyn Ware (Director, Basel Peace Office).

Funding

The work would be co-funded by the Basel Peace Office and Abolition 2000. Total budget for staff time, operation costs and administrative work costs would be approximately €15,000. The required funding from Abolition 2000 would be €10,000. Basel Peace Office will investigate possibilities for additional funding for the network, and especially to support the working groups.

About Basel Peace Office

Basel Peace Office is a joint initiative of five Swiss organisations and four international organisations with the aim of building cooperation between different constituencies to achieve a nuclear-weapon-free world. BPO has programs to engage academics, legislators, faith-based communities, governments, lawyers, youth and civil society organisations. Basel Peace Office builds links between peace, security, human rights, environment and development issues and networks in order to enhance the campaigns.

Basel Peace Office engages in United Nations processes, inter-parliamentary forums and international peace and disarmament networks. Basel Peace Office also organises conferences and other events in Basel, United Nations centres (Geneva, Vienna, New York) and in other key capitals. Over the next 12 months, Basel Peace Office will be co-organising two international conferences in Basel – one on *Human Rights, Future Generations and Crimes in the Nuclear Age* and one on *Nuclear Disarmament, reconciliation and the role of faith-based communities*.