

Organization Contact Information

a. Organization's Name

ONG FEMMES & TIC

a1. Organization's Name in English (if available)

WOMEN AND ICTs NGO

a3. Acronym for the Name of the Organization (if available)

FEMMES & TIC

b. Organization's Wiki

c. Organization's official website URL

<http://www.femmes-tic.org>

d. Organization's email address

contact@femmes-tic.org

e. Organization's phone number (including country/city codes)

+22522436269

f. Organization's address (location and postal address, if different)

06 BP 6317 ABIDJAN 06

g. Organization's country of origin

Côte D'Ivoire

h. Organization's city of origin

ABIDJAN

i. Organization's logo available for download at

https://atlarge-rails-production.s3.amazonaws.com/uploads/at_large_structure/logo/569/ftic_logo_texte.jpg

Primary contact:

Name

ASSIROU N'CHO Christelle

Email Address

christelle.assirou@femmes-tic.org

Telephone

+22508053094

Please provide below any additional information of the primary contact

Founding Chair

Secondary Contact:

Name

KOUAKOU Evelyne

Email Address

evelyne.ngoran@gmail.com

Telephone

+22507579216

Please provide below any additional information of the secondary contact

Vice-Chair in charge of Partnerships and Network Development

Alternative contact:

Other contact information (name, e-mail, telephone, etc.)

KONAN Yvonne, Vice-Chair in charge of Projects, larose_ykonan@yahoo.fr,

KOUADIO Véronique, Head of Communications, veronique.kouadio@gmail.com

Structure and Governance

a. Are members of your Organization residents of this specific region you seek to represent?

Yes

b. Are the officers of your Organization residents of this specific region?

Yes

Please explain the answer above in sufficient detail so that the reasons thereof are understandable to a person not familiar with your Organization, and reference the URLs where any statutes or operating principles or other supporting information related to this question can be found:

Since its creation in 2007, the purpose of the association "Femmes & TIC" can be summarized as follows: Seize the full potential of women from all socio-professional categories and of the advent of digital technologies, that are the cause for irreversible changes in our lives, at all levels.

We are therefore interested in the contribution of digital technologies to the lives of women primarily, and by extension to the lives of vulnerable people (children, disabled persons, and youth).

We envisage to accompany them in assuming these new lifestyles by providing them with an environment of continuous learning, training, awareness raising, experience sharing, and discovery of the benefits of Information Technologies. We endeavor to achieve the following objectives, in line with the Sustainable Development Goals:

Promote the use of ICTs;

Provide women with the necessary knowledge to take ownership of ICTs and strengthen their technical capabilities;

Empower women through their digital education;

Showcase the experiences of women and share them to promote personal and community development;

Develop a network of partners with similar and complementary interests;

Encourage and facilitate the active participation of women in development projects through ICTs.

c. Is your Organization formally incorporated or organized under a legal national jurisdiction?

Yes

IF YES: Please describe what legal recognition it has and indicate the place of legal incorporation or registration.

The association "Femmes & Technologies de l'Information et de la Communication" is a non-governmental organization established on September 1, 2007 in Abidjan; whose registration receipt No. 995 was published in the Official Journal (No. 37) of the Republic of Côte d'Ivoire on September 16, 2010.

d. Describe your Organization's structure (e.g. governing and decision-making bodies and processes):

The NGO is composed of permanent founding members and non-permanent members elected from among the active members of the General Assembly.

The main function of the General Assembly is to approve the general policy of the NGO and the annual activities program presented by the Board of Directors.

Within it, the Board of Directors has an office of the Board or an Executive Board in charge of the daily management of the association, with a minimum composition of a Chair, a Secretary, a Treasurer, and an Auditor. Technical committees provide their expertise to help the NGO achieve its goals (related to Gender, Training and Capacity Building, Communication.)

e. In what language/s does your Organization conduct its business?

French.

About Your Members

a. Are there any individual members in your Organization with the ability to vote or otherwise control the management of the organization?

Yes

IF NO: Describe what role individuals have in the management and work of the organization.

b. Do some or all of your members belong to any Organization?

No

IF YES: Describe whether they are profit-making, non-profit-making, a mixture of both, and/or what proportion of the total membership each type of private sector organization is. Please also describe what the nature of the organizational members is: For example, are they all of a similar type or interested in a similar activity or policy area?

c. Do you have governmental bodies, or quasi-governmental bodies, as members of your Organization?

No

IF YES: Please describe their nature and role in the decision-making and work of your Organization, and the proportion of the total membership made up of these types of organization.

d. Describe the general membership. Is there one or more predominant professional circle or interest group? (e.g. journalists, online rights activists, consumer organizations, individual consumers, etc.):

Our members come from all socio-professional sectors and participate in our association as individuals.

e. Describe how your Organization keeps members informed of its decisions and enables them to participate in the decision-making process regarding issues of interest:

The association uses meetings in person (ordinary meetings, the General Assembly, and extraordinary meetings) and web channels (mailing lists, online discussion groups).

f. Approximately how many members of each type of membership, where applicable, does your Organization have?

We have 120 members, including 50 active members and 5 honorary members.

g. Explain the eligibility requirements (if any) for your Organization's constituents/membership:

The application form is the prevailing requirement.

Funding

a. What is the primary source, or sources, of funding for your Organization? (if unfunded/entirely voluntary simply indicate "N/A"):

N/A in our current operations.

We receive occasional and partial financial support for certain projects.

b. Is your Organization mainly self-supporting and would not be dependent on ICANN funding for the day-to-day operations of the Organization?

No

c. Do you receive any funding from government agencies or for-profit entities? If so, please indicate it below and describe their involvement in the activities of the Organization (if they so participate):

E.G. 1 - Annual celebration of the "*Journée Internationale des Jeunes Filles dans les TIC*" [International "Girls in ICT Day"]: Financial support for the organization by the Telecommunications & ICTs Regulation Authority.

E.G. 2 - Project to support 1,000 economically vulnerable women through training (Introduction to ICTs, financial training, literacy): Project of the Orange Foundation

in which the NGO is a technical partner as an ICT content provider, trainer and coordinator

...

Communication

a. Does your Organization commit to supporting its individual constituents'/membership's informed participation in ICANN?

Yes

b. Does your Organization post on the Internet publicly-accessible, current information about your Organization's goals, structure, description of constituent group(s)/membership, working mechanisms, leadership, and contact(s)?

Yes

If this information currently is available, provide URLs:

www.femmes-tic.org (revamp underway)

c. Provide the required information on your Organization's leadership (leaders' names, positions, email addresses):

N'CHO Christelle ASSIROU, Founding Chair, nchoxtel@gmail.com

KONAN Yvonne, Vice-Chair in charge of Projects, larose_ykonan@yahoo.fr

N'GORAN Evelyne KOUAKOU, Vice-Chair in charge of Partnerships and Network Development, evelyne.ngoran@gmail.com

ASSOUMOU Régina BESSOU, Vice-Chair in charge of Professionals,
fleuregina@yahoo.fr

APIA Cynthia FOFANA, Head of Training, apiacynthia@yahoo.fr

KOUADIO Véronique, Head of Communications, veronique.kouadio@gmail.com

N'GUESSAN Marie-Anne ASSANVO, Secretary, mahannie@hotmail.com

DIGBEU Sandrine, Treasurer, sandyguigui58@gmail.com

ASSIROU Sarat, Manager of the Empowerment of Women" program,
sassirou@gmail.com

Manager of the "ICT Clubs, ICT for All" program

Manager of the "Protection of Children Online" program

AKA Florence, "Internet Governance" Working Group, florenceaka09@yahoo.fr

ECHUI Freddy, "Digital Development" Working Group, echuifreddy@yahoo.fr

ASSIEDOU Cora ASSO, Auditor, corasso@hotmail.com

ASSIROU Kassim, Advisor,

SERY Serge-Patrick, Advisor.

d. Are the leaders of your Organization, as individuals, involved in other similar organizations or entities?

Yes

If yes, please say which ones:

Internet Society Côte d'Ivoire

Association Ivoirienne pour Linux et les Logiciels Libres ["Ivorian association on Linux and open software"]

Communauté Frogans Côte d'Ivoire ["Frogans Community Côte d'Ivoire"]

Young African Leaders Initiative Côte d'Ivoire

Purpose

a. Please describe your Organization's mission and purpose (Please post in the text box below or provide a URL, if posted):

Mission: To encourage the participation of women and girls in the development of the information society in Côte d'Ivoire.

Purpose: Advocate before governments - Participate in high level discussions on Internet governance - Raise awareness for better appropriation of ICTs and propose protection mechanisms for vulnerable users - Streamline the use of digital tools - Train and build capacity - Establish partnerships based on similar interests - Participate in achieving the SDGs by using ICTs.

b. What ICANN-related issues currently are of interest to your Organization's constituents/membership?:

Women in Tech

Internet Governance

NextGen

ICANN Meetings

gTLDs and CcTLDs

Languages

c. Has your Organization set up a real-life event, meeting or activity related to Internet governance issues or to other issues of interest to individual users?:

Yes

If yes, please provide examples:

Workshop to obtain feedback from trainers on Internet Governance (feedback on Internet Governance and Information Systems training sessions in Ouagadougou FFGI 2015 and 2016.)

d. Has your Organization been active in international, regional or national Internet governance issues?

Yes

If yes, please provide examples:

Participation at the sub-regional Internet Governance Forum in Lagos, Nigeria (WAIGF2011)

Participation at the National Internet Governance Forum in Côte d'Ivoire in 2012

Participation at the International training seminar on Internet governance and information systems in Ouagadougou (FFGI2015)

Participation at the International training seminar on Internet governance and information systems in Ouagadougou (FFGI2016)

e. If your Organization is accredited, will it commit to participating actively in the Regional At-Large Organization (RALO) for the region in which your organization is based?

Yes

f. If your Organization is accredited, does it or will it agree to adhere to the provisions of the Memorandum of Understanding (MoU) between the other ALSes in your Geographic Region and ICANN, as if it were an original signer of that document?

Yes

g. Does your Organization have written bylaws or other constitutional instruments?

Yes

IF YES: Please insert the text of the written bylaws or other constitutional instruments below (in English if available)

BYLAWS

CHAPTER ONE

Incorporation - Name - Headquarters - Term - Purpose

Section 1: Incorporation

The undersigned, whose names appear on the list attached to these Bylaws and Rules of Procedure, and any new members who may later join have created a Non-Governmental Organization (NGO) governed by Law No. 60 - 6315 of September 21, 1960 regarding groups and associations of natural or legal persons, and in compliance with the provisions of these Bylaws and Rules of Procedure.

Section 2: Name

The Non-Governmental Organization referred to in Section 1 shall be called "Femmes et Technologies de l'Information et de la Communication," also known as FEMMES & TIC.

Section 3: Term

The NGO FEMMES & TIC shall be established for an unlimited duration.

Section 4: Headquarters

The headquarters of the NGO shall be set at Abidjan, domiciled at 06 BP 6317 Abidjan 06.

If necessary, it may be transferred to any other location within the national territory by a decision of the Board, adopted by the simple majority.

Section 5: Purpose

The purpose of the NGO is to:

1. Promote the use of ICTs in all sectors of Côte d'Ivoire;
2. Provide Ivorian women with the necessary knowledge to take ownership of ICTs;
3. Showcase the experiences of women and share them to promote personal and community development;
4. Develop a network of partners with similar and complementary interests;
5. Encourage and facilitate the active participation of Ivorian women in development projects through ICTs;
6. Strengthen the technical capacities of Ivorian women;
7. Advocate for the introduction of ICTs in order to achieve the millennium development goals.

CHAPTER TWO:

Acquisition and loss of membership

Section 6: Membership

The NGO shall be composed of associate members, active members, and honorary members.

Subsection 6.1: Associate members

Any natural or legal person may be admitted as an associate member provided that he/she:

- Respects the provisions of these Bylaws and of the Rules of Procedure;

- Has paid his/her membership fee.

Subsection 6.2: Active members

Any natural or legal person may be admitted as an active member provided that he/she:

- Complies with the requirements in Subsection 6.1;

- Duly pays his/her monthly, yearly, and extraordinary fees (records no debt);

- Participates regularly in the activities of the NGO.

Subsection 6.3: Honorary members

Any natural or legal person who has contributed to the advancement of women or the development of ICTs, or because of the outstanding services that she has provided, provides or could provide to the NGO may be admitted as an honorary

member upon proposal by the Board of Directors and approval of the General Assembly.

Subsection 6.4:

Only active members who are "natural persons" shall be entitled to vote at General Assemblies and may be elected or appointed to any position of the NGO: Board, Specialized Committees, Audit Committee.

In turn, active members who are "legal persons" shall not be entitled to vote at General Assemblies but shall have the right to attend these meetings and to express their opinion. Likewise, they cannot be elected or appointed to any position of the NGO: Board, Specialized Committees, Audit Committee.

Associate members shall have access to all activities reserved to active members, except for those specifically excluded by the Board of Directors.

They shall not be entitled to vote at General Assemblies but shall have the right to attend these meetings and to express their opinion. Likewise, they cannot be elected or appointed to any position of the NGO: Board, Specialized Committees, Audit Committee.

Section 7: Loss of membership

Membership to the FEMMES & TIC NGO shall cease upon:

Passing;

Resignation;

Removal.

The loss of membership shall not confer entitlement to the refund of any fees or contributions. However, the resigning or removed member shall remain liable towards the NGO FEMMES & TIC for any arrears due.

CHAPTER THREE:

Administrative organization of the association

The NGO FEMMES & TIC shall have the following bodies:

The General Assembly

The Board of Directors

The Audit Committee

The Specialized Committees

ARTICLE I: The General Assembly

Section 8: The General Assembly

The General Assembly shall be the sovereign body, composed of all the members of the NGO FEMMES & TIC.

Section 9: Responsibilities

The General Assembly shall:

Approve the acceptance as honorary member of the candidates proposed by the Board of Directors;

Elect non-permanent members of the Board of Directors;

Elect auditors;

Invest the elected members with the powers entrusted to them;

Approve the general policy of the NGO and the annual activities program presented by the Board of Directors;

Adopt the budget for the following financial year as proposed by the Board of Directors;

Validate the amount of annual membership fees;

Hear the reports of the Board of Directors and the Audit Committee;

Approve reports on activities and financial reports;

Approve amendments to the Bylaws and the Rules of Procedure;

Decide on the final removal of members;

Pronounce the dissolution of the NGO and establish the terms for the allocation of its assets.

Section 10: Frequency of meetings

The General Assembly shall meet once a year in ordinary sessions convened by the Chair of the Board or the interim Chair in case the former should be unavailable.

It shall meet in extraordinary sessions at the request of the Board of Directors, or the Audit Committee, or 3/4 of its active members in order to discuss a specific agenda.

Section 11: Quorum

In order to hold ordinary sessions, the General Assembly shall have the attendance of 2/3 of its active members. Decisions shall be taken by a majority vote of the present or represented members.

No one can be equipped to represent more than two votes, his/her own included.

Section 12: Chairing of meetings

The ordinary sessions of the General Assembly shall be chaired by the Chair of the Board of Directors or the interim Chair in case the former should be unavailable.

The extraordinary sessions of the General Assembly shall be chaired by the Chair of the Board of Directors or the interim Chair in the former should be unavailable, or by the chair of the Audit Committee, or by a member designated by the active members.

ARTICLE II: The Board of Directors

Section 13: Composition of the Board of Directors

The NGO shall be run by a Board of Directors composed of fifteen (15) members, including eight (8) are permanent founding members and co-founders of the NGO and seven (7) non-permanent members elected from among the active members at the General Assembly.

The non-permanent members of the Board of Directors shall be elected by the General Assembly for a term of two (2) years, which can be renewed.

In the event of a vacancy of more than two-thirds of non-permanent members of the Board of Directors, the remaining directors shall immediately convene an extraordinary session of the General Assembly for the purpose of replacing them within three (3) months as of the date of the vacancy.

After this period, the Board of Directors shall be authorized to co-opt Directors and must submit its decision to the ratification of the following General Assembly.

Section 14: Responsibilities

The Board of Directors shall manage the NGO. It shall have the broadest powers subject to the provisions of these Bylaws. The Board of Directors shall:

- Submit the annual program of activities and initiatives to the General Assembly;
- Prepare the budgets and accounts of the NGO;
- Through the Office of the Board, incur all the expenses connected to the fulfillment of the program of activities and initiatives;
- Establish the amount of the monthly, annual and extraordinary fees and contributions;
- Direct and supervise the activities of the Specialized Committees;
- Propose to the General Assembly the transfer of the headquarters to an alternative location, the change of name of the NGO, and the change of the composition of the General Assembly;
- Empower the Office of the Board for the execution of all managerial tasks.

Section 15: The Office of the Board or the Executive Board

Subsection 15.1

The Board of Directors shall include an Office of the Board or Executive Board which shall be in charge of the daily management of the NGO.

The Office of the Board shall act pursuant to its own powers and those delegated to it by the Board of Directors.

The Office of the Board shall be composed of members of the Board, including:

The Founding Chair;

The Vice-Chair;

The Secretary;

The Assistant Secretary;

The Treasurer;

The Assistant Treasurer.

Subsection 15.2: Meetings

The Office of the Board shall meet in ordinary meetings once each quarter, starting at the date of its establishment, in order to discuss a specific agenda.

Subsection 15.3: Quorum

The discussions of the Office of the Board shall only be valid if at least half of its members are present. It shall adopt its decisions by a simple majority vote and the Chair shall have the casting vote in the event of a tie.

Section 16: Meetings of the Board of Directors

The Board of Directors shall meet at least twice yearly in ordinary session and whenever necessary if convened by the Founding Chair or the interim Chair, in case the former should be unavailable.

The summons notice shall specify the place, time, and purpose of the meeting and shall be sent at least fifteen (15) days prior to the date of the session.

Section 17: Quorum

In order to deliberate, the General Assembly shall have the attendance of 2/3 of its active members. Decisions are taken by majority vote of the present or represented members.

No one can be equipped to represent more than two votes, his/her own included.

Section 18: Chairing of meetings

The ordinary or extraordinary meetings of the Board of Directors shall be chaired by the Founding Chair of the NGO, or the Vice-Chair, or a member of the Board designated by the Directors.

ARTICLE III: The Audit Committee

Section 19: The Audit Committee

The General Assembly shall elect, following the same terms applicable to non-permanent members of the Board of Directors, a Chair and an Assistant Chair of the Audit Committee for a period of two (2) years. They may only be reelected once.

They may collaborate with the work of the Specialized Committees at the request of their Chairs or at the request of the members of such Committees.

Section 20: Responsibilities of the Audit Committee.

The Audit Committee shall have the responsibility to:

- Define and implement internal guidelines concerning financial commitments;
- Oversee the execution of the budget and the programs of the NGO;
- Control the financial and accounting management of the NGO;
- Monitor the daily management of the NGO to ensure the regularity of administrative and accounting operations;
- Make recommendations to improve the use of the NGO's resources;
- Examine the annual accounts and draw up a special report including its comments and proposals, to be submitted to the General Assembly.

To this end, the books, the statements, and all entries in general must be communicated on demand.

It may, at any time whatsoever, check the balance of the NGO's accounts.

It shall fulfill its duties in compliance with the general framework of applicable laws.

ARTICLE IV: The Specialized Committees

Section 21: The Specialized Committees

These shall be the working committees of the NGO. They shall be responsible of providing their assistance and their skills for the achievement of the purpose of the NGO and of any objective set by the Board of Directors.

They shall have no decision-making powers. They shall be four (4) and are each headed by a Chair appointed by the Founding Chair for a term of two (2) years, which can be renewed. The Specialized Committees shall deal with:

- Training and Capacity-Building;
- Communications and Public Relations;
- Projects;

- Gender Advancement.

CHAPTER FOUR:

Financial and budgetary resources

Section 22: Resources

The association's resources shall come mainly from:

- membership fees;
- annual fees and extraordinary contributions;
- miscellaneous revenues coming from the management of the movable and immovable property of the NGO;
- the proceeds of its activities;
- loans;
- grants from public and private legal persons;
- donations and bequests.

Section 23: Membership fees

Each member of the association shall have the obligation of paying an annual fee.

The scale of fees shall be proposed by the Board of Directors and approved by the ordinary General Assembly. Their collection shall be as specified by the Rules of Procedure.

Section 24: Financial year

The financial year of the association shall begin on January 1 and end on December 31 of the calendar year.

Section 25: Deposit of funds

The funds of the association shall be deposited in a bank approved by the Board of Directors and in an account opened for this purpose.

Section 26: Financial transactions

The opening of accounts and the withdrawal of funds must be endorsed by two (2) signatories:

- the Chair or the Vice-Chair should the former be absent or unavailable;

and

- the Treasurer or the Assistant Treasurer should the former be absent or unavailable.

CHAPTER FIVE:

Final Provisions

Section 27: Functions

The functions performed by the different bodies of the association shall not be remunerated.

The Board of Directors shall determine the amounts of *per diems* and the rates of reimbursements for travel expenses, missions and internships of members of the NGO as part of their duties.

Section 28: Amendments to the Bylaws and dissolution of the association

Any amendment to the Bylaws and the dissolution of the association shall be proposed by the Board of Directors to the General Assembly.

Section 29: Affiliation - Merger

The NGO shall be free to affiliate to or merge with any apolitical organization pursuing the same objectives.

The affiliation or merger decision can only be decided by the positive vote of an extraordinary General Assembly convened for that purpose.

Section 30: Liquidation of assets

In the event of dissolution, the General Assembly shall appoint one or more officers to liquidate the assets of the NGO.

Following the payment of all outlays, debts, and liquidation expenses, the remaining net assets shall be assigned to a public interest initiative.

Article 31: Rules of Procedure

The Rules of Procedure shall determine the modality for the enforcement of these Bylaws.

Section 32: Arbitration

Any dispute where an understanding or settlement is not possible shall be subject to the exclusive jurisdiction of the courts of Abidjan.

Prepared and adopted by the Constituent General Assembly in, on
..... ;

The Secretary

The Founding Chair

Signature

Signature

ASSIROU N'CHO, Christelle

Name

ASSIROU née N'CHO, Christelle

Title

Founding Chair