



CAMPAIGN TO **STOP** KILLER ROBOTS

Terms of Reference – Governance Bodies

As of October 2018

The Steering Committee of the Campaign to Stop Killer Robots agreed to this Terms of Reference (“TOR”) upon the public launch of the campaign in April 2013 that has been periodically reviewed and updated since then. The TOR describe the governance bodies and addresses: 1) the name and goal of the Campaign to Stop Killer Robots; 2) the Steering Committee role’s members, mandate, meetings/communication, and decision-making; 3) other governance bodies and positions; 4) membership; and 5) finance and administration.

1. Name & Goal

The Campaign to Stop Killer Robots is an international coalition of non-governmental organizations working at the national, regional and international level to preemptively ban development, production, and use of fully autonomous weapons, also known as lethal autonomous weapons systems. These are weapons systems that, once activated, would select and engage targets. The campaign views a prohibition treaty as essential to retain meaningful human control over weapons systems and the use of force.

To be as clear and accessible as possible the campaign rarely abbreviates its name or the term fully autonomous weapons and other commonly used terms. For internal purposes, the campaign is sometimes abbreviated to “KRC.”

2. Steering Committee

The Steering Committee of the Campaign to Stop Killer Robots is the campaign’s principal leadership and decision-making body. It is responsible, inter alia, for:

- Appointing Steering Committee members and other campaign bodies and positions;
- Ensuring strategic planning and policy development to achieve the campaign’s goal;
- Approving the campaign’s budget, fundraising proposals, and financial reports;
- Ensuring the campaign complies with its legal and financial obligations;
- Approving documents and other materials issued in the name of the campaign;
- Approving of applications from NGOs to join the campaign;
- Ensuring quality assurance including monitoring and regular evaluation;
- Overseeing the work of dedicated staff and ensuring good employment practices.

The Steering Committee is currently comprised of ten non-governmental organizations (NGOs) - see list at the end of this document. The Steering Committee strives for adequate gender balance and wishes to achieve more NGO participation from the Global South, particularly Africa and the

Middle East. There is a desire to keep the number of NGOs participating in the Steering Committee at no more than a dozen to facilitate decision-making and avoid becoming unwieldy.

Steering Committee member NGOs should have at least one of the following credentials: 1) Thematic capacity in technical, legal and other relevant fields; 2) Practical experience in finance, legal, fundraising, human resources, governance communications, monitoring, and research, and other relevant areas; 3) Resource capacity, particularly staff who can dedicate time to working in support of the campaign.

Wherever possible, the Steering Committee take its decisions by consensus. When consensus cannot be achieved, a decision is taken by a vote and a simple majority present (over 50 percent) is required to take a decision. Documents requiring Steering Committee review and approval should be circulated in draft form at least one week in advance of when a decision is required, unless they are urgent (e.g. media statements). A quorum of more than half of all Steering Committee members is required for taking face-to-face decisions. For decision-making by electronic means, silence will be taken as assent with the proposed decision or course of action. The Steering Committee will take significant decisions affecting core policy and process to achieve our goal after broad consultation with relevant NGO members of the campaign.

The Steering Committee will strive to meet in person (face-to-face) at least twice annually (in April and October) to assess and plan the campaign's overall strategy and activities. In 2018, the Steering Committee agreed to meeting by teleconference every six weeks on a Tuesday. The task of chairing Steering Committee meetings may be rotated among members to help to ensure that meetings have a practical focus and support the coordinator and staff.

The Steering Committee strives to use a regular, rolling agenda for its meetings that cover covers the main areas of interest, namely: 1) our strategy & messaging; 2) engaging members and stakeholders; 3) governance and finance decisions; 4) updates from members and any other business. The coordinator is responsible for ensuring notes are taken of Steering Committee meetings and circulated within two weeks of the meeting.

Steering Committee member organizations do not receive any financial reimbursement for their service. They are expected to actively engage, both proactively and reactively, in decision-making and deliberations year-round. Steering Committee members who fail to attend more than three consecutive meetings of the Steering Committee and/or who fail to respond to Steering Committee communications over a period of more than six months will be evaluated and potentially asked to step down from the Steering Committee due to their inactivity.

The primary vehicle for Steering Committee correspondence is by an email listserv. Steering Committee members are encouraged to share updates and media articles with the global campaign email list and limit Steering Committee emails to decision-making, governance issues, reviewing strategy, and related topics.

3. Other Governance Bodies and Positions

In April 2018, the Steering Committee established Sub-Committees on Strategy & Policy and on Members & Stakeholders. It appointed Paul Hannon of Mines Action Canada to serve as the campaign's Treasurer in recognition of the new role MAC has taken on in receiving and disbursing campaign funds.

The Steering Committee will continue to evaluate if other sub-committees are needed. There is little interest at this time in appointing a chair or co-chairs for the campaign.

4. Membership

The Campaign to Stop Killer Robots encourages all interested NGOs to join its network. To join, interested NGOs must complete and submit a brief application form committing to work for the campaign's goal and providing their contact information. There is no joining fee or requirement of financial support.

The coordinator and campaign staff are responsible for soliciting, receiving, and processing applications as well as for notifying applicants of decisions taken. They propose recommendations on applications in consultation with the Sub-Committee on Members and Stakeholders. The Steering Committee is responsible for taking decisions on the proposed recommendations.

Private entities/corporations, think tanks, media, parliamentarians, government representatives, and related constituencies are encouraged to endorse the campaign's call for a ban on fully autonomous weapons, but may not join the NGO coalition and become a member of the Campaign to Stop Killer Robots. The campaign urges robotics companies to make a unilateral declaration of support committing not to develop fully autonomous weapons as Canadian firm ClearPath Robotics did in [August 2014](#). Individual experts (e.g. roboticists, ethicists, scientists) are encouraged to join the International Committee on Robot Arms Control ([ICRAC](#)).

The Steering Committee is continuing to discuss how to engage broader constituencies, particularly technology groups and companies, in the campaign.

6. Legal status and financial administration

The Steering Committee does not see a compelling need to register the Campaign to Stop Killer Robots as a legal entity. Legal registration may eventually be necessary, but given the cumbersome and time-consuming process it is not considered a priority at this time.

After successful fundraising efforts, processes to spend funds and administer finances are being put into place. Following Steering Committee approval, MAC signed an agreement with the Swiss Philanthropy Foundation to receive funds raised specifically for the campaign and thereby provide tax-exempt status for the donations.

MAC has produced a chart of accounts for the campaign, based on a budget proposal prepared by the coordinator. Financial decisions are being made in line with the campaign's budget and expenditure plan, which are maintained by the coordinator. The disbursement of funds requires a

process of two signatures - by MAC and the coordinator. MAC is providing the coordinator with monthly financial reports and the Steering Committee with quarterly reports.

Steering Committee Member NGOs and their principal and secondary representatives

1. Amnesty International – Rasha Abdul-Rahim
2. Article 36 - Richard Moyes, Maya Brehm
3. Association for Aid and Relief Japan (AAR Japan) - Yuki Sakurai, Yukie Osa
4. Human Rights Watch (HRW) - Steve Goose, Bonnie Docherty
5. International Committee for Robot Arms Control (ICRAC) - Noel Sharkey, Peter Asaro
6. Mines Action Canada (MAC) - Paul Hannon, Erin Hunt
7. Nobel Women's Initiative (NWI) - Jody Williams, Liz Bernstein
8. PAX - Miriam Struyk, Daan Kayser
9. Pugwash Conferences on Science & World Affairs - Johanna Friman, Richard Guthrie
10. Seguridad Humana en América Latina y el Caribe (SEHLAC) – Camilo Serna, Pamela Velasquez Guzman
11. Women's International League for Peace and Freedom (WILPF) - Ray Acheson, Allison Pytlak