



CFPA Africa Ambassador Regulation

1. Definition

Ambassadors are individuals who support the objectives, aims and work of the Confederation of Fire Protection Associations Africa (CFPA Africa) and its members. The CFPA Africa Ambassador Network is open to individuals who share these objectives. Individuals may apply regardless of where they live, subject to registration and continued compliance with this Regulation.

2. Registration

To become an Ambassador, the corresponding application form on the CFPA Africa website must be completed and submitted to the Director / Secretary. Each applicant must acknowledge and agree to this Regulation and confirm their intention to comply with it. Ambassador status takes effect once the application has been accepted and recorded by CFPA Africa.

3. Benefits

- 3.1.** Each Ambassador is part of the CFPA Africa Ambassador Network. On a regular basis, Ambassadors may:
- a) receive news and information about the work of CFPA Africa and its members;
 - b) be informed about relevant conferences, webinars, articles, publications, exhibitions and other activities;
 - c) be invited to comment on final proposals before new CFPA Africa guidelines are submitted for approval;
 - d) use a simplified channel to contact CFPA Africa;
 - e) submit ideas, suggestions or comments concerning CFPA Africa documents, guidelines, training courses or activities to the Director / Secretary;
 - f) be invited to participate in the CFPA Africa online Forum or other designated communication group;
 - g) subscribe to CFPA Africa newsletters or other regular communications; and
 - h) attend a General Assembly conference virtually when invited, without voting rights.

- 3.2. Each Ambassador's name may be published on the CFPA Africa website. An Ambassador may identify themselves on a business card, email signature or professional profile as a "CFPA Africa Ambassador", subject to this Regulation.

4. Logo and designation

- 4.1. Each Ambassador may use the approved "CFPA Africa Ambassador" logo and designation in accordance with any brand guidelines issued by CFPA Africa. No other CFPA Africa logo, mark or designation may be used without prior written permission.
- 4.2. The Ambassador logo and designation may not be used to imply endorsement of a product, service, organisation or commercial activity, or to imply authority to represent CFPA Africa.
- 4.3. On resignation, expiry, suspension or exclusion, the individual must immediately stop using the Ambassador logo and designation and remove them from all materials and platforms under their control.

5. Obligations

- 5.1. By submitting the application form and accepting Ambassador status, each Ambassador agrees to the following:
- a) Ambassadors do not represent CFPA Africa and may not write, speak, negotiate, commit or act on behalf of CFPA Africa unless specifically authorised in writing.
 - b) Ambassadors may not present a personal opinion as the opinion or official position of CFPA Africa or any of its members.
 - c) Where an Ambassador identifies themselves as a CFPA Africa Ambassador on an email, website, business card or professional profile, they are encouraged to include a link to the official CFPA Africa website.
 - d) Ambassadors consent to the publication of their name on the CFPA Africa website and must provide accurate, current information for this purpose.
 - e) Ambassadors must act professionally, respectfully and in a manner that protects the name, reputation and interests of CFPA Africa and its members.
 - f) Ambassadors must respect confidential information, intellectual property rights, applicable law and any policies or instructions issued by CFPA Africa.

- 5.2. Where an Ambassador fee is approved by the General Assembly and listed in the applicable fee schedule, it shall be invoiced and paid in accordance with the CFPA Africa Statutes and the terms stated on the invoice. No fee is payable unless it has been duly approved and implemented. Fees already paid are not refundable on resignation or exclusion.

6. Forum

- 6.1. An Ambassador may be invited to participate in the online chat group called the “Forum”, or another communication platform designated by CFPA Africa, for the following purposes:
- a) to discuss fire science, fire prevention and protection, health and safety, and risks arising from environmental and other natural hazards;
 - b) to request technical opinions and exchange ideas, knowledge and experience;
 - c) to share information about relevant legal requirements, standards and technical developments in Africa and internationally; and
 - d) to establish contact with specialists and like-minded persons interested in the fields addressed by CFPA Africa.
- 6.2. Ambassadors may not do the following in the Forum:
- a) write on behalf of CFPA Africa, except where the person is separately authorised by virtue of an official CFPA Africa role or written authority;
 - b) make misleading or false statements about CFPA Africa or any of its members;
 - c) advertise or promote products or services without prior approval;
 - d) share content unrelated to the objectives and fields of work of CFPA Africa;
 - e) use the Forum for private conversations, unsolicited messages or general message-board purposes;
 - f) share sensitive, personal or confidential information without lawful authority;
 - g) post unlawful, offensive, discriminatory, defamatory or disparaging content; or
 - h) infringe copyright, intellectual property, privacy or any applicable law.
- 6.3. Ambassadors are expected to:
- a) keep articles, messages and posts concise and relevant;
 - b) communicate politely and professionally;

- c) verify information before sharing it and identify personal opinions as such; and
 - d) respect the international and multicultural character of the Forum and the different cultural customs of its users.
- 6.4. CFPA Africa may use the Forum to provide information about its activities and those of its members, including webinars, conferences, exhibitions, publications and other developments.
- 6.5. CFPA Africa may remove inappropriate or non-compliant content. Misuse or non-compliance may result in a warning, restriction, suspension or exclusion from the Forum and may be considered under clause 7.

7. Resignation and exclusion

- 7.1. An Ambassador may resign by written notice to the Director / Secretary of CFPA Africa. Resignation takes effect on receipt or on a later date stated in the notice.
- 7.2. Grounds for suspension or exclusion include, in particular:
 - a) failure to pay an applicable approved fee after the notices required by the CFPA Africa Statutes;
 - b) breach of this Regulation or another applicable CFPA Africa rule, policy or instruction;
 - c) providing misleading or false information to or about CFPA Africa or any of its members;
 - d) misuse of the CFPA Africa name, Ambassador designation or logo;
 - e) conduct, action or inaction that causes or is reasonably likely to cause material harm to the name, reputation or interests of CFPA Africa or any of its members; or
 - f) acting in opposition to the objectives of CFPA Africa or its members.
- 7.3. The Management Committee may investigate alleged non-compliance, request a written response from the Ambassador and impose an interim suspension where reasonably necessary to protect CFPA Africa. Except where immediate action is required, the Ambassador should be given a reasonable opportunity to respond before a recommendation is finalised.
- 7.4. In accordance with the CFPA Africa Statutes, the General Assembly decides on exclusion based on a recommendation from the Management Committee. The decision shall be communicated in writing by the Director / Secretary.

Exclusion does not create any entitlement to a refund or to a share of CFPA Africa funds.

8. Validity and amendment

- 8.1. This Regulation applies to all current and future CFPA Africa Ambassadors from its effective date and remains in force until amended or revoked by the competent organ of CFPA Africa in accordance with the CFPA Africa Statutes.
- 8.2. If any provision of this Regulation conflicts with the CFPA Africa Statutes, the Statutes prevail. References to offices, organs, fees or procedures shall be interpreted consistently with the Statutes as amended from time to time.