
Update on the selection of

SO Partner Co-Conveners, Steering Groups and Communities of Practice

16 March 2016

Purpose

This note is to update members of the Executive Committee (EC) on the process underway to nominate and select the SO Partner Co-Conveners, Steering Groups and Communities of Practice.

Background

On 16 March 2016 Focal Points in the secretariat wrote to each of the Constituency Chairs asking them to reach out to their constituency members to Call for Nominations for SO Partner Co-Conveners and Steering Group members, as well as members of the Communities of Practice. Revised Terms of Reference (ToRs) and a nomination form were circulated (**see Annex 1 and 2**). The ToRs advise that any nominations already submitted have already been considered as members of the relevant Community of Practice, and that these open groupings will be turned to for advice and input from Partners on the activity workplans that are currently being developed for the 4 SOs.

The Communities of Practice will nominate members of the Steering Group (where more than 16 nominations are received) and the Steering Groups will nominate the 2-3 Co-Convenors to the Executive Committee for agreement. Nominations are invited by **29 March 2016** and this should enable the secretariat to support the selection processes in order for proposals to be made to the next EC meeting.

The EC is asked to note this information; the selection of partners to fulfil these roles will be submitted to the EC meeting on 14 April 2016.

ANNEX 1*14 March, 2016 update***PMNCH Strategic Objective (SO) Partner Co-Conveners and Steering Group Members***DRAFT Terms of Reference***1. Background**

- At the 17th Partnership Board meeting, 13-14 October 2015, Lusaka, Zambia, the full 2016 to 2020 Strategic Plan was presented and shortly afterwards adopted by the Board for implementation from 2016 onwards. The Strategic Plan identifies priority targets that the Partnership will work on during the first 5 years of the Global Strategy and identifies the following Strategic Objectives to aim to achieve these:
 - *SO 1: Prioritize Engagement in Countries*
 - *SO 2: Drive Accountability*
 - *SO 3: Focus Action for Results*
 - *SO 4: Deepen Partnership*
- Informed by the Strategic Plan, the Partnership's three year (2016 to 2018) Business Plan provides the framework for costed annual Work Plans that outline the activities and deliverables that will be undertaken by Partners, and supported by the secretariat, to achieve the results in the Business Plan, and hence deliver the Strategic Plan.
- These ToRs describe the role of the Strategic Objective (SO) Partner co-Conveners, Steering Groups and the broader Communities of Practice. It also outlines the approach to appoint these partners who will work with the secretariat SO Managers to advise and lead prioritisation of the annual work planning process, implementation and reporting, as well as to identify opportunities to work across SOs.
- Following the Board Retreat, 1-2 March 2016, the TOR have been updated to reflect the clearer role of the co-Conveners as well as to introduce the role of the Steering Group members and the Community of Practice, and how these various partners are supported by the SO Manager in the secretariat. The changes also reflect a greater leadership role of the partners to plan and deliver the Partnership's work.
- In addition to the SO structures, an advisory group will be established to advise and guide the new Communications Team. The structure and responsibilities for this advisory group will be modelled on the SO Steering Groups.

2. Rationale

The rationale for adopting the Partner co-Conveners, Steering Group Members and Community of Practice for the 4 SOs is to:

- Advance the Partner-centric nature of the Partnership
- Enhance Partner country engagement in, and impact of the work of, the Partnership
- Align to the strategic objectives of the Partnership, which include deepening partner engagement, building inclusion of a broad and diverse range of partners, whose skills and expertise can build the work of the Partnership

- Provide leadership and guidance to the work planning process to respond to the post-2015 landscape.

3. Main responsibilities

The main responsibilities of the SO Partner co-Conveners and Steering Group members are proposed as follows:

Co-Conveners (two-three per SO)

- **Work Planning Process:** Provide leadership and guidance (facilitated by the secretariat SO Manager) on the design and delivery of annual work plans to achieve the results identified in the Business Plan.
- **Budgeting:** Provide guidance to the SO Manager on the priorities, management, and tracking of the work plan budget (within the ceiling set in the Business Plan).
- **Implementation:** Advise the Board and/ or Secretariat as appropriate on the delivery mode to be used for implementation, for example: i) partner institutions; ii) through an open RFP process; iii) invitation for proposals from specific specialists; or iv) Partnership Secretariat staff.
- **Risk Mitigation:** Identify relevant assumptions, risks, and mitigations as they apply to the work plans.
- **Stakeholder Engagement:** Identify opportunities for engagement and share responsibility for maintaining communication with Partners across the constituencies, and for involving stakeholders beyond the Partnership as required.
- **Resource Mobilization:** Advise the SO Manager on areas where resource mobilization is needed and support these efforts.
- **Reporting:** Contribute to quarterly reporting on progress, and any particular challenges, in delivering the SOs to the Partnership's Executive Committee and/or Board.

Steering Group Members (up to 16 per SO)

- **Propose to the EC the co-Conveners** to lead Partner engagement in the SO Leadership
- **Advise and support** the co-Conveners by providing guidance to the design, delivery and prioritisation of the **annual workplan** to achieve the results identified in the Business Plan
- **Implementation:** Act as a regular advisory group to advise the SO co-Conveners and Manager on progress with implementation
- **Stakeholder Engagement:** Contribute to communication with partners across the constituencies, and for involving stakeholders beyond the Partnership as required.
- **Create Impact:** promote the work of the SO, amplify efforts and mainstream relevant issues in the work of the member's organization
- **Resource Mobilization:** Support the SO co-Conveners and Manager with resource mobilization efforts.
- **Risk Mitigation:** Identify relevant assumptions, risks, and mitigations as they apply to the work plans.

Community of Practice (no size limit)

- **Advise the EC on the selection of the SO Steering Group** if more than 16 nominations are received. If the Community of Practice receives insufficient nominations, the Executive Committee may select SO Steering Group members.
- **Support and advise the SO Steering Group** by providing inputs to the design, delivery and prioritisation of the **annual workplan** to achieve the results identified in the Business Plan
- **Implementation:** Act as an occasional advisory group to comment on progress with implementation
- **Stakeholder Engagement:** Support communication with partners across the constituencies, and for involving stakeholders beyond the Partnership as required
- **Resource Mobilization:** Advocate for and support resource mobilization efforts.

NB In advance of the co-Conveners and Steering Group being selected, the wide group of partners that have self-nominated to the Community of Practice will guide and advise the Secretariat SO Manager on the design and prioritisation of the annual workplan for 2016

4. Structure

The main aspects of how the SO Partner co-Conveners will organize are as follows:

- **SO Leadership Groups:** In alignment with the four strategic objectives identified in the 2016-2020 Strategic Plan endorsed by the Board, there are four SO Leadership Groups and one Communication Team:
 - SO 1 Group: Prioritize Engagement in Countries
 - SO 2 Group: Drive Accountability
 - SO 3 Group: Focus Action for Results
 - SO 4 Group: Deepen Partnership
 - Communication: crosses all SOs, and will have an advisory group
- **Co-Conveners:**
 - Two-Three, to be proposed by the Steering Group for agreement by the Executive Committee
 - Maximum of one SO Partner Co-Convener per constituency
 - At least one SO Partner Co-Convener must be a Board member
 - Able to contribute 4-8 hours per month
- **Steering Group:**
 - Up to sixteen, to be proposed by the Community of Practice for agreement by the Executive Committee
 - Maximum of two Partners per constituency
 - Able to contribute 2-4 hours per month
- **Membership Duration:** Initial term durations will be for two years to establish momentum and constituency with the group. Membership term is renewable and rotation off the group will be staggered to ensure continuity. There is no limit on duration of membership of the Community of Practice.

- **The following diagram** shows the interaction among members of the SO Partner leadership groups:



5. Operations

- **Selection:** Board Members and Partnership members at large are invited to self-nominate and express interest. Partners should identify individuals within their organisation who have appropriate levels of availability and technical expertise to provide quality input to advance delivery of the SO. Each SO will seek an optimal balance based on skills, experience, technical expertise, availability, and other representational factors, including gender and geographical balance. The proposed SO co-Conveners and Steering Group members will be communicated to the Executive Committee for their agreement; once approved SO leadership members will be named in communications (including the website).
- **Selection criteria**
SO Partner Co-Convener should be/ have:
 - currently active and working on the continuum of care for women's children's and adolescents' health;
 - substantial networks at regional and/or global levels with the relevant constituency, and/or a leadership role and substantial responsibility within a partner country;
 - skills, experience and expertise relevant to the SO of interest; and
 - willingness and ability to afford the time and resources required for the SO leadership work.
- **Time commitment:** It is expected that SO Partner Co-Conveners will dedicate four to eight hours per month to attend the monthly meetings (virtual in most cases) and review documents, with Steering Group members being available to provide around half that level of input. The level of input will not be even across the year; a surge of requests for input can be anticipated at the time of work planning. All members will receive relevant content electronically one week prior to each meeting.
- **Meetings.** The SO Leadership Groups of co-Conveners and Steering Group will meet frequently during the work planning period via teleconference or in person whenever possible. The meetings will be convened by the SO Manager and all meetings will be minuted by the Secretariat. We expect quarterly coordination meetings of the SO Steering Group and Secretariat SO Managers to review and report on progress, as well as to ensure cross SO work is addressed.

- **Facilitation & Administrative Support.** The SO Partner Co-Conveners will be supported by the Partnership's Secretariat SO Manager on all administrative matters, including ensuring members have access to documents, collating comments from the group, scheduling meetings, minutes of meetings, etc..
- **Conflict of Interest.** Potential conflicts of interest must be declared by SO Partner Steering Group at the beginning of each meeting, in line with the conflict of interest policies pertaining to the Partnership. Any members with a conflict of interest should remove themselves from any resource decisions taken in respect of those projects.
- **Out of pocket expenses and remuneration.** The SO Partner co-Conveners and Steering Group members will not be remunerated for their time, but any reasonable out of pocket expenses (e.g. should travel be required for an in-person meeting) will be reimbursed through standard WHO expenses and per-diems policy and as indicated in the Board manual. In exceptional cases, for example if requested by a partner government from a high burden and resource constrained country, adolescents and youth, or a local CSO, a small honorarium may be available to cover communications costs and to cover staff time to contribute; this will not exceed one day per month of an individual's salary. Incurring expenditure will be carried out in line with WHO rules, which will be sought through approval of the SO Manager.
- In exceptional cases, for example if requested by a partner government from a high burden and resource constrained country, a youth or adolescent, or a local CSO, a small honorarium may be available to cover communications costs and to cover staff time to contribute; this will not exceed one day per month of an individual's salary. In exceptional cases, for example if requested by a partner government from a high burden and resource constrained country, a youth or adolescent, or a local CSO, a small honorarium may be available to cover communications costs and to cover staff time to contribute; this will not exceed one day per month of an individual's salary.
- **Reporting:** The SO Partner Co-Conveners will be accountable to the Executive Committee, and will submit a written update to the Executive Committee on a quarterly basis, and may be called upon, from time to time, to present on priority topics at the Executive Committee meetings.

Nomination Form

for Partner engagement in Strategic Objectives as:

Co-Convener, Steering Group and Community of Practice Members

Constituency	
Organization	
Name	
Contact information	

	Please note your interest in any of the following roles
Strategic Objective • SO 1: Prioritize Engagement in Countries • SO 2: Drive Accountability • SO 3: Focus Action for Results • SO 4: Deepen Partnership • Communication Advisory Group	SO1 _____ SO2 _____ SO3 _____ SO4 _____ Communication _____
Please describe how you are currently active and working in the field of sexual, reproductive, maternal, newborn, child or adolescent health or a related area.	
What networks do you engage with at regional or global levels?	
What skills, experience and expertise do you bring to the SO of interest?	
Are you able to provide 4 to 8 hours per month for the SO leadership work?	Yes/No Additional comments: _____
Please write a paragraph summarising your profile and/ or attach a CV.	
What would be your particular interest in the selected SO or Communication Advisory Group?	