

20 December 2018

PARTNER COMMITTEE (PC) STEERING COMMITTEE – TERMS OF REFERENCE (TORs)

The [Bye-Laws](#) (approved in October 2016), the Partner Committee Terms of Reference¹, and the [Partner Committee Standard Operating Procedures \(SOPs\)](#) (approved in November 2017) form the foundation for the operations of the Partner Committees (PCs).

The PCs operate according to four guiding principles: transparency, diversity, flexibility, and accountability.

Composition and Selection

As provided for in the SOPs, PC Steering Committees are a default governance arrangement for the PC, headed by two dedicated Co-chairs, established to facilitate engagement with the broader PC and decision-making on relevant matters.

The Steering Committee (SC) will be comprised of members of the PCs selected through an open and transparent nomination and selection process.

It is the responsibility of the PC Co-chairs to select the size and composition of their respective SC based on PC size, composition and workplans, in coordination with the relevant RBM Secretariat PC Manager (PCM). It is expected that they will select members to ensure constituency and partnership representation as well as a balanced geographic representation of Partners taking into account appropriate expertise and capacity/time commitment.

As may be necessary, PCs may wish to organise themselves into workstreams based on specific priorities and work packages. The leadership of these workstreams may then form the basis of a SC. Workstream leads will be also be selected through an open and transparent nomination and selection process.

SC Members are expected to commit time and/or resources to support the work of the Committee with an expected minimum commitment of approximately 10% FTE.

The SC will ideally be composed of 10-18 members, including:

- The PC Co-chairs and PC Manager,
- The workstream leads (if workstreams are established),
- The Working Group Co-chairs (if relevant to the PC subject matters), and
- Additional thematic/regional seats in order to ensure broad representation of the PC membership (as needed).

¹ ARMPC TORs: <https://rollbackmalaria.com/wp-content/uploads/2017/08/RBM-Partner-Committee-TORs-ARMPC-En.pdf>

CRSPC TORs: <https://rollbackmalaria.com/wp-content/uploads/2017/08/RBM-Partner-Committee-TORs-CRSPC-En.pdf>

SCPC TORs: <https://rollbackmalaria.com/wp-content/uploads/2017/08/RBM-Partner-Committee-TORs-SCPC-En.pdf>

For the additional thematic/regional seats, the Co-chairs are encouraged to issue a call for nominations for these seats to the wider PC membership. The Co-chairs, in consultation with the RBM Secretariat PC Manager, will finalise the selection.

The Co-chairs must then submit the proposed SC composition to the CEO for clearance.

Following their appointment, should any PC member be unable to fulfill their functions (either temporarily or permanently), the PC Co-chairs will determine how to be replace the member until the next nomination and selection process, and submit this to the CEO for clearance.

Term

SC members will have a two-year term. A maximum of two consecutive terms can be held by SC members. After a two-year gap, a person is eligible to stand again for SC membership.

Exceptions to this term limit can be submitted to the RBM CEO in writing by the PC Co-chairs.

In an effort to ensure continuity and institutional memory, the terms of the SC members will be staggered from those of the Co-chairs. The Steering Committee selection will take place within six months into the term of the Co-chairs, ensuring an overlap between the SC members and the Co-chairs.

In case a SC member is no longer able to serve, an immediate call for filling the vacancy will be issued, with the incumbent serving the remainder of the original SC member's term.

Functions, Roles and Responsibilities

The function of the PC Steering Committee will be to guide and support the PC Co-chairs in the implementation of the PC workplan and activities, providing specific expertise, resources and support as may be needed.

The PC SC will support the PC Co-chairs in the agenda-setting and decision-making for the PC.

Members of the SC will:

- Actively participate in the work of the PC as per their specific Terms of Reference, including the delivery of the workplan,
- Facilitate engagement with the broader PC and decision-making on relevant matters,
- Promote cohesion among members and collaborate with one another,
- Share information and expertise, taking part in coordination calls, and promoting strategic linkages and collaboration,
- Support the Co-chairs in the preparation of workplans and budgets, as well as reporting and updates for the RBM Partnership.

Accountability

SC members are accountable to the RBM PC Co-chairs for the work they undertake on behalf of the Committee and RBM.

Communication

The SC should coordinate on a regular basis, including through monthly calls and through an annual face to face meeting ahead of the annual PC meeting. These meetings will be minuted for internal reference purposes.

Declarations of Interest

The SC members shall sign the RBM Declaration of Interest form on an annual basis (or as may be needed), and generally abide by the RBM Partnership Declaration of Interest policy.

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