

CaLP Technical Advisory Group (TAG) Terms of Reference (ToR)

Updated January 2020

This document is to be read alongside the 'CaLP Membership Terms', 'Membership Statement' and 'CaLP Board Operational Documentation'. Acceptance of TAG Representation implies agreement to the roles, responsibilities, expectations and ways of working set out in these ToR.

I. Purpose

The purpose of this document is to provide Terms of Reference for CaLP's Technical Advisory Group, established in 2016 and forming, alongside its Strategic Board a formal part of CaLP network's governance structure.

ToR provide an outline of the criteria under which TAG Representatives will be selected, as well as guidance on their roles, responsibilities and expectations. The ToR will be reviewed bi-annually, with inputs from the Board and the TAG and in any case alongside any significant review of its governance model, which CaLP might initiate.

II. Vision and Composition

A. Vision

The TAG helps shape and steers CaLP's technical and policy priorities within agreed strategic vision for the network. It reviews and/or endorses key technical outputs, ensuring complementarities with related member initiatives. The TAG representatives are actively engaged in CaLP's thematic priority initiatives and are also provided with opportunities to shape CaLP's regional priorities.

The TAG operates both as a collaborative group and through Working Groups. The TAG itself is responsible for defining which WGs should be established.

The TAG is coordinated overall by the CaLP Global Programmes Coordinator, with TAG Representatives taking part in Working Groups within their areas of expertise. As a matter of principle, the TAG should complement and not duplicate other existing sectoral initiatives (SEEP, Grand Bargain cash workstream groups, HSP etc).

B. Composition

The TAG is comprised of between 20 and 25 individual representatives selected from a diverse array of CaLP member organisations, including United Nations humanitarian agencies, Red Cross Red Crescent Movement, international and local NGOs, academia, think tanks, private sector and the donor community, and independent experts. The final composition of the TAG is based on the quality and diversity of applications received.

It is expected that TAG Representatives will facilitate the engagement of a range of expertise within their organisations and networks, and include that expertise in relevant Working Groups. In addition, a limited number of external experts may be asked to participate in TAG initiatives at CaLP secretariat's discretion.

III. Roles, Responsibilities, and Expectations

A. Overview of relationship between TAG and Working Groups

The TAG operates both as a collaborative group and through Working Groups (WGs). Working Groups may be set up by CaLP in consultation with the TAG to advance key workstreams across CaLP's annual objectives. WGs can be established around CaLP's priority topics, or other emerging priorities. Some WGs work together towards specific outputs, whereas other groups may primarily have a knowledge sharing function. The TAG is responsible for reviewing and endorsing key outputs from WGs.

Any representative from CaLP's members with the relevant expertise can join one or more WGs. Working Groups are also open, upon invitation only, to individuals beyond CaLP's membership with specific relevant expertise. Each WG will be led by a member of the CaLP Secretariat.

B. Role of the CaLP Secretariat

The CaLP Secretariat:

- Is responsible for ensuring that the TAG calendar and workplan are up to date
- Sets the agenda for and chairs TAG quarterly meetings. Quarterly calls will usually take place before each CaLP Board meeting, so that an update on the TAG can be shared for the Board.
- Commits CaLP Regional Representatives to attend all TAG meetings to ensure coherence between global and regional technical priorities.
- Manages TAG application and selection processes for existing and new CaLP members when appropriate
- Organises an annual face-to-face meeting of the TAG, as well as ad-hoc face-to-face meetings as relevant.
- Keeps CaLP Board up to date with TAG development. This may include updates on TAG composition, endorsement of key technical outputs or escalation of unresolved technical or policy disputes within TAG
- Leads Working Groups (WGs), which includes:
 - Co-develop the overall technical direction for that area of work.
 - Develop a work plan for the group, with clear timelines.
 - Request nominations from TAG member agencies, and CaLP's broader membership to join the group, on basis of individual interests and organisational added-value.
 - Establish clear linkages with other related sector initiatives (e.g. IASC coordination mechanisms).
 - Organise regular meetings with the group to review progress.
 - Organise forums for dissemination of WG outputs (e.g. by organising webinars through CaLP).
 - Provide update on progress at the TAG quarterly calls and facilitate a process for the TAG to review and endorse key outputs.

C. Responsibilities of TAG Representatives

TAG Representatives need to commit a minimum of half a day a month to undertake work for the TAG and Working Groups. Within this time allocation, TAG Representatives:

- Attend four quarterly webinars, and yearly face-to-face meeting. TAG Representatives are expected to attend all meetings. In exceptional circumstances, the appointment of a temporary TAG Representative or distant participation may be considered.
- Support CaLP to define thematic priorities where necessary and / or appropriate, including defining which WGs should be established.
- Review and endorse key outputs produced by CaLP and/or at member requests. These may include technical standards, guidance, research frameworks, and new evidence.
- Contribute resources and expertise to the development of content of CaLP's capacity building portfolio.
- Actively share information on planned inter-organisational initiatives, to enable coordination and harmonisation within the network.
- Actively engage other colleagues in CaLP's technical and policy work. This includes encouraging colleagues to join WGs and facilitating engagement between regional colleagues and CaLP regional representatives.

IV. Criteria for Technical Advisory Group Membership

For the purposes of the TAG selection process, CaLP places emphasis on the specific characteristics of both the organisation (member agency) and the individual (TAG Representative). Applicants from member organisations will be assessed against both A and B criteria (below). While TAG applicants who are Independent members (i.e. Independent consultants) will only be assessed based on the individual level criteria (section B). CaLP will seek to build a diverse TAG, representative of its membership and its geographical reach. The selection process will favour organisations and individuals able to demonstrate, and leverage, a broad range of expertise.

A. Organisational Level Criteria

- A member of CaLP.
- Organisational expertise in a specific sector, or one or more areas of work relating to CVA which compliments the expertise of others in the TAG.
- Ability to identify and appoint a senior level technical resource to serve as the organisation's representative on the TAG and to effectively leverage expertise from other senior technical colleagues

B. Individual Level Criteria (applicable to members who are independent consultants)

- Strong personal motivation to contribute to CaLP's vision and to the effectiveness of TAG as an advisory group

- Ability to ensure that CaLP's work is spread and shared within technical levels and beyond of their organisation and in their individual networks of influence
- Demonstrated experience of leading technical initiatives relating to CVA at inter and intra-organisational level.
- Extensive and proven technical specialist experience in one or more areas relating to humanitarian CVA.
- Broad range of technical field work across different geographical regions, or equivalent comparable experience, preferably in humanitarian contexts.
- Committed to participating in at least one face-to-face meeting per year, quarterly webinars, and ad-hoc conference calls and face-to-face meetings.
- Committed to contributing an estimated half a day of work per month to the TAG.

V. TAG Membership Terms

A. Technical Advisory Group Membership Review and Termination of Membership

- TAG membership will be reviewed (and approved) every two years. TAG Representatives can withdraw from CaLP in writing, by communicating with the CaLP Membership Officer.
- Opportunities to join the TAG within this two-year period will be provided and communicated by the CaLP Secretariat to the CaLP membership.
- TAG Representatives who do not comply with their full responsibilities and commitments may be requested to adhere to their responsibilities in the future or withdraw their membership to allow for new space on the TAG to be opened up for others.
- If the appointed TAG Representative is temporarily (e.g. parental leave) not able to commit to their responsibilities they should initially suggest an alternative colleague, to be approved by the CaLP Programme Coordinator. If the TAG Representative is exceptionally unable to make a TAG meeting, they can nominate an alternate representative from their organisation.
- If the appointed TAG Representative leaves the member agency they will not automatically be replaced by another colleague. Instead, a colleague from the member agency can apply to the TAG.
- If a TAG Representative moves to another member agency with a TAG Representative, the member agency can decide which individual continues as the TAG Representative.

B. Coverage of Costs

All TAG related travel and accommodation expenses are expected to be self-paid, covered by the member agency. Any exceptions to this policy will be assessed on a case by case basis.

C. Relationship between the TAG and the Board

- The Board endorses revisions to the TAG Terms of Reference.
- The Board endorses new TAG members' selection – on recommendation from CaLP Secretariat.
- The minutes of TAG meetings are shared with the Board.