

## **United States & Canada Cash Working Group – Terms of Reference**

The United States (US) & Canada Cash Working Group (CWG) is a group of organizations and individuals with the common goal of enhancing the scale, quality, timeliness, appropriateness and accountability of cash and voucher assistance (CVA) globally, across sectors and particularly in preparedness, emergency response, and early recovery. The CWG is an inter-agency platform established in 2016, with secretariat support provided by the CALP Network and with funding of United States Agency for International Development’s Bureau for Humanitarian Assistance (BHA).

### **OBJECTIVE**

The specific objectives of the CWG are to:

- Form and develop a community of practice interested in learning about and improving the use of cash transfers.
- Strengthen capacity of individuals and institutions by sharing best practices and experiences in CVA.
- Promote partnership and synergy among CWG members.
- Support coordination and information sharing across sectors; among emergency and development actors, including NGOs, donors, researchers, UN agencies, networks, and the private sector.
- Showcase and disseminate CVA good practice and research findings among the community of practice and wider aid and policy community.
- Link global experience and best practice from national and regional levels to US headquarters and conversely, ensure the development of CVA-related policies is informed by field experiences.
- Advocate with US donors, Congress, and in global fora regarding issues important to increasing the scale, quality, and timeliness of CVA.

### **MEMBERSHIP**

The CWG is most relevant to US- and Canada-based implementers of CVA and related donors, researchers, UN, networks, and private sector actors. However, the CWG is open to all parties interested in promoting the objectives of the group.

### **ROLES AND RESPONSIBILITIES**

**Members** of the CWG are those that participate regularly in the CWG. CWG members commit to the following:

- Contribute to the CWG agenda and actively and consistently participate in meetings.
- Proactively share information on ongoing CVA activities and priorities.
- Disseminate CWG conclusions or documents within respective organizations.
- Identify linkages with other sectors, themes, and/or WGs to ensure that CVA is integrated in aid structures and responsive to opportunities.

The **Steering Committee** sets the agenda of CWG meetings and provides guidance to CWG activities. The Steering Committee is made up of up to six CVA focal points. Membership of the Steering Committee will be reviewed annually by the CWG, allowing individuals and organizations to share leadership

responsibilities over time. Beginning in 2020, Steering Committee member terms will last for two years and can be re-elected for an unlimited number of terms. To preserve institutional memory, Steering Committee members elected before 2020 will have their terms end in the fall of 2021.

**Steering Committee members should meet the following criteria:**

- Individual is a CVA focal point for an institution with a US/Canada headquarters.
- Participate actively and consistently in CWG meetings and provide timely engagement in agenda-setting and information sharing.

**The Steering Committee's responsibilities (in addition to those as Members) is to provide leadership to the CWG by:**

- Participating in meetings on an annual to semi-annual basis to develop and update the CWG workplan.
- Facilitating the development of common objectives and priorities related to CVA, including capacity-building, research, and policy.
- Ensuring the CWG meetings are relevant and add value to stakeholders.
- Ensuring appropriate linkages with CALP's Technical Advisory Group (TAG), The Collaborative Cash Delivery (CCD) platform, and other fora.
- Represent the CWG's interests and priorities to the fora noted above and other external actors, when requested.

CALP will provide support in organizing the CWG by maintaining contact lists, drafting, and disseminating meeting minutes, disseminating agendas, posting relevant information on the CALP website, and identifying meeting space. CALP staff will also ensure that the CWG's work is coordinated with and feeds into CALP's activities and priorities whenever possible, as well as linked to global and strategic discussions on CVA. CALP may provide facilitation support to CWG meetings at the request of Steering Committee members.

## **MEETINGS**

The core activity of the group will be to exchange information, ideas, and learning through face-to-face meetings. These meetings will take place in Washington, D.C. and support remote participation. Meetings will take place every one to two months and will last between up to two hours depending on the agenda. In addition, the CWG may develop sub-groups to focus on specific time-bound tasks or convene around external events, such as relevant conferences or other WG meetings.