



United States & Canada Community of Practice – Terms of Reference

The United States (US) & Canada Community of Practice 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 Community of Practice 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 Community of Practice are to:

- Form and develop a community of practice interested in learning about and improving the use of CVA.
- Strengthen capacity of individuals and institutions by sharing best practices and experiences in CVA.
- Promote partnership and synergy among Community of Practice members.
- Support 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 headquarters and conversely, ensure the development of CVA-related policies is informed by field experiences.
- Engage in mutual dialogue with US and Canadian donors, Canadian Parliament, the US Congress, foundations, and private sector donors, and in global fora regarding issues important to increasing the scale, quality, timeliness of CVA and bridging gaps with policy level and country levels.

MEMBERSHIP

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

ROLES AND RESPONSIBILITIES

Members of the Community of Practice are those that participate regularly in the Community of Practice. Community of Practice members commit to the following:

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

CALP will provide support in organizing the Community of Practice by maintaining contact lists, drafting, and disseminating meeting minutes, disseminating agendas, posting relevant information on the CALP website, and identifying meeting spaces. CALP staff will also ensure that the Community of Practice’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 Community of Practice 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 three months** and will last between up to two hours depending on the agenda. In addition, the Community of Practice may develop sub-groups to focus on specific time-bound tasks or convene around external events, such as relevant conferences or other meetings.