CALP NETWORK TECHNICAL ADVISORY GROUP (TAG) APPLICATION FORM

JOINING CALP’S TAG

The TAG helps shape and steer the CALP Network’s technical and policy priorities within the overall strategic vision for the network. The TAG:

* Proposes, leads and supports thematic areas of work across the network, supported by working groups.
* Reviews and/or endorses key technical and policy outputs from network members, ensuring complementarities with related member initiatives.
* Identifies key issues where collective action and advocacy across the network is needed, and supports this.
* Act as champions for the CALP network, helping to connect members, disseminate work and create opportunities for engagement.

For comprehensive information on the purpose, roles, responsibilities and expectations of the TAG, as well as the application criteria, please see the TAG Terms of Reference.

SELECTION PROCESS

Complete this form and submit with your CV, by the current deadline (given on the website)to Rose Smith, Membership and Events Coordinator [rose.smith@calpnetwork.org](mailto:rose.smith@calpnetwork.org).

Applications will be assessed on the criteria, as set out in the TAG Terms of Reference.

Please be advised:

* **Only individuals from CALP Member organisations may apply for the Technical Advisory Group.**
* No more than 1 TAG Representative is permitted per CALP Member organisation. TAG Representatives do represent their organisation, but it is the *individual* who is a member of the TAG (not the organisation).
* If your organisation is not a CALP Member, we welcome your Membership application together with your TAG Application.
* A TAG Representative’s term is three years. After this period, they are not eligible to re-apply for a further two years.
* You do not have to be a TAG Representative to take part in a Working Group. Please contact CALP for further details on Working Groups.

QUESTIONS & CONTACT INFORMATION

Any inquiries may be directed to Kate Hart, Head of Policy, Evidence and Learning [Kate.Hart@calpnetwork.org](mailto:Kate.Hart@calpnetwork.org) or Rose Smith, Membership and Events Coordinator [rose.smith@calpnetwork.org](mailto:rose.smith@calpnetwork.org).

APPLICATION FORM

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| **CONTACT INFORMATION** | |
| **Name of applicant to TAG** |  |
| **Name of CALP member** *(or CALP member applicant) ie. Your organisation* |  |
| **Job title of applicant** |  |
| **Phone Number** *(including country codes)* |  |
| **Email** |  |
| **Country/ location (timezone for meeting scheduling)** |  |

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| **ORGANISATIONAL COMMITMENT** | |
| Do you have agreement and support of your organisation and manager (including your CALP membership focal point) to participate in the TAG, Working Groups and the other requirements listed below? | YES / NO If no, please explain: |

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| **APPLICANT IS WILLING AND ABLE TO:** | |
| Commit a minimum of half a day a month to undertake work for the TAG and Working Groups (WGs) | YES /  NO If no, please explain: |
| Attend four quarterly, virtual meetings. | YES /  NO If no, please explain: |
| Lead and/or actively participate in at least one Working Group each year. | YES /  NO If no, please explain: |
| Review and provide feedback on key technical and policy products. | YES / NO If no, please explain: |
| Review background documentation to prepare and provide advice on key decisions and processes, including prioritisation of work across the network, solutions to network-wide issues and connection and complementarity with other actors and networks. | YES / NO If no, please explain: |
| Help define thematic priorities for the network, including defining which WGs should be established. | YES / NO If no, please explain: |
| Actively share information on planned inter-organisational initiatives and support outreach and collaboration, to enable coordination and harmonisation within the network. | YES / NO If no, please explain: |
| 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 staff. | YES / NO If no, please explain: |

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| **TECHNICAL EXPERTISE** | |
| How will you ensure that CALP’s work is disseminated and championed within your organisation and in your individual networks of influence? |  |
| Please describe your experience of leading technical and policy initiatives relating to humanitarian CVA, including implementation. Please include any technical specialist experience you have gained. |  |
| Please describe any other relevant perspectives, experience, skills or resources you would bring to the TAG. |  |

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| **MOTIVATION** | |
| Please state your motivation for applying for the TAG.  How will you contribute to CALP’s vision, and to the effectiveness of TAG as an advisory group? |  |

**END OF FORM**

Submit this completed form with your CV to Rose Smith, Membership and Events Coordinator [rose.smith@calpnetwork.org](mailto:rose.smith@calpnetwork.org)