

Terms of Reference

EIP Governance Bodies and Membership

The Effective Institutions Platform is a global hub for knowledge and learning on peer-to-peer alliances and innovative approaches to support institutional effectiveness (SDGs 16 and 17), and realisation of the Agenda 2030. The EIP is comprised of three governing bodies:

- EIP Co-Chairs
- EIP Advisory Group
- EIP Membership

The mandate and responsibilities of each of these governing entities is as follows.

I. Co-Chairs

Nomination and mandate

The Co-Chairs represent the diversity of the membership of the EIP. Members can propose themselves or another member as Co-Chair. An outgoing co-chair will nominate a successor among the proposed candidates. The Co-Chairs will fulfil a term of two years, which may be renewed in consultation with the EIP membership.

Co-Chairs should be in a position to dedicate sufficient time to EIP matters, including regular exchanges with the Secretariat and preparations for and attendance at EIP meetings.

Tasks

Working closely with the EIP Secretariat, the EIP Co-Chairs are responsible for:

- Setting the overall strategic direction of the EIP in consultation with members;
- Ensuring the implementation of the EIP Programme of Work in accordance with the EIP's Strategy;
- Convening and chairing the meetings of the Advisory Group as well as the EIP annual meetings;
- Assisting the Secretariat to mobilise the resources needed to support implementation of the EIP's Programme of Work;
- Representing the EIP in relevant international meetings and events, or delegating this to the Secretariat as needed.

The functions of the Co-Chair will be executed through a combination of regular audio and video conferences, in-person exchanges, and country visits.

II. Advisory Group

Composition and mandate

The Advisory Group shall represent the diversity of the membership of the EIP, and shall be constituted by representatives of the EIP membership that are actively engaged in and championing work aligned with the objectives of the EIP.

The Advisory Group shall be comprised of not less than four and not more than seven members at any one time. EIP members can self-nominate or nominate another EIP member to participate as member of the Advisory Group. Nominations can be communicated to the Secretariat or the Co-Chairs. Membership of the Advisory Group will be reviewed and agreed among EIP members every two years, during an EIP Annual Meeting. Members who cannot be present will have the possibility to communicate their preferences for Advisory Group appointment to the Secretariat in writing or by delegating their vote to another member. Advisory Group members shall be appointed for a period of two years, renewable for a period of up to two years, and subject to the agreement of EIP Members.

The Co-Chairs shall consult members and broker any compromises as necessary.

- In the event of more than seven candidates put forward, the appointment of members shall be subject to the decision of the joint co-chairs.
- If there are four to seven nominations, Advisory Group membership will be confirmed on a non-objection basis.

Members of the Advisory Group may invite additional EIP members to join the Advisory Group on a case-by-case basis, and as determined by the EIP Co-Chairs.

Tasks

Working closely with the Co-Chairs and EIP Secretariat, the function of the Advisory Group is to:

- Provide advice and guidance to the Co-Chairs and the Secretariat on the strategic direction of the EIP;
- Advise on the substantive content and policy orientations of EIP outputs and deliverables, with particular attention to the objectives and activities of the EIP, and a commitment to ensure that the results of any work produced reflect what the EIP set out to achieve;
- Assist in enhancing the visibility of EIP activities and outputs in relevant external discussions, particularly through relevant international networks and platforms.
- Assist in identifying prospective EIP partners.

The Advisory Group will meet twice a year, either face-to-face or through video conferencing. Co-Chairs and Secretariat will further consult the Advisory Group on leading policy and planning decisions as needed.

III. Membership

Who can be member?

Any entity (government, civil society, international organisation, research institute, private sector institution or other) that actively supports institutional development and effectiveness. Members are expected to share their experiences and to be open to learning from others. Multiple institutions/organisations of the same country can become a member. For the purposes of representation and accountability, membership shall not be granted to individuals acting in a personal capacity.

Roles and responsibilities

The roles and responsibilities of EIP members shall include but may not be limited to the following:

- Identifying and actively contributing to EIP objectives.

- Contributing to the preparation of the EIP programme of work.
- Supporting the implementation of EIP activities, to the extent feasible.
- Communication and dissemination of EIP results, knowledge and learning.
- Nominating representatives to the EIP Advisory Group.
- Identifying and engaging prospective peers and partners.

There is no fee to participate as member of the EIP. Members are expected to contribute in concrete terms to the work of the EIP. This could include contributing resources (financial or in kind) to one or more EIP activities, reviewing draft documents, participating actively in meetings and advocating for the EIP and its work in accordance with members' interests and priorities.

Members have the right to access all EIP products and to make use of these for the purposes of advancing their work on institutional development.

Procedures

Interested candidates are required to apply for membership in writing to the Secretariat who will inform the Co-Chairs. The request for membership should include:

- The name of the registering entity,
- The details of the relevant contact person, and
- A short description of the institutional reform and development activities in which the candidate is engaged.
- Registering entities should further detail what the new member expects from the EIP and what that member can offer. Expressions of interest can be submitted at any given time.

The Secretariat will forward the application for membership to the Co-Chairs within one week of receipt, with a recommendation as to whether to endorse or decline the application. The Co-Chairs will make the final decision on that application within two weeks of receipt from the Secretariat. The Secretariat will be responsible to communicate the final decision to the prospective member.

Members are requested to keep the EIP Secretariat informed if the contact person changes. The Secretariat shall ensure that the existing EIP membership is periodically informed of new members.

The Secretariat will also identify and approach potential members with the aim to strengthen the EIP's constituency, build legitimacy and guarantee diversity. Members are encouraged to inform the Secretariat of potential new members.

During the transition period, entities currently listed as members will be contacted to reconfirm membership in writing, including the indication of a contact person. If not responding to the call for reconfirmation, an entity will cease to be member.

Entities which are not EIP members may be invited to participate on an ad-hoc basis in certain meetings or activities of the EIP if deemed appropriate by the EIP co-chairs (for instance, in cases where broader consultation may be required or useful).

Each EIP member entity shall have one vote in related to any matters requiring a ballot. Membership of the EIP shall be renewed every five years, or as needed.