



Effective Institutions Platform (EIP): Governance Arrangements

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*The current proposed Governance Arrangements for the Effective Institutions Platform aim to support the implementation of the **New Consensus on More “Effective Institutions” for Development – Deepening capacity development and making reforms happen for country-led sustainable results** presented at the Fourth High-Level Forum on Aid Effectiveness, in Korea (December 2011) and endorsed by a range of (high, middle, and low income) countries and organizations (multilateral and bilateral development agencies, civil society, and think tanks).*

Introduction and Objectives

1. The Effective Institutions Platform (EIP) is an inclusive platform of over 60 (high, middle, and low income) countries and organisations (multilateral and bilateral development agencies, civil society, think tanks) which supports country needs and expectations in strengthening their public sector institutions, through policy dialogue, knowledge sharing and peer learning. The Platform was created in 2012 in response to international commitments on the need to strengthen the effectiveness of our public sector institutions for the delivery of better public services.
2. The overarching objective of the EIP is to action the **New Consensus on More “Effective Institutions” for Development – Deepening capacity development and making reforms happen for country-led sustainable results** (hereafter *New Consensus on Effective Institutions*). The EIP aims to foster accountable, inclusive and transparent public sector institutions that deliver responsive policies, effective resource management, and accessible and quality public services. EIP works with institutions (the wider environment and rules that shape behaviour), public sector organisations (e.g. ministries or local authorities), and individuals that work within organisations or benefits from their services (e.g. public officials and end-users).
3. The purpose of the following Governance Arrangements is to articulate the membership, governance, working arrangements and resources of the EIP, for the general benefit of all EIP members and interested parties. The EIP may decide to revise these arrangements, as outlined under the governance section.

Membership

4. Any entity (whether government, parliament, civil society or other), which has formally expressed its support for the *New Consensus on Effective Institutions* is eligible to become an EIP member as are those that adhere to the overall objectives and principles. For the purposes of representativeness and accountability, membership shall not be granted to individuals acting in a personal capacity.

Categories of association with EIP include the following:

- 1) country membership;
- 2) organizational membership;
- 3) contributorship.

When a government institution joins on behalf of the government of a given country the membership is considered a “country membership”. When a government or non-government institution joins on its own, it is considered an “organizational membership”. The decision whether to join EIP as a country or as a government organization must be taken at the national level. Likewise, the process by which a country can commit itself to join the EIP is also determined at the national level.

A country membership requires the organisation that joins on behalf of the government to act as the nodal point and to act as such in regards to communications with the EIP. A national contact point (through the national contact officer) needs to inform relevant parts of government/institutions of the country’s membership to the EIP. The national contact point shall forward relevant material to other institutions or information on EIP events and act as the liaison with the EIP. While multiple institutions/organisations can be included in the EIP mailing list (on request), the national contact point will be considered the coordinator for communication purposes and will be the first *go-to point* for invitations to EIP meetings.

All membership types require the nomination of a national contact officer (by functional title) (within the national contact point in the case of country memberships). This national contact officer will receive the correspondence from the EIP and will be seen as the interlocutor for the membership. Additional officers can be nominated to be copied on correspondence. Members are requested to keep the EIP Joint Secretariat informed about changes in personnel.

The contributorship category accommodates those countries or organisations which have not (yet) joined the EIP, but are making contributions to the EIP. Contributors must fund their own participation in EIP activities.

5. For administrative reasons, applications for EIP membership shall be channelled through the EIP co-chairs and Joint Secretariat, which shall ensure that the existing EIP

membership is periodically informed of new members. Decisions on membership will be taken by the EIP co-chairs.

6. While no membership fee exists, 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, supporting country-level work and advocating for the EIP and its working streams in accordance with members' interests and priorities.
7. 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 to discuss new or specific issues/themes).

Governance

Co-Chairs and Advisory Group

8. The co-chairs shall represent the EIP and ensure the implementation of the EIP Programme of Work is in accordance with the New Consensus on Effective Institutions and the overall Strategic Framework of the Platform. The co-chairs shall convene and chair the meetings of the Advisory Group as well as the EIP annual meetings.
9. The co-chairs should represent the diversity of the membership of the EIP¹. The co-chairs should be nominated by the EIP membership. When a co-chair is nominated, members will be consulted and the new co-chair will be confirmed following a no-objection, time-bound procedure. The co-chairs are responsible for providing overall direction to the Joint EIP Secretariat. The co-chairs will fulfil a term of 2 years which may be renewed in consultation with the EIP membership and the Advisory Group.
10. The Advisory Group shall guide and oversee all operations of the EIP, advising on the strategic direction and substantive content of outputs and deliverables. Advisory Group members will pay particular attention to the objectives and activities of the EIP pillars ensuring that the outputs are reflecting the overall mission statement of the EIP. Advisory Group members will also assist in enhancing the visibility of those outputs in relevant external discussions, particularly through regular interaction with external fora such as the Global Partnership for Effective Development Cooperation, the G20 or the Open Government Partnership.

¹ The EIP is currently co-chaired by the U.S. and CABRI (Collaborative African Budget Reform Initiative).

11. The Advisory Group shall represent the diversity of the membership of the EIP. It will be composed of representatives from those countries, institutions and stakeholders that are actively supporting and championing work under the different pillars of the EIP. Additional EIP members may be invited by the Advisory Group members to join the Advisory Group on a case-by-case basis and as determined by the co-chairs of the EIP. The Advisory Group will be composed of no more than 10 members at any one time.
12. The Advisory Group membership composition shall be renewed every 2 years and determined based on the degree of participation and support to the activities of the EIP (for instance leading one of the working streams of the EIP). Nominations will be received by the broader EIP membership and approved through a non-objection basis. The co-chairs will consult with members and broker any compromises as necessary.
13. Members of the Advisory Group will actively contribute to the objectives of the EIP and be responsible for the actual delivery of the EIP Programme of Work. This will entail very close working relations and frequent interactions between members of the Advisory Group and the Joint EIP Secretariat and regular interactions (e.g. 2-3 meetings per year, monthly conference calls, etc...) between members of the Advisory Group and EIP members. In order to reduce unnecessary travel, face-to-face meetings of the Advisory Group should be held back-to-back with meetings of the full EIP.
14. Reporting and discussion between representatives involved in the EIP activities and the Advisory Group shall be organised by the Joint EIP Secretariat to ensure an inclusive and transparent process of consultation and dialogue.

Joint Secretariat

15. The following key functions should be performed by the Joint EIP Secretariat²:
 - Take stock of challenges and opportunities within the global development architecture to identify key areas of work for the EIP.
 - Together with the Co-chairs and Advisory Group, develop the Strategic Framework and put to action the agreed upon EIP Programme of Work.
 - Closely collaborate with the Advisory Group and EIP pillars to ensure forward movement on each group's work plans.
 - Facilitate peer learning in the framework of Learning Alliances and identify and document country level public sector reform innovations.

² As of January 2015, the Joint Secretariat is housed at the OECD (Development Cooperation Directorate – DCD) and at the UNDP Global Centre for Public Service Excellence (GCPSE).

- Position the EIP within and ensure EIP collaboration with concurrent international processes (such as the post 2015 and the G20).
- Make evidence and knowledge available and report back on EIP activities to all the members of the EIP/to all EIP members and interested partners.
- Prepare for, manage and facilitate effective meetings of the EIP, including virtual meetings.
- Consolidate the EIP membership and bring new interested parties on board the EIP.

Members

16. The full EIP membership holds decision-making power over EIP objectives, Programme of Work and governance. The full membership may therefore be invited to review and approve proposals made by the Advisory Group, as well as EIP reports/documentation, through written process. Each EIP member entity shall have one vote in all such matters. Sufficient notice shall be allocated for consultations with the full EIP membership.
17. Decisions of the EIP members shall be taken by consensus, and normally following a no-objection, time bound procedure.
18. The responsibilities of the full EIP membership include the following:
 - to approve the Strategic Framework and the Programme of Work, as well as ad-hoc and activities of the EIP;
 - to establish and join pillars and working streams within the EIP based on the approved Programme of Work;
 - to approve the formal reports of the EIP, either during a meeting or written procedure; and
 - to nominate representatives to the Advisory Group.

Working Arrangements

19. A Programme of Work should be proposed on a 2 year basis by the Joint EIP Secretariat and submitted to the Advisory Group for discussion and to the full EIP membership for approval on a no-objection basis.
20. The EIP may decide to set up pillars or working streams to carry out the work of a specific project featuring in the Programme of Work (and consequently may decide to dissolve a working stream if it is no longer necessary).

21. Each workstream should be led by at least one or more EIP members, who are expected to help (1) developing a project document; (2) identifying relevant stakeholders; (3) coordinating the implementation of activities and (4) reporting to the EIP Advisory Group and EIP full membership.. Final reports, written communication to external bodies, which use the EIP brand, should first be approved by the full EIP membership on a no-objection basis. Contributors to the EIP workstreams will be expected to (1) comment on the project document related to the workstream and to (2) participate in the joint activities, including sharing experiences with peers. The pillars are coordinated by the co-chairs and joint secretariat.
22. The working arrangements of the full EIP membership shall consist of face-to-face meetings 1-2 times per year, plus conference calls and written processes as appropriate. The EIP will also identify, on the basis of proposals made by the Joint Secretariat, opportunities for specific participation or back-to-back meetings with other related processes. This is particularly the case for specific projects (such as 'Learning Alliances') which might decide to convene specific country-based workshops and events.
23. The Joint EIP Secretariat will provide sufficient notice of the dates for plenary EIP meetings.

Resources

24. EIP members should cover their own costs of participation (e.g. their travel expenses to EIP meetings). EIP meetings will take place in different countries around the world and, to the extent possible, back-to-back with any other major events of relevance. The Advisory Group and Joint Secretariat should rapidly call for and identify willing sponsors who will be prepared to cover the costs of the meetings, on a case-by-case basis.
25. EIP members will be invited to voluntarily contribute (either in terms of financial contribution or human resources) to the realisation of one or more specific activity under the EIP Programme of Work.