

Steering Committee meetings & Roles & Responsibilities

Regularity of Meetings

- The Steering Committee meets twice per year in Geneva or at a location agreed by the Steering Committee. If extra meetings are required they will be held virtually.
- A quorum for a meeting is two-thirds of the voting membership¹ of the total Steering Committee in attendance either in person or electronically.
- For specific matters on the agenda, closed sessions shall be arranged for items deemed appropriate by the Chairperson, who shall ensure in advance the required participation and expected timeframe for such session.

Roles and Responsibilities of Steering Committee Members

- The roles and responsibilities of the WSSCC Steering Committee members include but are not limited to:

Steering Committee Meetings

- Steering Committee members are required to attend and participate actively in all Steering Committee meetings, and expected to attend other meetings or events when requested by the Chairperson.
- If unable to attend in person, Steering Committee members may attend the meeting via teleconference, advising the Secretary in writing at least 15 working days prior to the meeting.
- Steering Committee members must support the Chairperson between Steering Committee meetings as and when requested.

Policies and Strategies

- Approve the mission, aims and objectives, long-term strategy and biennial work plans and budgets, annual budgets, operational policies, risk management strategies, framework/organizational structures of the WSSCC Secretariat and updates thereof.

¹ Excluding Donor Representatives and ad hoc technical experts.



Financial Viability

- Support the establishment of financial viability for WSSCC, including cost efficiency measures in daily operations and proactive advice and approval of annual resource mobilisation strategies.
- Review and approve all budgets and finance reports guided by the recommendation from the Finance Standing Committee.

Monitor Performance

- Approve and oversee ongoing monitoring of the WSSCC results framework.
- Approve and oversee annual reports of the overall work completed by WSSCC.
- Advise and approve the evaluation plan, including the commission of an independent evaluation of WSSCC strategic outcomes towards the end of each planning cycle.

WSSCC Secretariat

- Ensure the establishment of effective organizational structure, monitoring frameworks and annual workplans.

Regular Engagement with Constituents

- Maintain regular dialogue with respective constituencies prior to and after Steering Committee meetings.

Chairperson

- Support the Chair of the Standing Committee for Governance and the Executive Director in the development of the TOR and the identification of a suitable WSSCC Chairperson.
- Provide guidance for drafting and approval of the TOR of the Chairperson.
- The term of office of the Chairperson shall be for a three (3) year term renewable once for up to a further three-year term.
- Approve the continuation of term of the Chairperson, when the Chairperson is eligible for a term renewal.



Executive Director

- Develop and endorse the TOR of the Executive Director for review and approval by the Host Agency. The Host Agency reserves the right to make modifications to the TOR of the Executive Director prior to advertisement.
- Instruct the Governance Standing Committee to set up the Ad hoc sub-committee for recruitment of the Executive Director, and endorse the final selection of the Executive Director by the Host Agency.
- Monitor the performance of the Executive Director on an annual basis, through the Chairperson and in line with Host Agency performance appraisal system.

Manage the Governance Processes

- Review and approve all minutes of meetings.
- Oversee the establishment and work of the Standing Committees in line with established TORs and relevant organizational policies.
- Establish and oversee the results of time bound or Ad hoc Sub-committees as needed to address specific issues relevant to the governance of WSSCC.
- Review the performance of Standing Committees and Ad hoc Sub-committees.
- Undertake review of the Governance Document every five years. In addition to the five-yearly review, the Governance Document may be amended by a full consensus decision of the Steering Committee.

Donor Partnerships

- Liaise with the established donors and proactively engage new donors as guided by the Donor Policy² and the resource mobilization strategies.
- Attend and engage with donors at Steering Committee meetings.

Advocacy

- Promote WSSCC's work and strategic priorities.

² See WSSCC Donor Policy (to be developed)



Decision Making

- All decisions of the Steering Committee shall be based on consensus. In an event where consensus is not reached, voting will be either by a show of hands or secret ballot seeking a simple majority. In case of a tie, the Chairperson shall have the deciding vote.
- In the case of decisions of the Steering Committee needing to be made outside of formal meetings, the following procedure applies:
 - It is the responsibility of the Chair of the Governance Standing Committee to manage the motions and decisions required. An email will be sent with the motion on which a decision is required to be taken to all Steering Committee Members, along with all necessary background information and recommendations, where relevant;
 - It is mandatory for the Steering Committee member to respond to the email within latest three weeks (or the time period specified for more urgent matters) to state his/her response – in favour/against/abstain;
 - A reminder email will be sent ([see section 3.8](#)) one week prior to the expiry of the deadline to those who have not responded. If no response is received by the deadline, the vote is recorded as abstaining;
 - The results Secretary to the Steering Committee reports the results to the Chairperson for his/her confirmation. In the event of a tie, the Chairperson casts the deciding vote as per the delegated authority as Chairperson;
 - The Secretary to the Steering Committee informs all members of the outcome via email;
 - The decision is recorded in the Chairperson's report to the subsequent Steering Committee meeting and recorded in that meeting's minutes.

Conflict of Interest

- Steering Committee members, whether elected or non-elected, shall not hold a financial contract with the Host Agency pertaining to WSSCC's work during their term of office.
- Steering Committee members with financial, contractual or operational conflicts of interest (including consultancy contracts with WSSCC/Host Agency) which have arisen since the start of their term of office – including those of third parties such as family members, affiliated entities etc. – must declare the conflict in writing. Depending on the nature of the conflict of interest, the Steering Committee will decide whether that member may continue to hold office or should stand down.
- Any Steering Committee member who individually or through affiliation has a financial, contractual or operational interest in any agenda item or any action or decision of the Steering Committee must declare their interest and recuse themselves from discussions about that item and any decision making related to that item.



- The conflict of interest must be recorded in the minutes of that meeting or as part of the record of an out-of-meeting decision.
- Any Steering Committee member who is reported as breaching the conflict of interest provision, or any other unethical or inappropriate conduct, will be subject to due process which may result in termination of term of office.

Honoraria and Reimbursement of Costs

- Steering Committee Chairperson and members do not receive honoraria for their service on the Steering Committee
- Elected Steering Committee members (except the Multi-lateral Agency representatives) are entitled to a Daily Subsistence Allowance (DSA) to cover the costs of attending WSSCC Steering Committee meetings as well as for events when formally requested by the Chairperson to represent WSSCC. Costs associated with travel and standard UN DSA can be claimed in accordance with the Host Agency's relevant travel policies and procedures.
- Any operational expenses for the Steering Committee, including grant support, external consultancies and honoraria, shall be discussed and endorsed by the Steering Committee. The same conflict of interest provisions (as outlined under 3.5.1) apply for such arrangements.

Resignation or Disqualification of Steering Committee members

- If circumstances require that a Steering Committee member must resign they must do so by submitting advice in writing to the Chairperson citing the reason for their resignation.
- Any elected member of the WSSCC Steering Committee who is absent from two consecutive meetings without written notice will be disqualified from the Steering Committee after the second meeting, unless the Chairperson indicates otherwise on the basis of explained extenuating circumstances.
- Any Steering Committee member who applies for the position of the Executive Director, or for any other WSSCC staff position, must first resign from their position on the Steering Committee. The rules of re-election for the second term shall apply ([see Section 3.13](#)).