

Terms of Reference:

- ExCo
- Executive Secretary

ECPGR SC-13, Vienna, December 2012

ToRs in ECPGR

- There are already ToRs for the ECPGR operational bodies (since 2004, reviewed in 2008, amended in 2010):
 - National Coordinators
 - Steering Committee
 - Networks, NCGs, and Network Coordinators
 - Working Groups, Chairs and Vicechairs
 - Task Forces
 - Database managers for ECCDBs

Mandates for other ToRs

- SC-12 in Bratislava, 2010:
 - After IER Rec → Established **Executive Committee (ExCo)**
 - Stated that the ExCo “should **develop its Interim Terms of Reference and submit them to the SC for approval**”
 - After IER Rec → asked the ExCo to prepare an “Options paper”, addressing, among others:
 - Establishing the position of Executive Director/Executive Secretary and defining its ToRs

ToRs of the ExCo

- Agreed by the ExCO in November 2011 and
- used as INTERIM ToRs satisfactorily.
- Circulated to all NCs as part of report of ExCO 2nd meeting.

ToRs of the Executive Committee: INTERIM TEXT

The ExCo:

1. consists of 5 members of the Steering Committee (SC), elected by the SC for a 5 year term of office (it represents all European sub-regions, North, West, Central, East, South, in a broad sense) and ex officio the ECPGR Coordinator who will be without voting rights. To ensure continuity, one member of the Executive Committee is replaced by a new member on an annual basis. A re-election is possible only after a break-period of 5 years.

2. elects a chair among its members.

3. proposes each year a new member in consultation with the ECPGR National Coordinators of the same sub-region as of the outgoing member. This member will be elected by the SC.



4. plans or executes the activities of ECPGR as decided upon by the SC.
5. prepares the SC meetings supported by the ECPGR Secretariat.
6. identifies strategic issues important for ECPGR and brings proposals to the attention of the SC.
7. mandates the Secretariat in carrying out its decisions, offers guidance to the Secretariat and assumes the technical supervision of the ECPGR Coordinator.
8. establishes short-term Task Forces (TFs) for well defined topics, as required, and develops their ToRs. These TFs can be composed of 1-5 experts. The TFs report directly to the Executive Committee or may also report to the SC if so requested by the Executive Committee.

9. reports on its activities and outputs to the Steering Committee at each Steering Committee meeting.

10. ExCo members, especially the Chair, represent ECPGR to the external world.

11. will meet when necessary. The decision to meet must be taken by the Executive Committee members on the proposal of the Chair. The minutes of these meetings may be sent to the members of the SC as appropriate.

12. the travel and lodging costs of the ExCo meetings will be covered by the ECPGR budget and are subject to available funds.

13. can deal with financial issues up to 5000€.

14. decisions of the Executive Committee are made by consensus and can also be taken by means of email when it is deemed necessary to do so.

ToRs of the Executive Dir/Secr

- The IER recommended in relation to ECPGR's operation and governance: "an Executive Director should be appointed":
 - To bring a higher recognition necessary to credibly approach donors;
 - To make commitments on behalf of the ECPGR, with the consent of the SC;
 - To influence the Programme's external perception, and
 - To improve the public image and visibility of the organization.

ToRs of the Exec Dir/Secr

- In Bratislava, the SC in mandating the ExCo to explore the possibility of creating this post:
 - Two alternative titles were suggested: “Executive Secretary” and “Executive Director”.
 - decision to assign this position should be budget-neutral and could simply involve a formalization of the position of the Secretary.
 - This position should be “external”, support good visibility of ECPGR and include the responsibility of raising funds and providing strategic inputs to the SC.
 - The Secretary should report only to the SC/Executive Committee.
- Pending the discussion on the Structure of the ECPGR:
 - Taking into account above points Draft ToRs of the Exec Dir/Secr have been elaborated by the ExCo, if needed....

Possible responsibilities

Executive secretary acts as:

- **decision maker** - contributing to high level decision on policy and strategy;
- **advisor** on policy matters to the ExCo/SC;
- **administrative manager** - presides over organization's day to day operations;
- **leader** - for fund-raising activities, and proper management of the financial resources of the Programme;
- **communicator** - building strategic collaboration and relations with external Partners including governmental / non-governmental organisms at global / regional /national levels, and representing ECPGR in top-level international fora and other relevant meetings.

ToRs of the ExCo Chair: DRAFT TEXT

1. represents ECPGR to the EU and other relevant international and European organisations and assures the good visibility of ECPGR in these fora.
- ~~2. develops its activities under the responsibility and in close collaboration with the ExCo and the Steering Committee.~~
- ~~3. prepares the budget and is responsible for the financial affairs.~~
- ~~4. manages and Supervises the ECPGR Coordinator and AEGIS.~~
- ~~5. reports annually to the ExCo and the SC on activities carried out within the Programme framework.~~
6. Coordinates fund raising activities for ECPGR.
- ~~7. Assists to the Steering Committee meetings without the right to vote.~~