

BOND EC Funding Group Terms of Reference

September 2007

The BOND EC Funding Group is a key BOND working group covering EC funding issues and is of interest to all BOND members who manage EC contracts or plan to try and obtain EC funds.

Purpose

- 1) To distil, analyse and communicate information to and from BOND (at the national level) and CONCORD (at the European level).
- 2) To act as a forum for debate, learning and information sharing on EC funding issues.
- 3) To facilitate members' advocacy towards the UK Government and EU institutions on EC funding issues.

Activities

- 1) Regular meetings, open to all BOND members. The EC Funding Group meetings will necessarily be timed to follow the equivalent European level meetings (CONCORD's Funding for Development and Relief (FDR) group) so as to ensure a timely flow of information.
- 2) Email information service from BOND secretariat to members.
- 3) Co-ordination of lobbying activities and BOND positions on specific consultations/issues as appropriate. Drafting and commenting on EC funding papers and policies emanating from the EC and the FDR working group.
- 4) Represent the BOND membership and its priorities, in relation to EC funding issues, at the European level (through FDR).

Structure

Chair

The Chair is elected by the EC Funding Group. The minimum term should be 2 years (and the position will be opened up to members after 2 years). The maximum term will be 3 years. The Chair would also be expected to take part in the induction of new Steering Committee members if requested to do so.

Chair's Role is to

- i. Chair the EC Funding Group (with the support of the Steering Committee) and Steering Committee meetings
- ii. Represent the EC Funding Group at internal and external meetings. A member of the Steering Committee can substitute for the Chair at these meetings, if required.
- iii. Oversee the work of the Steering Committee and, with the Steering committee and relevant BOND staff, ensure the work of the group is carried out.

Steering Committee

The Steering Committee is also elected by the EC Funding Group. The Steering Committee will have a membership of 5 (including the chair), preferably from different NGOs, with a view to opening up for more members depending on the yearly workplan and priorities. Expressions of interest to join the Steering Committee will be requested of the EC Funding Group in time for the first meeting each year and elections will be held, at this meeting, if there is sufficient interest to take the total over 5. Members of the Steering Committee are expected to attend a minimum of 50% of meetings (both Steering Committee and full group meetings) over a year and each member may nominate a deputy from their organisation, who can attend either type of meeting in their place. If there are no volunteers to join the Steering Committee from the EC Funding Group, the Steering Committee can, in consultation with the full group, co-opt a volunteer from the wider BOND membership to join the Steering Committee. The Steering Committee also holds the right to assess the work of the Chair or

any other member of the Steering Committee by a vote of no confidence to be shared with the EC Funding Group members.

Steering Committee's Role is to:

- i. Work with the Chair on planning and ensuring delivery of planned work.
- ii. Take a lead role in specific tasks or on specific issues.
- iii. Provide feedback and input wherever possible, into current debates and topics.
- iv. Represent the EC Funding Group when the Chair is unable to.
- v. Provide information, on an ongoing basis, for a central 'store' of key EC funding information to be maintained by the BOND secretariat.

BOND support

BOND will support the EC Funding Group by coordinating the work of the Steering Committee, helping with the planning, providing information to members, organising meetings, providing input into the debates and communicating the work of the group to the wider BOND network. BOND will also maintain a central 'store' of key EC funding information for use by the BOND membership (e.g. official EC documents that can be used to lobby the EC, information about official decisions, useful contact information)

Sub-groups

It is possible for any member of EC Funding Group to set up a subgroup - to monitor, discuss and share information on specific issues. This will be done in consultation with the Steering Committee and the wider group. Once set up, a subgroup has a duty to keep both the Steering Committee and the wider group, informed. The BOND secretariat can help facilitate this.

Ways of Working

- 1) The full EC Funding Group will meet after each FDR meeting (usually 3 times a year). The full group, or the Steering Committee (in consultation with the group), can request an ad hoc meeting as and when appropriate (e.g. to discuss a call for proposal or consultation etc).
- 2) The Steering Committee will meet every 2 months, either in person or by teleconference.
- 3) The Steering Committee will plan its work annually, using the FDR working group annual plan as a basis. This would be in consultation with the EC Funding Group. Each Steering Committee member will be responsible for one (or several) issues included within the FDR annual plan. This is to lessen the load of the EC Funding Group Chair and ensure that all Steering Committee members are able to participate in the work of the group and use their areas of expertise.
- 4) The BOND secretariat will assist the EC Funding Group with information sharing.