## Terms of Reference: Interim IATI Members Advisory Group

BACKGROUND

At the June 2015 IATI Steering Committee meeting, consultative processes around governance, aspects of IATI recommended the establishment of an interim IATI Members Advisory Group (MAG). The purpose of the interim MAG is to provide strategic guidance and direction to the IATI Secretariat on behalf of the IATI Steering Committee, with particular emphasis on the issues highlighted in the June SC meetings such as inclusivity, hosting and membership.

The MAG is intended as an interim and time-bound arrangement for the period until December 2015, guiding the follow up on the IATI evaluation outcome and developing proposals to address the need for more direct and agile involvement of members in its strategic direction, in preparation for formal decisions on governance at the December 2015 Steering Committee meeting.

***Role and Responsibilities of the interim Members Advisory Group***

The interim MAG will undertake the following functions:

* Provide strategic guidance to the Secretariat in carrying out its work; Act as a sounding board for the development of policy for example on IATI’s contribution to the post-2015 development agenda, and advise on IATI’s participation in key external meetings;
* Establish a process (including additional ad-hoc groups as needed) to explore and consult IATI members on issues related to governance, membership, strategic vision and funding raised by members, taking into consideration the outcomes from the IATI Evaluation, and prepare recommendations for the SC consideration.
* Initiate and oversee a process for addressing the question of future hosting arrangements, including the establishment of a new hosting subgroup to consider options and make recommendations on this issue. Contribute to the development of the Steering Committee meeting agenda and papers for December 2015, led by the SC Chair and Secretariat.

***Composition of the group:***

The interim MAG will be composed of five Steering Committee volunteers representing all types of members, including donors, partner countries, foundations, CSOs, and multilaterals.

The IATI Steering Committee Chair will join the interim MAG and secretarial support will be provided by the IATI Secretariat. The interim MAG may wish to establish ad-hoc groups to work on specific issues and for this purpose may call upon any IATI member interested to contribute. Where sub-groups are already in place, the work of the MAG will draw upon, but not subsume the work of those sub-groups.

***Term of service***

The MAG is expected to begin its duties in September, 2015, with a term of service extending through the December, 2015 Steering Committee meeting.

***Meetings***

The MAG shall meet virtually at least twice per month between September and December, 2015. Face to face consultations are encouraged in the sidelines of other meetings, but no additional reimbursement will be offered. Additional meetings may be requested by members of the MAG or the Coordinator of the IATI Secretariat to consider relevant issues arising outside of the regular schedule of meetings.

During its first meeting, MAG Members will agree on a schedule for monthly meetings up to December, 2015. Ad-hoc groups can agree on their own schedule and means of discussion, although they are encouraged to discuss mostly through electronic means. The IATI Secretariat will provide support to the interim MAG and ensure coherence with the work of other sub-groups.

***Selection of Chair and process of decision-making:***

The interim MAG will be chaired by the SC chair at its first meeting, at which the Group can agree on chairing arrangements for subsequent meetings. The MAG Chair will be responsible for providing updates to the wider Steering Committee (via e-mail) in regards to the decisions and actions taken by the MAG.

The interim Members Advisory Group shall seek to reach its decisions through a consensus process that emphasizes due diligence and cooperation, taking into account the following:

* The Chair of the MAG shall act as the facilitator of the process;
* Items that require decisions shall be clearly presented to the MAG during regular meetings or by email for those unable to attend;
* A call for objections shall be made to all MAG members;
* The absence of sustained objection shall be considered consensus.