



**Terms of Reference
Global Alliance of NGOs for Road Safety
Committee for the Africa Chapter
2020-2021**

Approved 12 March 2021

1. Purpose

The purpose of the Committee for the Africa chapter is to provide analysis and advice on matters related to the Alliance Africa Chapter. This is related to the Alliance Strategic Plans 2019-2023 vision to strengthen NGOs voice and our regional focus by creating regional chapters of the Global Alliance and have a stronger role in responding to regional and local progress: Collecting, disseminating, and analyzing information; Assessing regional and local conditions, provide and offer NGO perspectives and monitoring compliance with agreements.

2. Scope of work

- 2.1 Advice on how to grow the member base
- 2.2 Advice on how to connect and empower NGOs, and establish formalized partnerships and influence government-led forums, such as AU, Africa Observatory, legislators group, and journalists. Provide advice on outcomes and agenda for member meetings, meetings with regional decision makers and AU
- 2.3 Advice on the content and scope of a resource centre for the Africa chapter (landing page of the Alliance website)
- 2.4 Advice on campaigning strategies and outcomes of UNRSW, WdoR and Head of State Meeting
- 2.5 Advice on a pressure tool/accountability tool for Africa
- 2.6 Advice what and when civil society views and data should be presented and e.g. what data form Alliance reports should be used and analysed?

3. Membership, Composition and Chair

- 3.1 The committee will be fairly small, with a maximum of four to five members.
- 3.2 The Board of Directors appoints the members of the committee in line with the organisations by laws
- 3.3 The offer and acceptance to the chapter committee is on a voluntary basis. The members will commit their time to support the Alliance without compensation or benefit.
- 3.4 The composition of the Committee should strive for diversity that reflects the Alliance African NGO community, including gender equity.
- 3.5 Future candidates may also be nominated by the Committee and approved by the Board Chair on an ongoing basis.

- 3.6 Future candidates may also be nominated by the Committee and approved by the Board Chair on an ongoing basis.
- 3.7 The committee will serve a term of 12 consecutive months with an option for nomination to serve one additional term of 12 months.
- 3.8 Members of the committee will be selected based on interest and relevant experience and background. Final approval rests with the Board chair.

4. Member Obligations

- 4.1 Committee members agree to respect the confidentiality under which Board discussions take place, and sign a 'Committee Member Code of Conduct'.
- 4.2 In addition to signing a 'Declaration of Personal Interest & Conflict of Interest', Committee members must avoid situations in which their personal interests are, or may be, or may be perceived to be, in conflict with the Alliance interests. Where a potential conflict of interest exists, it is the member's responsibility to notify the Executive Director of the circumstances so that in consultation with the Board Chair can provide guidance and take action as determined.

5 Quorum

- 5.1 The quorum for the meeting shall be 75%. All recommendations to the board from the Committee must be passed by the Executive Director for inclusion on the Board meeting agenda.

6 Frequency of meetings

- 6.1 At the establishment of the Committee, the dates for the meetings will be established to allow moving the agenda forward as well as proper planning for Committee members.
- 6.2 The committee will meet frequently. The schedule for committee meetings will initially be every two months for Q1 and Q2 of 2021 and then quarterly or on an as-needed basis.

7 Committee Documentation

- 7.1 Responsibility for developing a brief meeting summary will be determined at the first meeting. It will fall to the chapter coordinator.
- 7.2 Circulation of a draft meeting summary to all committee members will occur within 1 week of a meeting. Members will have 48 hours to respond to drafts.
- 7.3 Meeting agendas and documentation will be emailed in advance of the meeting to all Committee members.

8 Reporting to the Board of Directors

- 8.1 The meeting summary will be presented to the Executive Director at quarterly meetings
- 8.2 The Executive Director is responsible for ensuring that all items brought forward to the Board for action/decision or review/discussion are presented to the Board.

9 Review and approval

- 9.1 The Board of Directors approved these Terms of Reference on XX