

Policy 1.12

1.12 RESOURCE ALLOCATION TECHNICAL COMMITTEE (RATC) - TERMS OF REFERENCE

1. Introductions

IPPF is a UK registered charity and a worldwide Federation of 132 national Member Associations (MAs) working in 164 countries across the globe. It is a leading civil society organisation working on issues of sexual and reproductive health and rights. IPPF's Secretariat comprises Central Office in London, with Regional Offices in New York, Brussels, Tunis, Nairobi, Kuala Lumpur and Bangkok.

- 1.1 IPPF's governance structure was reformed in 2020. The highest authority of the new governance structure is a General Assembly of IPPF Member Associations, convened once every three years. A Board of Trustees governs the IPPF secretariat and provides leadership for the Federation. The Board is supported by a committee system, some committees having delegated authority and others providing advice to the Board. The Nominations and Governance Committee report directly to the General Assembly.
- 1.2 IPPF's core mission is to lead a locally owned, globally connected civil society movement that provides and enables services and champions sexual and reproductive health and rights for all, especially the under-served. This strategic objective is overseen by the Board of Trustees (the Board) and the General Assembly (the GA).

2. Function and Purpose

Reporting to the Board of Trustees, the Resource Allocation Committee is an expert committee which makes recommendations to the Board about matters relating to the allocation of unrestricted resources in the Federation under Streams 1, 2 and 3. The Committee operates on the strategic level, providing oversight and giving recommendations for decisions within the defined scope provided in the current resource allocation model.

3. Main responsibilities and tasks of the Committee

The Committee shall have the following functions and responsibilities:

- 3.1 Provide oversight on the implementation of the resource allocation funding model for Stream 1, 2 and 3.

This will include oversight on:

- 3.1.1 The process followed for implementation of the new resource allocation funding model;
- 3.1.2 The quality of the portfolio for the Business Cases submitted by Member Associations; and
- 3.1.3 The outcome of the results of the new resource allocation funding model; and
- 3.1.4 The portfolio of grants under Stream 2 and 3.
- 3.2 Make recommendations for next steps in rolling out the resource allocation formula for the Stream 1 MA grants.
- 3.3 Provide recommendations, if any on changes to be made to the funding model.

- 3.4 Provide recommendation on setting up a transition mechanism and process for rolling out the funding model for the three year period 2023-25.

4. Membership of the Resource Allocation Technical Committee

- 4.1 The Committee shall be comprised of up to 7 members of which at least 50% shall be women and at least 20% young persons under the age of 25 at the time of their appointment.
- 4.2 A majority of members shall be from Members Associations.
- 4.3 Consideration will be given to geographical diversity and to smaller and larger Member Associations from different national contexts.
- 4.4 Committee members will meet required standards of expertise, skills and experience according to established criteria. A majority of its membership shall come from individuals with the relevant experience in resource allocation and financing.
- 4.5 There shall be at least one, and a maximum of two, members of the Board of Trustees on the committee. These members are nominated by the Chair of the Board of Trustees and approved by the Board.
- 4.6 Committee members, other than those serving as Trustees, are selected by the Nominations and Governance Committee.
- 4.7 Of the seven members a maximum of two members can external members. External members are selected by the Nominations and Governance Committee for a specific skill set, as expressed by the Chair of the Committee and are external to MAs.
- 4.8 Committee members cannot also be employees of either the IPPF secretariat or any IPPF Member Association or Collaborative Partner.
- 4.9 Every three years at least two members (2/7) of this committee will rotate off to allow new members to join irrespective of being internal or external members (also see 5.3).

5. Terms of Office

- 5.1 Committee members serve for terms of up to three years. Members may serve for a second term. Committee members are ineligible to re-stand for the committee at any time in the future after having served cumulatively for two terms.
- 5.2 Committee members must meet the following criteria in order to be re-appointed - regular attendance at meetings, participation and value contributions during meetings and contribution as an ambassador for IPPF. These criteria form the basis of an annual evaluation process. The Nomination and Governance Committee oversees any board or board committee performance review.
- 5.3 Members' terms are staggered in order to maintain continuity of organisational knowledge and expertise within the committee. The Board of Trustees may determine the order in which the members rotate off the committee.

6. Committee Chair

- 6.1 The Chair of the Committee shall be a Trustee.
- 6.2 The Chair is appointed by the Board of Trustees.
- 6.3 The Chair leads the committee to enable it to fulfil its purpose, chairs meetings of the committee ensuring that business is dealt with, decisions made and adequately minuted and that the implementation of decisions is clearly assigned and monitored.
- 6.4 The Chair reports to the Board of Trustees on the deliberations and decisions of the committee.

7. Committee Meetings and Quorum

- 7.1 The Committee shall meet at least three times per year and shall follow such formal business agenda as is circulated prior to the meeting.
- 7.2 Meetings of the Committee shall be held in person (maximum once per year) and otherwise by suitable electronic means agreed by the Board in which all participants may communicate with all other participants.
- 7.3 A simple majority of committee members present in person or by electronic means shall constitute a quorum.
- 7.4 All meetings shall be chaired by the committee Chair. If the Chair is unable to attend a particular meeting the Chair will be expected to name another committee member chair the meeting.
- 7.5 Questions arising at any Committee meeting shall be decided by a simple majority of votes unless provided otherwise in IPPF Act, Regulations or Procedural byelaws. Every committee member shall have one vote. If the votes are equal, the chair of the meeting shall cast the deciding vote.
- 7.6 The minutes of all meetings shall, except for any information of a personal nature, be available for inspection by Member Associations and any other persons as authorised by the committee or the Board of Trustees. The committee may by a simple majority take decisions between its regular meetings, by other means (including electronically).

8. Review

These terms of reference should be regularly reviewed and updated in accordance with the general policy.

As adopted by Governing Council, May 2020

Amended by IPPF Board of Trustees, March 2022