

## **IHP+ Executive Team - Terms of Reference**

The IHP+ inter-agency Executive Team will be responsible to guide the Core Team and address technical and policy topics before they are referred to SuRG for decisions. Its terms of reference can be summarized as:

### **ROLES AND FUNCTIONS**

- Based on overall strategic directions provided by the SuRG, provide regular oversight, coordination, and guidance to the Core Team in key work areas, such as joint assessment, monitoring and evaluation, mutual accountability for results.
- Ratify the work plan, the budget and modifications.
- Set agenda for topics to be discussed and decided upon by SuRG.
- Recommend when needed the creation of additional working groups to the SuRG; review working group analyses / recommendations; close down working groups when deliverables are met.
- Resolve and / or refer problems of interagency cooperation to the SuRG.

### **INTERNAL ORGANIZATION**

- Constituted from a subset from SuRG representatives with their alternates, preferably but not necessarily the same persons. Members will have sufficient seniority to represent their agency as well as views from other members from their relevant IHP+ constituency. Consistent participation of either member or alternate will be key.
- The group will consist of about 12 representatives including 4 H8, 2 Civil Society, 3 bilateral agencies and 3 developing countries. Each individual representative will have a minimum tenure of one year.
- Other non-signatory stakeholders, will not be represented on the Executive Team.
- Members choose from within their midst 2 co-chairs for a tenure of a minimum of 6 months. Decisions will be taken by consensus.
- Executive Team to meet monthly via phone or videoconference .
- Materials sent 3 business days in advance, including agenda with objectives, questions to resolve and facilitator(s) as necessary.
- Clear action items and next steps communicated within 3 business days of each session.