

RBM Partnership Partner Committee Coordination Group (PCCG) Terms of Reference

Purpose

The Partner Committee Coordination Group (PCCG) has been established to provide a forum and a formal mechanism for the CEO and the management team to regularly meet with Partner Committee Co-Chairs and provide an opportunity for interaction, direction and coordination.

The PCCG represents an operational governance body of the RBM Partnership. The PCCG is responsible to the CEO whose core role is to support them in the fulfilling of the effective oversight of core Partnership activities. The Terms of Reference are approved by the CEO in consultation with the RBM board leadership and may be modified from time to time, as necessary.

Draft Terms of Reference

1. Membership

- 1.1 The membership shall comprise the CEO, the Co-Chairs of each of the Partner Committee for the duration of their term of office, the COO, and the Partner Committee Managers within the RBM management team.
- 1.2 Additional members of the RBM management team will be invited by exception depending on agenda items and at the discretion of the CEO.
- 1.3 When necessary, the CEO may decide to invite other partners / individuals to take part in the PCCG meetings and keep the board informed of these requests.
- 1.4 The CEO shall chair the PCCG, with administration support provided by the Assistant to the CEO and Board Chair.
- 1.5 Each PCCG member shall promptly inform the CEO in writing of any personal or professional conflict of interest, or appearance thereof, related to the activities of the PCCG or the knowledge gained through serving on the PCCG.

2. PCCG meetings

- 2.1 Meetings shall ideally be held monthly, with not less than two per quarter per calendar year.
- 2.2 The CEO or any member of the PCCG, may request any additional meetings if they are required.
- 2.3 PCCG meetings can be held face to face or via a conference call.
- 2.4 The quoracy of the PCCG, will consist of at least one Co-Chair from each Partner Committee. All members are encouraged to attend PCCG meetings on a regular basis.
- 2.5 The spirit of the PCCG's purpose is to encourage group discussion and agreement through consensus. In the event a consensus cannot be reached, the CEO will determine the decision points of the PCCG, whilst ensuring any key areas of dissent with decisions are accurately recorded in the minutes of the meeting.
- 2.6 PCCG members shall not be remunerated for their participation in meetings, but shall be reimbursed for any expenses according to RBM standard policies, including airfare and DSA.

3. Support

- 3.1 The PCCG may have at its disposal, and by invitation of the CEO, members of the management team, any members of the RBM Partnership board, and external experts or consultants.
- 3.2 The Assistant to the CEO and Board Chair will record the minutes of the committee meetings and provide general administration support to the PCCG.

4. Principal duties

4.1 Annual budget and planning process

With guidance from the CEO, COO and RBM Board Finance, Risk, and Audit Committee, the PCCG will:

- 4.1.1 provide direct input into the annual RBM budget setting process.
- 4.1.2 ensure effective integration between Partner Committee plans.
- 4.1.3 agree a set of shared outcomes and Key Performance Indicators (KPIs) that effectively represent RBM Partner Committee activity, as well as establish the frequency and format of measurement.

4.5 Partner Committee performance assessment

With guidance provided by the CEO, the PCCG will review progress against agreed Partner Committee budgets and plans. Specifically, the PCCG will:

- 4.5.1 review monthly reports on income, expenditure and cashflow for each Partner Committee budget;
- 4.5.2 actively monitor the Partner Committee forward look plan identifying any variances to key milestones and overall timeline along with the identification of key risks and issues;
- 4.5.3 review progress against agreed outcomes and KPIs on a monthly basis and before each RBM board meeting;
- 4.5.4 prepare a monthly narrative of progress against agreed outcomes and KPIs across all Partner Committees along with the identification of any changes to plans, risks and issues and items for the CEO and board decision / discussion; and
- 4.5.5 provide the CEO with a quarterly report which the Chief Executive shall communicate to the RBM board, together with the management response.

4.6 Partner Committee conduct

With guidance provided by the board leadership, the PCCG will ensure adherence to the agreed operating principles for RBM Partner Committees. These will include but are not limited to:

- 4.6.1 effective adherence by all Partner Committees to the following core operating principles:
- 4.6.2 transparency – governance arrangements should be transparent to all members of the Partner Committees, the CEO, the RBM board and the wider Partnership, including the process and rationale for selecting steering committee / workstream leads.

- 4.6.3 diversity – Partner Committee governance structures are expected to reflect and respect the diversity of the Partnership in their composition whilst being designed to ensure the right balance of capability and capacity to take work priorities forward.
- 4.6.4 flexibility – detailed internal arrangements allow for flexibility and variation between Partner Committees, whilst ensuring adherence to the prescribed guiding principles, key features and the RBM Bye-Laws.
- 4.6.5 accountability – as per the RBM bye-laws, RBM Partner Committees are directly accountable to the RBM board. Key decisions in areas such as changes to RBM policy, messaging, and the commitment of RBM time and resources should be taken forward in consultation with Partner Committee managers within the RBM management team and ratified by the CEO and board leadership if required. Steering Committee members are accountable to the RBM Co-Chairs for the work they undertake on behalf of the Committee and RBM.
- 4.6.6 communication and engagement – regular communication and engagement with Partner Committee general membership on at least a quarterly basis.
- 4.6.7 succession planning for key Partner Committee roles.

4.7 Advisory Duties

PCCG members shall be encouraged to assess, discuss, and advise the RBM Board Leadership, RBM Board, RBM Board Committees and the wider RBM Partnership regarding key issues, as they arise. These key issues may include, but are not limited to, topics such as:

- 4.7.1 resources and infrastructure that support or impact RBM Partner Committees;
- 4.7.2 direct policy and operational initiatives of the RBM Partnership;
- 4.7.3 global policy and operational initiatives that impact the RBM Partnership; and
- 4.7.4 wider RBM Partner stakeholder management.

5. Other

5.1 The PCCG may, at the discretion of the CEO:

- 5.1.1 review any other matter referred to it by the Board, Board Leadership, or members of the RBM Partnership;
- 5.1.2 review annually the overall suitability and financial viability of each RBM Partner Committee;
- 5.1.3 advise the management team of business process improvements, including comments regarding effective planning, coordination, or sound business processes; and
- 5.1.4 review reports, if any, produced by the CEO or management team which impact the operations of RBM Partner Committees.

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