

Terms of Reference for SBCC2/EE6 Steering Committee

The Steering Committee will be made up of 16-18 members, based on the criteria below. Members will fulfill the agreed upon commitments and responsibilities outlined below.

COMMITMENTS:

- Contribution of and estimated 4.5-5.5 hours a month (1.5 hour monthly call for consultation + 3-4 hours for document review/response)
- Institutional participation in monthly calls for consultation, feedback, and information sharing
- Prompt response to requests for input by agreed upon deadline
- Attend SBCC2/ EE6 in Bali April 16th – 20th 2017

COMMUNICATION AND DECISION MAKING:

- Steering Committee members will communicate primarily via Skype or call in phone numbers, and meet face to face when feasible
- Decisions will be made primarily by consensus but majority will rule in cases where consensus cannot be reached
- Decisions will be made by institutions present on scheduled and agreed upon calls (or submitted feedback)
- Notes will be kept of all meetings and decisions, and shared via email with the entire Steering Committee

TERMS OF REFERENCE:

- Guide and contribute to the following with Secretariat support:
 - Determine the overall theme and framing for the events
 - Ensure agenda is inclusive and representative of the diversity of the SBCC and EE communities
 - Identify and bring in strategic partnerships
 - Respond to requests for partnership
 - Identify and solidify sponsorship opportunities
 - Identify and reach out to keynote speakers
 - Fundraise with donors, the private sector and through other stakeholder opportunities

- Promote SBCC2/EE6 through networks and partnerships
- Steering Committee members are not required, but highly encouraged to participate or co-lead a sub-committee work group. The working groups will oversee the details and agendas for SBCC2/ EE6 and be managed by the Secretariat.

CRITERIA FOR SELECTION:

- Inclusive representation, such as but not limited to:
 - Geographic region
 - Organization Type (Donors, Government, Private Sector, NGO, Civil Society)
 - Fields of SBCC and EE
 - Health and Development
 - Gender Equity
- Seen as having a leadership role in SBCC and/or EE
- Interest and willingness to take on Steering Committee responsibilities
- Availability to participate in Steering Committee meetings /calls
- Ability to fundraise as well as identify and bring in strategic partnerships

Terms of Reference for SBCC2/EE6 Sub-Committees

SBCC2/EE6 Sub-Committees are functional work groups responsible for the day-to-day planning required to ensure a successful event. A member of the secretariat or the steering committee will lead sub-committees. Members will be recruited widely to reflect the diversity of the SBCC and EE6 communities, and all with interest will be encouraged to participate.

COMMITMENTS:

- Contribution of time on an as needed basis to complete the full scope of the group’s activities. Some groups will have heavy involvement early in the planning conferences, while others will be active closer to the event date or following the event
- Prompt response to requests for input by agreed upon deadline
- Regular participation in workgroup meetings or calls
- All group leaders are responsible for ensuring regular reports to the Steering Committee Secretariat and alerting them to any challenges or support needed in a timely manner

COMMUNICATION AND DECISION MAKING:

- Sub-committee members will communicate primarily via Skype or call in phone numbers, and meet face to face when feasible
- Decisions will be made primarily by consensus but majority will rule in cases where consensus cannot be reached
- Decisions will be made by institutions present on scheduled and agreed upon calls (or submitted feedback)
- Notes will be kept of all meetings and decisions, and shared via email with the entire sub-committee, and the secretariat or steering committee as needed

TERMS OF REFERENCE:

- Completion of the full scope of the group's work/ deliverables. Sub-committees are envisioned to include, but are not limited to the outline below. Groups may further divide or merge as needed to facilitate planning.
 - **Sponsorship Sub-Committee:** outreach to garner high level donors for organizational sponsorship
 - **Logistics Sub-Committee:** working with Indonesia country team to support participants and planning
 - **Program Sub-Committee:** determine all aspects of the agenda, abstract review and selection
 - **Keynote Sub-Committee:** identify and support for key note speakers
 - **Communications /PR Sub-Committee:** development of materials, outreach presentations, branding
 - **Scholarships Sub-Committee:** determine criteria, fundraising, review, selection, and support
 - **Special Events Sub-Committee:** plan and coordinate social events such as the transition between SBCC2 and EE6, the opening reception, and auxiliary events
 - **Outputs Sub-Committee:** Analyze data collected, sort abstract review process, develop policy implications following conference monitoring/gathering data collected
- Provide regular reports to Secretariat on progress and challenges

CRITERIA FOR SELECTION:

- Inclusive representation, such as but not limited to:
 - Geographic region
 - Organization Type (Donors, Government, Private sector, NGO, Civil Society)
 - Fields of SBCC and EE
 - Health and Development
 - Gender Equity
- Interest and willingness to take on sub-committee responsibilities
- Availability to participate in sub-committee meetings /call



