

# International Planned Parenthood Federation

## Policy, Strategy and Investment Committee - Terms of Reference

Author	First Approved	Last Reviewed	Next Reviewed
Governing Council	May 2020	n/a	May 2022

### 1. Introduction

- 1.1 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.
- 1.2 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 reports directly to the General Assembly.
- 1.3 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 Policy, Strategy and Investment Committee works closely with management in advising on the long- and medium-term strategies and the investments required to deliver on those strategies. It supports member associations and the secretariat in shaping IPPF's international and national policy and in developing advocacy positions on issues of significance to the Federation.

### 3. Main responsibilities and tasks of the Committee

The Committee shall have the following functions and responsibilities:

- 3.1 To develop an annual policy, strategy and investment committee agenda for presentation to and approval by the Board of Trustees.
- 3.2 To advise the Director General on emerging policy issues and advocacy positions.
- 3.3 To strengthen links between global policy and country level advocacy and policy work and, when necessary, bring to the General Assembly policy matters for discussion and, where appropriate, approval. The policy and advocacy positions developed by the Committee are of an advisory nature for the Member Associations.
- 3.4 To work closely with management in advising the Board of Trustees on long- and medium-term strategies and business plans.

3.5 To engage with donors on investments required to deliver on IPPF's strategies and plans and to serve as a forum for discussion with donor representatives on matters relating to accountability and future broad policy and strategy matters for IPPF.

#### **4. Membership of the 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% shall be 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 must meet required standards of expertise, skills and experience according to established criteria. A majority of its members must have relevant experience in SRHR strategy and policy.

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 be external. 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. External members serve a maximum of one term. In addition the Chair of the Donor Advisory group will be invited to serve on the committee.

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.

#### **5. Terms of Office**

5.1 Committee members serve for terms of up to three years. MA 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. External members serve for one term only.

5.2 Committee members must meet the following criteria in order to be considered for 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.

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 nominated by the Chair of the Board and approved 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) or by suitable electronic means agreed by the Board in which all participants may communicate with all other participants.
- 7.3 A simple majority of the 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 to 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 have a casting 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.
- 7.7 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.