1. Rationale & Justification

The ability of GNDR members to work together within the different counties and regions is dependent on an effective engagement and interaction amongst members within the region, supported by appropriate regional and national GNDR structures and associated governance arrangements.

To date, effective engagement and interaction has been hampered by a number of challenges, including:

- A lack of an appointed body at the national level to represent and facilitate collaboration and communications between national members, including where appropriate, supporting and coordinating the implementation of GNDR activities.

- Former National Coordinating Organisations were selected primarily for the purpose of coordinating the implementation of Views from the Frontline (VFL) programme and may not participate in knowledge exchange and policy advocacy initiatives.

- Communication and outreach to national and regional members and other stakeholders is hindered by lack of an appointed representative entity or organisation that can support collaboration amongst the GNDR membership.

The following draft ToRs outlines suggested tasks, responsibilities, selection criteria, structure and modus operandi for Regional Advisory Groups (RAGs). National members are encouraged to consult within the region to develop their own regional interpretations of a Regional Advisory Group, by adapting and contextualising these generic ToRs in accordance with their own needs and priorities.

2. Forming a Regional Advisory Group

The Regional Advisory Group (RAG) will comprise of advisors from all or some of the countries within the region (see Governance Manual Annex 7), together with relevant representation from the GNDR Secretariat and Global Board.

Advisors shall be appointed from civil society organisations that are registered members of GNDR and fulfil the required selection criteria (see Section 5 below).

To identify and establish the most suitable model of RAG, national members in each region will consult and agree Terms of Reference, in a process facilitated by the relevant GNDR Global Board representative and Secretariat Regional Development Coordinator RDC.

The selection criteria and appointment process for individual Advisory Group positions should be agreed in a facilitated consultation with national members based on an open, transparent process to ensure appropriate advisors are appointed.

The Global Board regional representative and the Regional Development Coordinator will serve as members of the RAG.
At a minimum, the regional ToRs shall define the following:

- Purpose, main tasks and responsibilities
- Composition and numbers of national advisors
- Duration of their appointment, including any rotations and/or minimum requirements in the representation across countries (language; geographical areas; number of members per country; etc.)
- Selection criteria and procedures to nominate and appoint advisors
- Procedures to appoint a Chair and Vice-chair(s)
- The internal modus operandi of the RAG
  - Policies to hold RAG members accountable, including internal complaints mechanisms and disciplinary procedures

**EXAMPLE: Composition of West Africa Regional Advisory Group:**
7 national advisors from 19 countries on a 2-year rotation, after which others countries will be represented

1. 5 Countries from West Africa (3 Francophone and 2 Anglophones)
2. 2 countries from Central Africa (One francophone and one Anglophone)
3. GNDR Regional Board Member - Peter Akanimoh
4. GNDR Regional Development Coordinator - Adessou Kossivi
3. RAG Main Tasks & Responsibilities at *regional level*

The main tasks of the GNDR Regional Advisory Group are as follows:

- Help identify and share information on critical issues, events, challenges and developments within the region and associated countries;
- Support and encourage collaboration and cooperation between GNDR members within the region;
- Provide relevant ideas, advice and guidance in support of achieving GNDR objectives and work plans;
- Help identify the needs, priorities and concerns of GNDR members within the region;
- Support the formulation and implementation of GNDR strategic objectives and priority actions, including communications of progress towards GNDR objectives and work plans to GNDR members;
- Support GNDR Secretariat / Board members with external communications and media relations at a regional level;
- Ensure GNDR Board / Secretariat staff are informed and responsive to critical issues and developments impacting on the effectiveness of GNDR work within the region;
- Provide advice on the composition of country groupings with regions and sub-regions;
- Advise on development of collaborative agreements, strategic alliances and partnerships with relevant state and non-state actors and networks in the region;
- Advise on the most cost-effective and appropriate communications channels amongst members, including support to the development of a regional communications strategy;
- Keep GNDR informed of potential conflicts of issues and issues of inappropriate practices amongst the GNDR membership in the region;
ToRs for WEST AFRICA, (West and Central Africa)

• Support the GNDR Secretariat and Board in encouraging GNDR members to engage in work plans actions and events;
• Advise on potential regional financial resources within the regions and options for the development of a GNDR regional fundraising strategy;
• Hold quarterly conference calls and regional face-to-face meetings / workshops as required (unless there are exceptional circumstances);
• Encourage the recruitment of new civil society members to register with GNDR;
• Help the GNDR Secretariat with membership applications and registrations at a regional level, including support with vetting of applicant organisations.

4. RAG Members Tasks & Responsibilities at a national level

The main tasks of the individual members of the Regional Advisory Group in their respective countries are as follows:

• Help to identify the needs, priorities and concerns of GNDR members within the country
• Support and encourage collaboration and cooperation between GNDR members within the country and surrounding regions
• Communicate with GNDR members in their country and inform the RAG about their national reality and specific issues, positions or opportunities raised by national members
• Help the GNDR Secretariat with external communications and media relations at a national level in support of GNDR global, regional and national strategic objectives;
• Feed back to their country members of any issues, positions or opportunities discussed during RAG meetings and share the outcomes and/or minutes of those meetings;
• Provide relevant advice and share ideas with Regional Advisory Group members based on their national reality;
• Provide general support and guidance at the country level for the effective formulation and implementation of GNDR objectives, work plans and priority actions; Support the communication of progress towards GNDR objectives and work plans to fellow national GNDR members
• Keep the RAG informed of potential conflicts of interest and/or issues of inappropriate practices amongst the GNDR membership in their country;
• Advise on development of collaboration agreements and alliances between GNDR and national platforms, coalitions and associations, as relevant for the country;
• To maintain a watching brief and safeguard the name and interests of GNDR within the country;
• Support the RDCs in the development of national maps of civil society networks, coalitions and actors relevant to supporting GNDR’s Strategy;
• Participate in the appointment of a Regional Advisory Group Chair and Vice-chair
• Participate in quarterly conference calls and regional face-to-face meeting / workshops as agreed by the RAG (unless there are exceptional circumstances);
• Encourage the recruitment of civil society members in their country to register with GNDR;
• Help the GNDR Secretariat with membership applications and registrations, including support with vetting of applicant organisations;

5. RAG members’ selection criteria
• Advisory group members must be a civil society organisation (i.e. not an individual person) although a nominated person will be required as the organisational contact point;
• Advisors must be a full registered member of GNDR within the respective region and country;
• The organisation contact point of an Advisory Group member must be available and willing to contribute time and energy - supported by a signed letter of support from a person with authority (e.g. CEO, director, etc.) of the relevant civil society organisation;
• Must be a well-respected and active CSO, with operational experience of DRR and resilience;
• Preferably the Advisory Group member will have prior experience of working with GNDR e.g. attending GNDR regional meetings / events; participant in the Views from the Frontline programme, etc.
• The organisation must have the sufficient capacities and communications infrastructure to take on this role;
• Have online connectivity and able to communicate in the working language(s) of the region;
• Should understand the challenges of resource mobilisation within the region;
• Have good relationships and connectivity with other civil society actors, networks and associations at the national and/or regional levels;
• Have good working relationships with government actors and intergovernmental bodies at least at the national level and preferably at the regional level;
• A commitment to work in an open, transparent, participatory and collaborative manner;
6. RAG Modus Operandi / Management:

- The Regional Advisory Group shall appoint a Chair to be the leader of the group to encourage participation and maintain good working relationships amongst Advisory Group members;

- Support the GNDR Secretariat / Board with the identification, nomination and appointment of GNDR's regional-representative Global Board;

- Individual members of the Advisory Group may be assigned specific tasks as appropriate to support the effective functioning of the group;

- Advisory Group to hold quarterly conference calls – scheduled preferably ahead of the GNDR Global Board quarterly conference call;

- GNDR members shall apply to join the Advisor Group by submitting a completed “application form” to the GNDR Secretariat (GNDR Secretariat shall draft and send out a suitable application form);

- The appointment criteria shall be clearly communicated and accessible to all GNDR members within the region through the regional email list-serves, or any other means that ensures that no member is excluded. The Secretariat may also circulate the criteria through additional communication channels;

- The Chair will be responsible to circulate a simple agenda for Advisory Group meetings and minutes of the meetings taken by the GNDR RDC and shared with the Advisory Group and the rest of the GNDR Secretariat;

- In some countries, because of their size or their complexities, consideration could be given by the RAG to establishing National–level Advisory Groups to identify and communicate national and sub-national priorities, developments and challenges;

- Advisory group members are voluntary positions requiring the goodwill, time and commitment of individual member organisations and the lead person representing them, with the support of the GNDR RDCs and Regional Board member.