



MFA Forum Executive Committee Terms of Reference

These Terms of Reference outline the Executive Committee's Roles and Responsibilities and was discussed and amended at the MFAF Planning Meeting on 19 January 2006 and at the first ExCo meeting on 24th March. It was finally agreed by the EC in April 2006.

1) The MFA Forum Executive Committee (EC) oversees the implementation of policies set out by the MFA Forum. The EC is not responsible for nor does it have a mandate to form policy for the MFA Forum. Policy discussions and decisions are to be taken by the MFA Forum as a group. The Executive Committee responsibilities include overseeing:

- Decisions regarding implementation;
- The MFA Forum budget, including in-country budgets;
- Review the role of the Secretariat; and
- Ensure consistency with MFA Forum policies.

2) The EC shall have a multi-stakeholder representation with the minimum representation by an International Intergovernmental Organisation, Trade Union, Non-governmental Organisation, Company/Brand, Multi-stakeholder Initiative, and the Secretariat.

The EC shall also link to MFAF country-level groups with someone from each country group either participating as a member or as an observing participant. Wherever possible, an existing member of the EC will also act as a country-level representative. Where this isn't possible or preferred, or where the country group has decided for a different EC representative for the country-level representation, the in-country team may nominate an observing participant. In addition, representatives of in-country groups may be nominated by an in-country group and elected upon consensus of the EC.

3) The Executive Committee is a 'virtual-based' group and will meet monthly by teleconference. However, there may be opportunities where the EC may meet in-person and these meetings may have a longer timeframe, as agreed by the EC.

4) A quorum of four EC members in agreement (not including the convener) will constitute a decision by the EC, with the exception of major decisions, for which unanimous agreement by all EC members is required. There must be consensus amongst all EC members present at a meeting, as well as the convener, that a decision is not major in order for decisions to be concluded without consulting absent EC members. Where unanimity is required, the Secretariat will communicate electronically with the whole EC group with a specified time to respond.



5 Minutes will be written by the Secretariat and sent to the EC in a timely manner. The minutes must be approved by 50% of those that attended the meeting. The Secretariat will send the minutes, after approval, to the entire MFA Forum after each meeting. The EC minutes will be available on the MFA Forum website.

6) Anyone who wishes to attend the EC teleconferences may attend as observers and anyone can propose items for the EC to consider.

7) The MFA Forum will review the Executive Committee one time a year. Through consensus, the MFA Forum will make the decision as to the value of the EC, the value of individual members of the EC and whether members should be replaced or if other members should join. However, nominations to the EC can be made at any time and put to the MFA Forum for approval.

8) The Chair of the EC will be the Secretariat, as decided by the MFA Forum on 19th January 2006.