

CaLP Technical Advisory Group (TAG) Terms of Reference (ToR)

This document is to be read alongside the 'CaLP Membership Terms', 'Membership Statement' and 'CaLP Board Operational Documentation'. Acceptance of TAG Representation implies agreement to the roles, responsibilities, expectations and ways of working set out in these ToR.

I. Background

The Strategic Review of CaLP (2014) confirmed the decision to modify the governing structures of CaLP – to divide the functions of the previous CaLP Steering Committee into two distinct bodies: a high-level Board of Directors (Board) and a Technical Advisory Group (TAG). The TAG was then formed and first met in April 2016.

This document introduces the Terms of Reference (ToR) for the TAG and constitutes the framework under which TAG Representatives will be selected, as well as the guiding roles, responsibilities and expectations of TAG Representatives. The ToR will be reviewed on an annual basis, with inputs from the TAG.

II. Vision and Composition

A. Vision

The TAG helps shape priorities and steers the technical work of CaLP. It endorses key technical outputs, ensuring complementarities with related initiatives. The TAG is actively engaged in shaping CaLP's strategic workstreams and is provided with opportunities to shape CaLP's regional priorities.

The TAG operates both as a collaborative group and through Working Groups (WGs- *see section III. Roles, Responsibilities, and Expectations* for more detail). The TAG itself is responsible for defining which WGs should be established.

The TAG is coordinated overall by the CaLP Technical Coordinator, with TAG Representatives taking part in Working Groups within their areas of expertise. As a matter of principle, the TAG should complement and not duplicate other existing sectoral initiatives (e.g. ELAN, SEEP, Grand Bargain cash workstream groups etc).

B. Composition

The TAG is comprised of between 20 and 30 individual representatives selected from a diverse array of CaLP member organisations, including United Nations humanitarian agencies, international and local NGOs, academia, think tanks, private sector and the donor community, and independent

experts. The final composition of the TAG is based on the quality and diversity of applications received ([see the CaLP Membership Application Pack](#)).

It is expected that TAG Representatives will facilitate the engagement of a range of expertise within their organisations and networks, and include that expertise in relevant Working Groups. In addition, a limited number of external experts may be asked to participate in TAG initiatives at CaLP's discretion.

III. Roles, Responsibilities, and Expectations

A. Overview of relationship between TAG and Working Groups

The TAG operates both as a collaborative group and through Working Groups (WGs). Working Groups are set up by CaLP in consultation with the TAG to advance key workstreams across CaLP's annual objectives. WGs can be established around CaLP's priority topics, or other emerging priorities. Some WGs work together towards specific outputs, whereas other groups may primarily have a coordination function. The TAG is responsible for reviewing and endorsing key outputs from WGs.

Any representative from CaLP's members with the relevant expertise can join one or more WGs. Working Groups are also open, upon invitation only, to individuals beyond CaLP's membership with specific relevant expertise. Each WG will be led by the CaLP Secretariat.

B. Role of the CaLP Secretariat

The CaLP Secretariat:

- Is responsible for the overall work plan for the TAG.
- Is responsible for ensuring that the TAG calendar and workplan are up to date.
- Commits CaLP regional representatives to attend all TAG meetings to ensure coherence between global and regional technical priorities.
- Manages the overall engagement of the TAG and opens TAG applications to existing and new CaLP members when appropriate.
- Organises an annual face-to-face meeting of the TAG, linked to the global membership event, as well as ad-hoc face-to-face meetings.
- Organises quarterly webinars. The quarterly webinars will take place circa 2 weeks prior to each CaLP Board meeting, so that an update on the TAG can be prepared for the Board.
- Leads Working Groups (WGs), which includes:
 - Co-develop the overall technical direction for that area of work.
 - Develop a work plan for the group, with clear timelines.
 - Request nominations from TAG member agencies, and CaLP's broader membership to join the group, on basis of individual interests and organisational added-value.

- Establish clear linkages with other related sector initiatives (e.g. IASC coordination mechanisms).
- Organise regular meetings with the group to review progress.
- Organise forums for dissemination of WG outputs (e.g. by organising webinars through CaLP).
- Provide update on progress at the TAG quarterly calls, and facilitate a process for the TAG to review and endorse key outputs.

C. Responsibilities of TAG Representatives

TAG Representatives commit a minimum of ½ day a month to undertaking work for the TAG and Working Groups. If individuals cannot commit this time, they will be asked to step down from the TAG. Within this time allocation, TAG Representatives:

- Attend the 4 quarterly webinars, and yearly face-to-face meeting. TAG Representatives are expected to attend all meetings. In exceptional circumstances, the appointment of a temporary TAG Representative or distant participation may be considered.
- Support CaLP to define technical priorities where necessary and / or appropriate, including defining which WGs should be established.
- Review and endorse key outputs from WGs. These may include technical standards, guidance, research frameworks, and new evidence.
- Contribute resources and expertise to the development of content of CaLP's training modules.
- Actively share information on planned technical initiatives, to enable coordination and harmonisation.
- Actively engage other colleagues in CaLP's technical work. This includes encouraging colleagues to join WGs, and facilitating engagement between regional colleagues and CaLP regional representatives.

IV. Criteria for Technical Advisory Group Membership

For the purposes of the TAG selection process, CaLP places emphasis on the specific characteristics of both the organisation (member agency) and the individual (TAG Representative). The descriptions below represent the criteria necessary for selection at each level. Independent TAG applicants (i.e. Independent consultants who are members of CaLP) will be assessed based on the individual level criteria. CaLP will seek to build a diverse TAG, representative of its membership and its geographical reach. The selection process will favour organisations and individuals able to demonstrate and leverage a broad range of expertise.

A. Organisational Level Criteria

- Alignment with CaLP's global mission and vision.

- Demonstrated commitment to humanitarian principles, transparency, coordination, accountability, quality and improving performance.
- Organisational expertise in a specific sector, or one or more areas relating to CTP or CaLP's four strategic objectives.
- Ability to identify and appoint a senior level technical representative to serve as the organisation's representative on the TAG and to effectively leverage expertise from other senior technical colleagues.

B. Individual Level Criteria

- Ability to generate technical buy-in among senior colleagues within their organisation.
- Ability to ensure that CaLP's work is spread and shared within technical levels and beyond of their organisation.
- Demonstrated experience of leading technical initiatives relating to CTP at organisational level.
- Extensive technical specialist experience in one or more areas relating to CTP, or CaLP's four strategic objectives.
- Broad range of technical field work across different geographical regions, or equivalent comparable experience, preferably in humanitarian contexts.
- Committed to participating in at least one face-to-face meeting per year, quarterly webinars, and ad-hoc conference calls and face-to-face meetings.
- Committed to contributing an estimated ½ day of work per month to the TAG.

V. Other Information on ways of working

The following section contains ways of working for the TAG.

A. Technical Advisory Group Membership Review and Termination of Membership

- TAG membership will be reviewed (and approved) every 2 years. TAG Representatives can withdraw from CaLP in writing, by communicating with the CaLP Membership Officer.
- Opportunities to join the TAG within this 2-year period will be provided and communicated by the CaLP Secretariat to the CaLP membership.
- TAG Representatives who do not comply with their full responsibilities and commitments may be requested to adhere to their responsibilities in the future or withdraw their membership to allow for new space on the TAG to be opened up for others.
- If the appointed TAG Representative is temporarily (e.g. parental leave) not able to commit to their responsibilities they should initially suggest an alternative colleague, to be approved by the CaLP Technical Coordinator. If the TAG Representative is exceptionally unable to make a TAG meeting, they can nominate an alternate representative from their organisation.

- If the appointed TAG Representative leaves the member agency they will not automatically be replaced by another colleague. Instead, a colleague from the member agency can apply to the TAG.
- If a TAG Representative moves to another member agency with a TAG Representative, the member agency can decide which individual continues as the TAG Representative.

B. Coverage of Costs

All TAG related travel and accommodation expenses are expected to be self-paid, covered by the member agency. Any exceptions to this policy e.g will be assessed on a case by case basis.

C. Relationship between the TAG and the Board

The TAG updates the board on quarterly progress, and provides technical input to the board to inform CaLP's annual planning.