

Terms of Reference GEC

Summary

This document describes the terms of reference (ToR) of the GIA Executive Committee (GEC).

The GEC

The GEC is made up of 3-5 members, (initially 3), appointed by the DGG, meeting approximately every two months to oversee the Secretariat in the day-to-day implementation of agreed strategy.

Terms of Reference for the GEC

- The purpose of the GEC is to provide day to day governance of the activities and assets of GIA, and to oversee the operation of the Secretariat.
- The GEC will convene on a two-monthly basis (or otherwise as it deems necessary). Agendas and minutes for all GEC meetings will be sent to DGG members with a standing invitation for any DGG member to attend any meeting. The principles of transparency and 'no surprises' between the GEC and the DGG will be adhered to. Principal responsibilities for the GEC are as follows:

With respect to the Deed Governance Group (DGG):

1. Assists with the facilitation of the DGG meetings and advises the DGG on decisions that it needs to make.
2. Oversees the development of policies, strategies and budgets¹ by the Secretariat for approval by the DGG, then oversees their implementation by the Secretariat and reports to the DGG on progress. Work plans will be developed for both the GEC and the Secretariat.
3. Advise the DGG on appropriate resourcing levels (people and dollars) needed for the Secretariat to fulfil its role.
4. Issues guidance once agreed by the DGG, issues operational rules and other guidance as necessary for the smooth operation of the Deed and OAs.
5. Represents GIA publicly and in any system-wide roles as delegated by the DGG
6. Makes recommendations to the DGG on appropriate structure and legal form for GIA as required to ensure these are fit for purpose.
7. Sets priorities for GIA-wide projects and investments within the policies set by the DGG.

With respect to the GIA Secretariat:

8. Runs the appointment process for the role of Secretariat Manager, and appoints, subject to ratification by the DGG².
9. Oversees the Secretariat Manager.
10. Oversees the development and implementation of the Secretariat's work programme.
11. Delegates operational decisions and actions to the Secretariat
12. Note: where it chooses to do so, the DGG may instruct the Secretariat directly.

With respect to Sector-based Councils (SBCs) and Operational Agreements (OAs)

13. Liaise with SBCs to encourage consistency of direction, policy and decision-making between Councils and across the OAs in their domains
14. Liaise with SBCs and the parties to OAs to help provide information and assurance to the DGG that SBCs and OAs are meeting the aims of GIA.

GEC Chair

- a) An immediate task for the GEC is to elect its Chair to serve for the coming year. The duties of this role, beyond those as a member of the GEC are to:
 - Set the agenda for GEC meetings, in conjunction with the Secretariat Manager and ensure that appropriate briefing papers are prepared by the Secretariat (or others as needed)
 - Chair GEC meetings
 - Be the first point of liaison between the GEC and the DGG and also between the GEC and the Secretariat
 - Oversee the performance of the GEC and the Secretariat and give feedback as necessary.
- b) The suggested process for election of the Chair is for the Secretariat Manager (as an independent party) to chair the part of the GEC meeting addressing the election to:
 - Call for expressions of interest from GEC members
 - Invite discussion/statements as needed
 - Conduct a simple, open vote
 - Hand over the Chair role to the newly-elected Chair immediately following the election.