



Terms of Reference and Statutes

Approved by the Member Body of the INGO Forum in January 2017

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1. Background

The INGO Forum Myanmar is a body of over 100 INGOs (as of January 2017) working in the humanitarian, peace-building and development spheres.

The INGO Forum was established in response to the 2007 demonstrations and the increasing need to address the underlying causes of human suffering and socio-economic inequality in Myanmar. The INGO Forum was conceived as a loose association of international organisations and was created to ensure regular, facilitated dialogue between INGO decision-makers, and to generate strategic discussion and develop collective strategies within the INGO Forum and with local NGOs and civil society, UN agencies and donors on humanitarian and development issues in Myanmar.

An INGO Liaison Office, now the Secretariat, was established in early 2008 to ensure coordination among the INGO community and to improve the collaboration and information exchange with other humanitarian and development actors. It is staffed by four full-time employees and is, for the most part, funded through annual contributions from the INGO Forum Member Body and donor contributions.

2. Goal of the INGO Forum

The INGO Forum aims to influence and increase the effectiveness and coherence of humanitarian relief and development aid in Myanmar. It does this by exploring opportunities to develop and strengthen policy and best practice through coordinated information sharing, facilitated dialogue and constructive engagement with national and international decision-makers involved in humanitarian and development activities; in doing so it supports an enabling environment for INGOs to better fulfil their mandates.

3. General Objectives

- The INGO Forum supports information sharing and facilitated dialogue between INGO decision-makers on operational matters and on opportunities to strengthen policies and best practice through constructive engagement and collaboration with national and international decision-makers in Myanmar.
- The INGO Forum contributes to coordination, provides means through which INGOs, the UN, donors, and other external stakeholders can exchange information, share expertise and establish guidelines for coordinated, efficient and effective relief and development activities.
- The INGO Forum functions as a platform for strategic discussions that seek to develop common or complementary strategies based on collective analysis and mutual learning.

Additionally, the INGO Forum also works on building links between the INGO community and national NGOs.

4. Values and Principles

Members of the INGO Forum share common values and principles based on mutual interest and commitment to promoting social equity, economic progress, access to basic services, safety and security and a better standard of living for the people in Myanmar. This commitment is based on agencies' appreciation of their own ethical obligations and reflects the rights and duties enshrined in international law. The INGO Forum's specific values and principles are as follows:

1. Humanity - Promotion and advocacy for the right to life with dignity and security and undertaking all possible steps to prevention or alleviation of human suffering.
2. Non-profit - Not making profit, the purpose of existence is other than making profit.
3. Independence - Delivering aid independently from political, economic, or military objectives.
4. Impartiality and non-proselytizing - Providing assistance based on need alone, not based on nationality, race, religion, or political point of view. Non-proselytizing on religious or political

grounds is understood as a commitment to not offer assistance on the expressed or implied condition that people must (i) adhere to or convert to a particular faith or political party or (ii) listen and respond to messaging designed to induce conversion to a particular faith or political point of view.

5. Strengthening civil society - Understanding the added value of building and strengthening local capacities, work through/with local organisations/civil society and hold themselves accountable.
6. Mutual respect - Observance and respect towards each other's independence while recognizing the necessity of dialogue and the benefits of close coordination.

5. Organisational Structure

The structure of the INGO Forum is in three parts; the Member Body, the Steering Committee and the Secretariat.

5.1 Member Body

The Member body of the INGO Forum is a loose grouping of over 100 INGOs (as of January 2017) and International Red Cross members, which represents a large proportion of the INGOs active in Myanmar. INGOs in Myanmar have annual budgets ranging from less than 1 million USD to more than 30 million USD per year, but most have a budget of at least several million USD. This funding is channelled into a wide range of projects and programs in different sectors in the humanitarian, relief and development spheres.

Members are represented in the Member Body by their Country Directors, Country Representatives, Chief of Missions or formal delegates authorised to make decisions on their behalf.

The Member Body's responsibilities:

- serves as the key decision making body within INGO Forum structure;
- elects the Steering Committee;
- elects or selects Representatives to different meetings;
- approves the ToRs and strategy, and revisions of those documents;
- approves the annual budget.

5.2 Steering Committee

The Steering Committee is responsible for providing strategic oversight of the INGO Forum. Only the most senior legal representative of the INGO in country can stand for positions on the Steering Committee. The Steering Committee monitors, informs, guides, directs and assists the work of the INGO Forum and the Secretariat. The Steering Committee's key tasks include the recruitment and supervision of the Secretariat staff, approval and reporting on finances and activities of the Secretariat, reviewing and monitoring INGO Forum strategy; external representation for the INGO Forum and formulating and reviewing statutes and member applications. It aims to meet regularly, at the minimum, quarterly. Ad hoc meetings may be called as required.

The Steering Committee consists of seven members elected by the INGO Forum Member Body. Steering Committee members must be willing to serve on the Steering Committee for at least one year. Steering Committee members must be able and willing to commit time to Steering Committee affairs and ensure regular and consistent presence at Steering Committee meetings.

The elected positions are personal, not organizational. If the person has to leave the Steering Committee, the interim elections need to be held. Otherwise the SC can suggest to the Member Body on how to select the new interim SC Member, and if approved by the Member Body the INGO Forum Secretariat will proceed with selection and nomination.

The Steering Committee will be elected on an annual basis, renewable through re-election.

Any candidate for election should envision herself/himself present in Myanmar for at least 12 following months and should be previously engaged within the INGO sector in Myanmar.

The Steering Committee elects the INGO Forum Chair and its Treasurer. The Chair will nominate the Vice-Chair and seek approval from the Steering Committee. The posts should not be held by the same person for more than two consecutive years.

- The Chair: holds a representation role for the INGO Forum, serves as the focal point within the Steering Committee for the INGO Forum Secretariat, co-chairs (along with the INGO Forum Coordinator) and sets the agenda for Steering Committee meetings and holds line management of the INGO Forum Coordinator.
- Vice Chair: responsible for standing in for the Chair and completing the Chair's tasks in his/her absence.
- Treasurer: responsible for overseeing the funds of INGO Forum in close cooperation with INGO Forum Coordinator.

Dismissal

INGO Forum Members can bring their concerns about a certain Steering Committee Member to the Chair (or to one of the Steering Committee Members in the event the concern is about the Chair), who will then bring the issue to the Steering Committee for discussion. The Steering Committee can request by majority vote for the Steering Committee Member to resign (with the Steering Committee member in question not having voting rights on this occasion). If the Steering Committee Member refuses, s/he may have an opportunity to make their case to the Steering Committee to reconsider the request. If that does not lead to any change of position, the Steering Committee may dismiss the Member by majority vote with the Steering Committee Member in question not having voting rights on this occasion.

Should a Steering Committee Member fail to attend more than three consecutive Steering Committee meetings without good explanation, or to actively engage in Steering Committee activities, they will be asked to withdraw from the Steering Committee and a new Steering Committee Member will be elected for the remaining time of the year.

See Annex 3. INGO Forum Steering Committee ToR

5.3 Secretariat

The Secretariat has been established to deliver INGO Forum services on behalf of the membership. The Secretariat ensures coordination among the INGO community and aims at improving collaboration and information exchange with other humanitarian and development stakeholders. The Secretariat consists of the INGO Forum Coordinator, Program Officer, Communications and Outreach Officer and Finance-Admin Officer (as of January 2017).

The Secretariat is accountable to the Steering Committee and responds to requests from Members. The Secretariat also represents the INGO Forum in different external meetings.

6. Representation

Aside from coordination activities within the Forum Member Body, INGO Forum Representatives sit on important government- and donor-facing external fora, including:

- Humanitarian Country Team
- INGO Forum meetings with Humanitarian and Development Donors

- Inter Cluster Coordination Group, separate sectors/cluster meetings, and different cross sectorial meetings.
- Coordination meeting in geographic areas as Kachin, Rakhine and South-East
- Myanmar Development Cooperation Forum, led by the Government
- Development Sectors Working Groups, led by the Government
- Meetings with Government Officials, Ministries and Departments
- Consultation meetings regarding Donor Strategies
- Peace strategic discussions
- Local NGOs and CSOs' meetings, workshops and networks

INGO Forum Representatives might be nominated or elected. The Representative's role is to represent the whole INGO Forum community, not only their own organization. Representatives need to prepare before attending meetings and check perspectives with the Membership and the INGO Forum Secretariat. They should also report back to the Membership on any meetings or information they have received.

INGO Forum can be represented by the Steering Committee and the INGO Forum Secretariat.

See Annex 4 and 5 for further guidelines for INGO Forum Representatives to HCT and SWGs.

7. Members' Rights, Obligations and Status

Rights and Obligations of Members:

- All members, including Observers, have the right to raise issues, provide comments and offer recommendations on all matters related to the activities, operations and strategic outline of the INGO Forum.
- All members, including Observers, receive, on a regular basis, all mailings and reports for general distribution, and have ready access to all general information kept by the INGO Forum Secretariat.
- Full members (one designated senior representative from each member organisation with a designated alternate) have the right to vote, and stand for election to the Steering Committee.
- Full members can invite one other staff from their organisation to the INGO Forum as guests, observers or resource persons, as the need arises.
- Sensitive and confidential information emanating from discussions within the INGO Forum should not be shared outside of the INGO Forum.

Membership Status:

Full Member:

An organisation is eligible to become a Full Member if it meets all the following criteria:

- The organisation is a non-profit making INGO with its headquarters based overseas;
- The status of the organisation in Myanmar is in line with being a non-profit making INGO;
- It subscribes to the values and principles of the INGO Forum;
- It adheres to agreed commitments made by the INGO Forum;
- It commits not to speak in the name of the INGO Forum or the INGO community unless specifically agreed;
- It has paid its membership fee in full or has a waiver from the INGO Forum Steering Committee for some or its entire membership fee;
- It is able to ensure reasonable continuity in the person attending Forum meetings and ensure that senior management staff attends the meetings who can take decisions of behalf of his/her INGO if required.

Observer:

Organisations may apply for Observer status. Observer status members will not have voting rights or the right to stand for election on internal INGO Forum matters laid out in these Statutes. However, Observers will have all other rights which include standing for elections for working groups. The process for applying to be an Observer to the INGO Forum is the same as that described for Full Members, membership fees apply as for Full Members.

8. Membership Application Process

Interested organizations must complete and submit the INGO Forum Membership Application form (Annex 1), to the INGO Forum Secretariat. Each application is reviewed by the Steering Committee Members following certain guidelines. If there is consensus among at least half of the Steering Committee Members, the application is approved. If there are disagreements the application needs to be assessed by the full Steering Committee or put forward to the Member Body.

9. Decision Making

Member Body:

Decisions of the Member Body are based on consensus or voting. If there is a strong disagreement, a decision can be postponed or put to a vote. Voting might be done in a confidential way at the INGO Forum meeting or via online voting.

See more information below regarding common positioning and advocacy.

Steering Committee:

Decisions of the Steering Committee are based on consensus or voting.

A majority of Steering Committee Members (four out of seven) must be present at a meeting in order to make decisions. A consensus of at least four of the seven members is required for the decision to be passed.

Pending decisions can be taken to the Member Body for consultation if one-third of the Steering Committee finds it necessary.

INGO Forum Secretariat

The Secretariat, with INGO Forum Coordinator approval, is eligible to make operational decisions within agreed ToR, strategy and budget. The overall decision making of the Secretariat is overseen by the Steering Committee and its Chair.

Common positioning and advocacy of the INGO Forum and its Members

Decisions on advocacy/common positioning are taken by the full Member Body. Some advocacy issues of common interests, which are not controversial (such as visas) might be led by the Steering Committee (or the INGO Forum Secretariat) upon approval of all Steering Committee Members. Smaller groups of Members can put forward and co-sign an advocacy product, which will not be branded as the INGO Forum initiative, but rather as an initiative of specific group of Members.

The INGO Forum “brand” should not be the default approach to advocacy products and other activities. However, there is a strategic and added value to having INGO Forum branded products at certain times, which benefits small organizations and supports those organizations who cannot list their names. Therefore, INGO Forum branding on an advocacy product is based on the following principles:

- Unless supported by more than 50% of members that responded to request for endorsement, an INGO Forum branded product is not the position of INGO Forum.
- An INGO Forum branded product is to be presented as a collective work of those organizations which have signed onto the product.
- All INGO Forum branded products will state up front the number/fraction/percentage of members that support/sign onto the product.
- The branding process begins with drafting a justification and presenting it to the Steering Committee for approval.
- The names of organizations, who have signed off on an INGO Forum branded product which omits the names of the organizations, will not be provided to the media nor made public.
- Each organization (taking into account unique role of Member Observer organization) has a right to abstain from signing any of the advocacy products.

A group of Members can take the initiative to put together an Advocacy/common position initiative supported by the INGO Forum.

10. Elections Within the INGO Forum

There are a number of occasions when INGO Forum Members may be asked to vote, for example in the election of the Steering Committee, or for the election of INGO representatives to the seats on different groups.

The process for elections is as follows:

- The INGO Secretariat will alert the Forum Members to the need for a vote. The Secretariat will also circulate a blank candidate "INGO Profile Form" for potential candidates to complete, describing why they are relevant for the post, along with the timeline for the voting process.
- The INGO Forum Members that wish to be candidates will submit their "INGO Profile Form" to the INGO Forum Secretariat by email by the given deadline.
- The INGO Secretariat will share compiled "INGO Profile Forms" with Forum Members by email.
- Ballot papers will be distributed at the INGO Forum meeting or via email. If via email, the vote might be submitted via online system developed especially for certain elections.
- There will be one vote per INGO although each vote may include voting for several candidates e.g. if voting for seven members of the Steering Committee from fifteen applicants.
- Only the Country Director or their nominated deputy is permitted to vote.
- All votes should be submitted to the INGO Forum Secretariat by the determined deadline.
- INGO Forum Members who are candidates in an election should vote for themselves, plus the other candidates who they would like to represent them.
- Votes will be counted by the INGO Forum Secretariat, and Members will be notified of the result during the subsequent INGO Forum meeting or via email.
- In the case of a tied vote a solution that is mutually acceptable to the candidates will be followed, for example, they may agree to split the tenure into six monthly blocks. If they cannot agree on a mutually acceptable solution there will be a re-vote between the tied candidates.

For Steering Committee, Humanitarian Country Team and Sector Working Groups ToRs please see Annexes 3,4,5.

11. Financial Contributions

Members shall pay a standard membership fee as determined by the INGO Secretariat and its Steering Committee, and endorsed by the INGO Forum Member Body.

New joining members pay a “Joining Fee” for the whole year if they join in the first six months of the year (till end of June). If the organization joins as a new member in the latter half of the year, their yearly membership fee will be deducted depending on the months left in the year.

The membership fee for each Member depends on the size of their previous year’s budget for operations in Myanmar, see Annex 2 for yearly tiered membership information.

In exceptional cases and if approved by the INGO Forum Steering Committee waivers may be granted. If an INGO is unable to pay the contribution but wishes to be part of the INGO Forum, either as a Member or as an Observer, a written request of exemption (“waiver”) needs to be issued to the INGO Forum Steering Committee. The INGO Forum Steering Committee has the final decision on whether or not to approve the waiver.

- A waiver cannot be given for 2 successive years unless justified exceptional circumstances (which would require prior approval from the Steering Committee).
- Waiver requests should be considered according to: the budget of the organisation, size of the project in Myanmar, number of staff, existence of core funding.

12. Financial Management

The INGO Forum fiscal year is from the 1st of January to the 31st of December. However, funding through donor agreements will dictate audit times, based on the particular funding cycle. During the fiscal year no revision may be made in the current year’s budget without prior approval by the Steering Committee. Within the budget, however, savings to one expenditure component may be transferred to any other budget line provided this is in accordance with donor regulations and endorsed by the Steering Committee. If the transfer of savings in certain budget line would augment or decrease any other budgeted expenditure component by more than 15%, prior approval must be obtained from the Steering Committee.

It is the INGO Forum Coordinator’s obligation to meet budget requirements and cash accounting with proof documentation. Mid-year reports should be submitted to the Steering Committee.

Options for co-funding shall be explored, presented to and approved by the Forum Members.

The INGO Forum Secretariat follows INGO Forum Threshold document for approval of expenses.

13. Scope of Services

13.1 INGO Forum General Meetings and additional Meetings

INGO Forum General Meetings are held on a monthly basis.

Country Directors, Head of Missions, Heads of Agencies are invited to participate in monthly INGO Forum meetings. Deputies and senior staff are invited if the Head of an organization is not able to participate.

Participation at the meetings should be generally limited to one person per Member organisation with exceptions made for larger NGOs, during handovers or Head Office visits, or if requested.

The INGO Forum organizes additional topic related meetings for which it invites other staff from the Member Body, besides senior level leadership. Upon need or request the INGO Forum Secretariat will invite a guest speaker to present on certain issue.

Guests

Certain agencies and individuals may attend INGO Forum meetings as guests/observers, via an invitation from the INGO Forum Secretariat, Steering Committee or a Member.

- United Nations agencies and other international bodies, serving a liaison function to the international community;
- Networking entities performing a similar role for Myanmar NGOs and local NGOs;
- Speakers invited by the INGO Forum Secretariat, Steering Committee or an INGO Forum Member to address the membership on current issues of concern and relevance. The person who proposes the guest briefing is responsible for ensuring that the content will be of relevance and use to INGO Forum;
- No guests will be allowed to present if they are conducting private or individual solicitations and/or selling a product.

Guests must be approved by the INGO Forum Secretariat or the Steering Committee in order to be eligible to attend INGO Forum meetings. The INGO Forum reserves the right to hold closed sessions of its meetings as appropriate.

Please see Annex 6: Guidelines for guests/visitors presenting at INGO Forum meetings and Steering Committee meetings

INGO Forum Working Groups

The INGO Forum Secretariat supports establishment of INGO Forum Working Groups, which focus on different topics, and are led by different Member organizations. The Working Groups can be informal discussion groups, or more formalized with its own ToR, and strategies, approved by the Steering Committee. WGs are led by one or more INGO Forum members, and the lead agencies are responsible for feeding back to the wider membership and for moving action points forward. Most of the Working Groups are open to participation of Local NGOs and CBOs; the composition of each WG is up to the WG participants. The participants vary from senior level staff to mid level, program, and technical employees of different NGOs, as decided by the respective WGs.

The working group can put forward to INGO Forum Steering Committee its action plan for the INGO Forum membership. Advocacy has to be agreed by the Steering Committee and by the INGO Forum Member Body if necessary.

13.2 Information Sharing and Website

The INGO Forum manages a unique information network and constantly receives requests for general information on the non government sector presence and activities. The Secretariat serves as a contact point and distributes information amongst the Member Body.

The Secretariat shares information with external stakeholders according to guidelines set out by the INGO Forum. The Steering Committee and the INGO Forum Coordinator will represent and advocate for agreed interests of the INGO Forum in external meetings and to external stakeholders.

The INGO Forum manages its own website. The website consists of an informative public section and a Members-only information service.

13.3 Guidance Notes

For the purposes of briefing incoming INGOs and in order to highlight changes in government policy and procedures, the INGO Forum produces unofficial guidance notes on for example (October 2016):

- MoUs
- Registration

Terms of Reference and Statutes

- Reporting requirements
- Travel Authorisations
- Visas
- Banking

Whenever possible official guidance from the Government is provided to Members.

The INGO Forum leaflet and briefing pack is available for new Members.

The INGO Forum produces guidance and policy, as well as common positioning notes, for advocacy or membership capacity building.

14. Legal Status

The INGO Forum Myanmar is hosted by Oxfam in Myanmar (as of January 2017).

Statutes: Please see following Annexes

Annex 1: INGO Forum Membership Application

The INGO Forum Myanmar is a body of over 100 INGOs (as of January 2017) working in the humanitarian, peace-building and development spheres. Please see INGO Forum ToR and leaflet for more information.

Values and principles

Members of the INGO Forum share common values and principles based on mutual interest and commitment to promoting social equity, economic progress, access to basic services, safety and security and a better standard of living for the people in Myanmar. This commitment is based on agencies' appreciation of their own ethical obligations and reflects the rights and duties enshrined in international law. The INGO Forum's specific values and principles are as follows:

- Humanity - Promotion and advocacy for the right to life with dignity and security and undertaking all possible steps to prevention or alleviation of human suffering.
- Non-profit - Not making profit, the purpose of existence is other than making profit.
- Independence - Delivering aid independently from political, economic, or military objectives.
- Impartiality and non-proselytizing - Providing assistance based on need alone, not based on nationality, race, religion, or political point of view. Non-proselytizing on religious or political grounds is understood as a commitment to not offer assistance on the expressed or implied condition that people must (i) adhere to or convert to a particular faith or political party or (ii) listen and respond to messaging designed to induce conversion to a particular faith or political point of view.
- Strengthening civil society - Understanding the added value of building and strengthening local capacities, work through/with local organisations/civil society and hold themselves accountable.
- Mutual respect - Observance and respect towards each other's independence while recognizing the necessity of dialogue and the benefits of close coordination.

Membership types

1) Full Member

An organisation is eligible to become a Full Member if it meets all the following criteria:

- The organisation is a non-profit making INGO with its headquarters based overseas;
- The status of the organisation in Myanmar is in line with being a non-profit making INGO;
- It subscribes to the values and principles of the INGO Forum;
- It adheres to agreed commitments made by the INGO Forum;
- It commits not to speak in the name of the INGO Forum or the INGO community unless specifically agreed;
- It has paid its membership fee in full or has a waiver from the INGO Forum Steering Committee for some or its entire membership fee;
- It is able to ensure reasonable continuity in the person attending Forum meetings and ensure that senior management staff attends the meetings who can take decisions of behalf of his/her INGO if required.

2) Observer

Organisations may apply for Observer status. Observer status members will not have voting rights or the right to stand for election on internal INGO Forum matters laid out in these Statutes. However, Observers will have all other rights which include standing for elections for working groups. The process for applying to be an Observer to the INGO Forum is the same as that described for Full Members, membership fees apply as for Full Members.

Membership fees:

Accepted members shall pay a membership contribution. The joining fee for the year (number) is (number). For the year (number) the membership contribution for each member depends on the size of the preceding year (number) member annual budget, as per the following tiered membership system:

- Annual budget of more than 5 Million: USD (number)
- Annual budget between 3 to 5 Million: USD (number)
- Annual budget between 1 to 3 Million: USD (number)
- Annual budget of Less than 1 Million: USD (number)

Application process:

New organisations applying for membership should contact the INGO Forum Secretariat. If they believe that they meet the criteria for membership and adhere to its values and principles, they should submit a signed and scanned application form to the following two email addresses: nationallo.ingoforum@gmail.com with CC to ngocoordination@gmail.com.

The authority for reviewing membership applications lies with the INGO Forum Steering Committee. All new members must be approved by Steering Committee. The Steering Committee will refer to the INGO Forum Member Body any application for new membership that is not agreed via consensus. INGOs that are active in humanitarian assistance/recovery/development in Myanmar, but that have no permanent office or official representative or representation in the country, will not be eligible for membership.

Non-members in the INGO Forum can be invited on an ad hoc basis for the purpose of contributing to discussions and taking action on humanitarian and development issues as and when necessary.

The introductory session for interested and new members is organized once a month.

Attachments:

INGO Forum information leaflet, INGO Forum ToR and Strategy (plus other relevant documents if necessary).

INGO Forum Membership Application Form:

Official name of agency	
Full name of agency in English	
Applying for membership of the INGO Forum as:	Full Member <input type="checkbox"/> Observer Member <input type="checkbox"/> <i>Tick the relevant box</i>
Adherence of your organization to the INGO Forum values and principles (mentioned in the ToR and above)	<i>Tick the relevant box</i> 1. Humanity Yes <input type="checkbox"/> No <input type="checkbox"/> 2. Non profit Yes <input type="checkbox"/> No <input type="checkbox"/> 3. Independence Yes <input type="checkbox"/> No <input type="checkbox"/> 4. Impartiality and non-proselytizing Yes <input type="checkbox"/> No <input type="checkbox"/> 5. Strengthening civil society Yes <input type="checkbox"/> No <input type="checkbox"/> 6. Mutual respect Yes <input type="checkbox"/> No <input type="checkbox"/>
Name and position of Senior Representative	
Signature of Senior Representative	

Terms of Reference and Statutes

Contact details of Senior Representative	Email:
	Telephone:
Address of main office in Myanmar	
Address of main international office	
Organisation Website (Include link to Myanmar page)	
NGO Registration Number in country of origin	

Profile of INGO applicant:

International Profile of the INGO applicant

(incl. a description of organisational values, mandate and sectors)

Profile of INGO applicant in Myanmar

(incl. a description of activities and sectors)

Signature of senior representative in country:

Date:

Organisational Stamp:

Annex 2: Financial Contributions and Finances

(subject to revision every year)

Financial Contributions

Members shall pay a standard membership fee as determined by the INGO Forum Secretariat and its Steering Committee, and endorsed by the INGO Forum Member Body on an annual basis.

The membership contribution covers an annual period from January to December. The membership contributions will go towards the salary of the INGO Forum staff, the office costs and related activities.

For the year 2016 the membership contribution for each member depends on the size of the 2015 member annual budget, as per the following tiered membership system:

- Annual budget of more than 5 Million: USD 2,450
- Annual budget between 3 to 5 Million: USD 1,650
- Annual budget between 1 to 3 Million: USD 1,200
- Annual budget of less than 1 Million: USD 750
- Joining Fee (protracted after mid year): USD 750

The contribution will be collected by the INGO Forum Secretariat or designated organization by the Steering Committee. A receipt will be issued upon payment.

New joining members pay a “Joining Fee” for the whole year if they join in the first 6 months of the year (till end of June). If the organization joins as a new member in the mid year, their yearly membership fee will be deducted depending on the months left in the year.

In exceptional cases and if approved by the INGO Forum Steering Committee waivers may be granted. In the case an INGO is unable to pay the contribution but wishes to be part of the INGO Forum, either as a Member or as an Observer, a written request of exemption (“waiver”) needs to be issued to the INGO Forum Steering Committee. The waiver must be approved by the INGO Forum Steering Committee.

- A waiver cannot be given for two successive years unless justified exceptional circumstances (which would required prior approval from the Steering Committee).
- Waiver request should be considered according to: the budget of the organisation, size of the project in Myanmar, number of staff, existence of core funding.

Annex 3: INGO Forum Steering Committee ToR

The Steering Committee will consist of seven members elected by the INGO Forum. The Steering Committee member must be willing to serve on the Steering Committee for at least one year. The Steering Committee member must be able and willing to commit time to Steering Committee affairs and ensure regular and consistent presence at Steering Committee meetings. The Steering Committee shall meet quarterly or as often as it feels necessary in the presence of the INGO Forum Coordinator

Terms of Reference of the Steering Committee

INGO Forum Management

1. Reviewing the work of the INGO Forum to ensure that it is consistent with the INGO Forum's stated objectives and priorities.
2. Supporting decision making on behalf of the INGO Forum when decisions need to be made within a limited timeframe or when they do not require the input of all INGO Forum members.
3. To hold a supervisory and advisory role towards the INGO Forum staff.
4. Reviewing the INGO Forum's strategic plans, policies and procedures, ToRs, statutes and ensuring the quality of the INGO Forum's provision of member services.
5. To present to the INGO Forum reports on progress and finance as necessary.
6. To formulate by-laws and regulations to assist in the functioning of the INGO Forum, provided these do not conflict with the Statutes.
7. Provide strategic guidance to the INGO Forum.

Representation

1. High level representation around key issues and the agreed interests of INGO Forum members.
2. Approving the Terms of Reference for the INGO Forum formal Working Groups.
3. To support the election of INGO Representatives to the HCT and Development Sector Working Groups and other meetings.

Administration

1. Reviewing and processing applications for full or observer membership of the INGO Forum.
2. To approve the annual budget and membership fee presented by the INGO Forum Secretariat.
3. Overseeing budget management and expenditure to ensure the most effective use of funds to further the overall aims of the INGO Forum and member services.
4. To interview candidates for the INGO Forum Coordinator and other key INGO Forum positions, to make recommendations to the INGO Forum Members for appointment and to recruit the positions.
5. Support fundraising activities undertaken by the INGO Forum Secretariat.
6. Contractual, financial, and administrative matters will be dealt by the INGO Forum Secretariat with support of the Chair, Vice-Chair and Treasurer. Financial matters can be dealt by the selected organization by the Steering Committee (ex. in the case of hosting).

Composition of the Steering Committee

The Steering Committee will comprise 7 (seven) elected Members.

Tenure of the Steering Committee

The Steering Committee will be elected on an annual basis, renewable through re-election.

Any candidate for election should envision herself/himself present in Myanmar for at least 12 following months and should be previously engaged within the INGO sector in Myanmar.

Election of the INGO Forum Steering Committee

Steering Committee members will be elected for a year, with election taking place in December of each year. A Steering Committee member has to be the Representative, Country Director, Head of Mission or specially delegated senior manager of a fully paying INGO Forum Member. Candidates are elected to the Steering Committee by a vote of the INGO Forum Full Members. The members are elected by the INGO Forum, taking into consideration:

1. Willingness and ability of the representative to devote necessary time and energy to serve on the Steering Committee, and, where possible, to make his/her professional competence available to perform certain functions in the Steering Committee;
2. The rotation of agencies serving on the Steering Committee;
3. As much as possible, representing the regional and programmatic diversity in Myanmar.
4. Gender balance is encouraged between elected SC members.

See INGO Forum ToR for Voting and Election procedures.

Taking decisions within the Steering Committee

At times decisions need to be taken quickly by the INGO Forum and by the INGO Forum Secretariat Staff. In these instances, the Steering Committee is mandated to vote on the decision; a consensus of at least four of the seven members is required for the decision to be passed.

Steering Committee Member temporary absence

During annual holidays such as Thingyan or Christmas when a high portion of the Steering Committee may be leaving Yangon the Steering Committee must meet prior to their departure and consider nominating Steering Committee Deputies for exceptional circumstances.

If elected members intend to leave the country for any period, the contact details of the deputy must be communicated to the INGO Forum Secretariat and the remainder of the Steering Committee in advance of the departure.

Failure of Steering Committee Members to actively engage in Steering Committee activities

Should a Steering Committee Member fail to attend more than three consecutive Steering Committee meetings without good explanation, or to actively engage in Steering Committee activities, they will be asked to withdraw from the Steering Committee and a new Steering Committee Member will be elected for the remainder of the year.

Dismissal

INGO Forum Members can bring their concerns about a certain Steering Committee Member to the Chair (or to one of the Steering Committee Members in the event the concern is about the Chair), who will then bring the issue to the Steering Committee for discussion. The Steering Committee by majority vote can request and Steering Committee Member to resign (with the SC member in question not having voting rights on this occasion). If the SC Member refuses, s/he may have an opportunity to make their case to the Steering Committee to reconsider the request. If that does not lead to any change of position, the Steering Committee may dismiss the Member by majority vote with the Steering Committee Member in question not having voting rights on this occasion.

Positions within the Steering Committee

The Steering Committee elects the INGO Forum Chair and its Treasurer. The Chair will nominate the Vice-Chair and seek approval from the Steering Committee. The posts should not be held by the same person for more than two consecutive years.

The posts are personal not organizational. If the person has to leave, interim elections need to be held.

- The Chair: holds a representation role for the INGO Forum, serves as the focal point within the Steering Committee for the INGO Forum Secretariat, co-chairs (along with the INGO Forum Coordinator) and sets the agenda for Steering Committee meetings and holds line management of the INGO Forum Coordinator.
- Vice Chair: responsible for standing in for the Chair and completing the Chair's tasks in his/her absence.
- Treasurer: responsible for overseeing the funds of INGO Forum in close cooperation with INGO Forum Coordinator.

Annex 4: INGO HCT Representatives ToR

The Myanmar Humanitarian Country Team (HCT) is a humanitarian decision-making body that seeks to optimise the collective efforts of the UN, other international organizations, non-governmental organizations and the International Red Cross and Red Crescent Movement to strengthen the overall humanitarian response by maximizing its coherence with government arrangements to the extent possible for the provision of assistance to and protection of populations affected by emergencies.

The role of the HCT is to provide guidance on major strategic issues related to humanitarian action in-country, including by developing a strategic vision, setting strategic objectives and priorities and developing a comprehensive strategic response plan. The HCT makes decisions on policy issues related to humanitarian action in the country carried out by its members and its standing invitees. It ensures that humanitarian principles, international human rights and international humanitarian law, the Principles of Partnership, IASC guidelines and policies and strategies adopted by the HCT are promoted and adhered to by its members and standing invitees.

The HCT is responsible for fostering better relations between humanitarian actors and government entities and enhancing system-wide coherence in the delivery of humanitarian response.

The role of the HCT is agreeing on common strategic issues related to humanitarian action in-country. This includes setting common objectives and priorities, developing strategic plans, agreeing on the establishment of clusters and the designation of cluster lead agencies, providing guidance to cluster lead agencies, activating resource mobilization mechanisms, and advising the HC on allocation of resources from in-country humanitarian pooled funds, where they exist.

For more, ask OCHA for the HCT ToR.

The role of the INGO-HCT Representatives:

- To engage constructively with the HCT, taking a solution focus approach.
- To assist in identifying priority issues and topics that should be addressed at the strategic level. Contribute to the HCT agenda and discussion points with crucial, pending, urgent topics.
- To work with the other INGO representatives in the HCT to define core messages from the NGO community to the HCT. Consult with other members on their perspectives on what should be discussed at the HCT meetings. Raise important issues noticed by INGOs in the humanitarian sector.
- To prioritize attendance to all HCT meetings. Attend the preparatory INGO Forum meetings among the HCT Representatives.
- To prioritize and represent the interests of the wider INGO community rather than the individual organizational interests.
- To prioritize attendance to humanitarian meetings that the INGO Forum is involved in to keep abreast of the issues and priorities of the INGO community.
- On rotational basis, report to the full Membership on HCT discussion points and outcomes. This could be done at INGO Forum meetings, through notes dissemination, holding additional meetings. The aim of reporting, and preparation in advance is to be transparent, and inclusive of other members.
- To build relationships with other members of the HCT, including non-NGO members.
- Attend meetings with OCHA or other actors (such as donors) that relate to humanitarian issues.
- Commitment of time and attention to humanitarian issues.

Criteria for being a candidate for election to the HCT

- The Candidate must be a Country Director.

- The Candidate should commit to one year in a role of the HCT Representative.
- Candidates are elected as individuals, not by organisation.
- Candidates are Country Directors of INGOs with a humanitarian focus, and should be actively implementing humanitarian assistance in Myanmar. Country Directors cannot delegate responsibility to attend to their deputies at the moment, so the Candidate needs to commit time and availability.

Election of INGO-HCT Representatives

- If not otherwise specified by the HCT, INGOs hold 6 seats for Full Representatives and 6 seats for Alternate Representatives (as of July 2016). The INGO Forum Coordinator receives an additional seat.
- If either a Full or an Alternate Representative leaves during their tenure a new election will be held for the vacant position.
- Elections are held on an annual basis in June. The one year term for the HCT-Representatives is July – June.
- The quorum of HCT representative should as much as possible, represent the regional and programmatic diversity in Myanmar.
- Following agreements from the HCT (early 2016) the INGO Forum along with NGO-HCT Representatives are eligible to select an NGO-HCT Co-Chair. The Co-Chair holds one seat out of the seats allocated for INGOs and NGOs (it is not an additional seat). This is to subject of change if advised by the HCT.

For elections of the INGO-HCT Representatives please see INGO Forum ToR (Elections). The Candidate's form is available at the INGO Forum Secretariat.

Full Representatives and Alternates

If all six Full Representatives cannot attend the meeting, Alternates will be invited to fill the vacancy seats. All Full and Alternate Representatives are involved in preparatory meetings and internal INGO Forum discussions related to humanitarian issues, as well email exchanges. Other CDs of humanitarian organizations not sitting on the HCT are welcome to join preparatory meetings and or any other meetings related to humanitarian issues.

Annex 5: ToR of INGO Forum Representatives to Sector Working Groups (SWGs)

The Government-led Myanmar Development Cooperation Forum (MDCF) organized in 2012 and 2013 in Nay Pi Taw led to the Nay Pi Taw Accord for Effective Development Cooperation. The Accord outlined principles and commitments for donors, the government and development partners on aid effectiveness. NPT Accords in Jan 2013 outlined the importance of involving INGOs and NGOs in strategic development decisions.

At the first Myanmar Development Cooperation Forum in 2013 it was agreed to set up SWGs. Although the Government was initially reluctant to allow INGOs/NGOs to move from being observers to full members, under the encouragement of donors, INGOs/NGOs are now full members. Some of the groups are working better than others (Agriculture and Rural Development, Education, Health and Water, Social Protection and Risk Reduction, Gender Equality and Women's Empowerment, Employment Opportunities, Environment Conservation, Hotels and Tourism, Media, Electric Power, Administrative Reform, Public Finance Management, Transportation). Meetings should be scheduled every couple of months but some groups have not met for more than half a year.

There is an ongoing review of the structure of the SWGs, and at the same time the participation of INGOs will be strengthened. The SWG Chair is a government representative (a ministry) and a bilateral and multilateral donor serves as a lead agency. The SWGs are setting up policies; as a member INGOs have direct access to key actors, donors and heads of agencies.

More information is available on AIMS/Mohinga website.

SWG-INGO Representatives

Every two years the INGO Forum runs elections for its Representatives to SWGs. The term is two years long, starting in January and finishing after two years in December. Elections are run in December before the term ends. The election process is defined in the INGO Forum ToR. The Candidate's form can be provided by the INGO Forum Secretariat.

For most of the SWGs, the INGO Forum is eligible to elect one Full Representative and one Alternate. There are some SWGs that accept more INGO Representatives (check with INGO Forum Secretariat for more information).

The candidates for representatives must be at Country Director level, since there are heads of ministries and heads of donor agencies participating in meetings.

Some meetings are held in NPT, others are in Yangon, it varies even within each group. The participants need to be able to travel, and cover the cost of travel.

For most of the groups the seat is based on a person not organization. Interim elections need to be run if the Representatives steps down (exception is the Health Sector Working Group- M-HSCC, where the representation is organizational). The Representative attends meetings on behalf of a wider community.

One organization can send nominations to more than one SWG, there is no limit on the number of SWGs they would like to participate in.

There is an expectation and requirement that members of the INGO Forum who sit on a Sector Working Groups (or Sub-sector) will represent the views of all INGO Forum Members who are working in that sector.

Responsibilities of the SWG-INGO Representative:

- To work with INGOs who are operational in the sector to identify priority issues and topics that should be addressed at the strategic level. This could be through organising and chairing INGO Sector Working Group meetings, including:
 - Identifying and inviting relevant participants (with the support of the INGO Forum);
 - Setting agendas;
 - Taking and distributing minutes;
 - Debriefing INGOs working in the sector about the Sector Working Group meetings.
- To work with the other INGOs are operational in the Sector to define core messages from the NGO community to the Sector Working Group.
- To keep abreast of the issues and priorities of the NGO community.
- To give feedback to the INGO Forum through verbal briefings after each meeting and by providing the Sector Working Group minutes to interested Forum members.
- To engage constructively with the Sector Working Group, taking a solution focus approach.
- To prioritize and represent the interests of the wider NGO community rather than the individual organizational interests.
- To prioritize attendance to all meetings of the Sector Working Group.
- To build relationships with other members of the Sector Working Group.

Representatives need to have experience in certain topic and in the field, and be ready to represent the whole INGO voice, consult and report back to the Member Body.

Representative will endeavour to engage with LINGO networks to discuss the priorities for the INGO Forum and to explore opportunities to create synergies

For elections of the SWGs representatives please see INGO Forum ToR (Elections). The Candidate's form is available at the INGO Forum Secretariat.

Annex 6: Guidelines for Guests Presenting at INGO Forum Meetings and Steering Committee Meetings

Local organizations, partners, UN institutions, and others can be invited to present at INGO Forum meetings. The below guidelines should be followed.

- No guests will be allowed to present if they are conducting private or individual solicitations and/or selling a product.
- Invited guests should brief the membership on an issue of importance and relevance to INGO Forum.
- Suggestions for a guest presentation to the membership should be made by a Steering Committee Member or any Member of INGO Forum at least ten days before the next INGO Forum meeting, by emailing a one paragraph description of the guest presentation to the INGO Forum Secretariat.
- The INGO Forum Secretariat will review the suggestion from the Guest Speaker and if uncertain will put it forward to the Steering Committee for approval. The Steering Committee decides by consensus or majority vote if the issue is important enough to present at the INGO Forum meeting.