[Country Name] - Coordination Forum (ICC/HSCC)

Terms of Reference (TOR)

*Note: Gavi Alliance requires that the dimensions below are part of the Terms of Reference[[1]](#footnote-1). For more details see Gavi’s guidance on Coordination Forums (*[*www.gavi.org/support/coordination/*](http://www.gavi.org/support/coordination/)*).*

Objective of coordination forum

|  |
| --- |
| [Provide a brief description of mission and objectives of the country coordination forum] |

Mandates

|  |
| --- |
| [List mandates, or responsibilities, of the country coordination forum, with a brief description of each. Ideally, the high-level dimensions should be aligned with dimensions outlined with Gavi’s guidance on Coordination Forums ([www.gavi.org/support/coordination/](http://www.gavi.org/support/coordination/)):    1) Strategic planning of the EPI programme  2) Programme financing  3) Coordination  4) Operational planning and performance oversight  5) Information dissemination  *Not that the following mandates are required by the Gavi Alliance:*  *Under 2) Programme Financing:*   * *Review and approve Gavi grant applications (includes HSIS support), renewals[[2]](#footnote-2) and Partners’ Engagement Framework (PEF) submissions of partners for 2018 and ensure their alignment with national strategic and operational plans and a focus on sustainable coverage and equity* * *Ensure a broad and participatory process in grant application development also on the operational and technical level (involving the required members outlined in the guidance)*   *Under 4) Operational planning and performance oversight*   * *Review and endorse operational plans and budgets for HSIS support* * *Oversee progress of Gavi investments based on discussion and approval of Joint Appraisal and if possible based on insights from the EPI team and operational/ technical Coordination Forums*   *Further recommendations on mandates can be found in Gavi’s guidance on Coordination Forums (*[*www.gavi.org/support/coordination/*](http://www.gavi.org/support/coordination/)*)]* |

membership

**1. Membership composition**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Member profile** | **Name** | | | **Organisation** | | **Title** | |
| **Gavi Alliance required chair:** | | | | | | | |
| Senior leader from the Ministry of Health with decision making authority |  | | |  | |  | |
| **Gavi Alliance required members: Senior-level leaders with decision making authority from** | | | | | | |
| EPI programme | |  |  | |  | |
| Ministries related to budget, financial plans and other topics related to EPI financing | |  |  | |  | |
| Ministry of Health planning departments/divisions and other directorates related to HSS | |  |  | |  | |
| Ministries (other than Ministry of Health) with high relevance to EPI programme implementation | |  |  | |  | |
| Civil society most active in immunisation and representing voice of constituencies | |  |  | |  | |
| Key donors most active in immunisation, maternal/ neonatal/ child health, and/or health system strengthening in the country | |  |  | |  | |
| Key (implementing) partners most active in immunisation and health system strengthening in the country | |  |  | |  | |
| **Other members** | | | | | | | |
|  |  | | |  | |  | |
|  |  | | |  | |  | |
|  |  | | |  | |  | |
|  |  | | |  | |  | |
|  |  | | |  | |  | |
|  |  | | |  | |  | |
|  |  | | |  | |  | |

*Further recommendations on members can be found in Gavi’s guidance on Coordination Forums (*[*www.gavi.org/support/coordination/*](http://www.gavi.org/support/coordination/)*)]*

**2. Selection Process**

|  |
| --- |
| [Outline e.g., criteria and processes for members to be identified, selected, and removed] |

**3. Membership Rules**

|  |
| --- |
| [Indicate e.g., attendance and participation expectations, term limits, etc.] |

meeting RULES

|  |
| --- |
| [Outline e.g., how often meetings will take place, how far in advance they should be scheduled, ideal timing of meetings to align with the key grant cycle events, and when additional ad-hoc meetings should be considered]  *Recommendations on meeting rules can be found in Gavi’s guidance on Coordination Forums (*[*www.gavi.org/support/coordination/*](http://www.gavi.org/support/coordination/)*)]* |

DECISION-MAKING PROCEDUREs

|  |
| --- |
| [Including e.g., quorum to take any decision *(required by Gavi Alliance)*, presence of chair to take decisions, voting rules for approving different types of decisions  *Recommendations on decision-making procedures can be found in Gavi’s guidance on Coordination Forums (*[*www.gavi.org/support/coordination/*](http://www.gavi.org/support/coordination/)*)]* |

SUPPORT functions

|  |  |  |
| --- | --- | --- |
| **Meeting Minutes** | [Outline e.g., rules for taking and sharing meeting minutes.  *Required by Gavi: Specify number of days after meeting to complete these tasks (e.g. 5 working days); minutes should include list of members attending the meeting and whether quorum was met]* | [Indicate responsible person(s)] |
| **Administrative activities** | [Outline e.g. specific administrative activities needed to support Coordination Forum meetings, including scheduling meetings, collecting and sharing pre-read documents, sharing agendas, organizing meeting logistics, creating transparency on attendance and key decisions; specify number of days in advance of meeting to complete these tasks, etc.] | [Indicate responsible person(s)] |
| **‘Content’ activities** | [Outline e.g. specific content-related activities needed to support CF meetings, including developing agenda and pre-reads, shaping a coherent meeting document, tracking follow-up on decisions taken (potentially through use of a dashboard), etc.] | [Indicate responsible person(s)] |

Rules and organisational structure of coordination forum Secretariat (or equivalent)

|  |
| --- |
| [Provide description of e.g., how Secretariat or other support structure is organized, outline key roles and responsibilities, and indicate how support structure is governed (e.g. where it is based, how it receives guidance from the Coordination Forum); specify roles played by the EPI manager  *Recommendations on Coordination Forum Secretariats can be found in Gavi’s guidance on Coordination Forums (*[*www.gavi.org/support/coordination/*](http://www.gavi.org/support/coordination/)*)]* |

Terms of reference for committees and/or working groups (if applicable)

**Working Group or Committee #1**

|  |  |
| --- | --- |
| **Mandate** | [List mandates, or responsibilities, of working group or committee] |
| **Membership** | [List criteria for membership, selection process, current members] |
| **Rules of Operation** | [Indicate rules for working group or committee meetings, e.g. meeting preparation, attendance, participation from members, rules for voting, taking meeting minutes, follow-up] |

**Working Group or Committee #2**

|  |  |
| --- | --- |
| **Mandate** | [List mandates, or responsibilities, of working group or committee] |
| **Membership** | [List criteria for membership, selection process, current members] |
| **Rules of Operation** | [Indicate rules for working group or committee meetings, e.g. meeting preparation, attendance, participation from members, rules for voting, taking meeting minutes, follow-up] |

Terms of reference approval

|  |  |
| --- | --- |
| **Coordination Forum Chair Name** | **Signature** |
| [Name] | [Organisation] |
| **Coordination Forum Member Name** | **Signature** |
| [Name] | [Organisation] |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Date of Approval** |  |

1. As of May 2017 [↑](#footnote-ref-1)
2. HSS renewals as of 2017 [↑](#footnote-ref-2)