**DRAFT Terms of Reference**: ***Anti-Racism – Building Awareness and Changing Practices* TIC Project Steering Committee**

1. **Purpose**
2. **Composition and Meeting Frequency**
3. **Roles and Responsibilities**
4. **Key Documents**

**1. PURPOSE**The Steering Committee oversees the project and is responsible for overall strategic guidance, coordination and resourcing. It serves an advisory role to the Content Team, providing advice and feedback on the strategic orientations of the project and proposing adjustments to the workplan as necessary to fully achieve the project objectives. As such, the Steering Committee will also monitor the project’s implementation, changes introduced, and achievement of results to help ensure it remains on track. They will also be responsible to manage the decision on whether or not to apply for Phase II of this project. As ambassadors of the project, Steering Committee Members will also support internal communications within their entities and the movement at large. Finally, the Steering Committee is accountable for relationship management and updates with the TIC Secretariat, and one representative will serve as the TIC Secretariat Liaison for the project.

**2. COMPOSITION AND MEETING FREQUENCY
*Composition***The Steering Committee consists of representatives from the respective sponsoring entities of the project, and bring the collective voice of their entities to this role. Steering Committee members may rotate their seat, if they choose, to another staff member within their entity. As best practice, Steering Committee members should plan not to rotate their responsibilities to another staff member within a year, to ensure good knowledge management and coverage. There is no limit to how long an individual can serve on a Steering Committee, and rotation is optional only.

The current Steering Committee (as of January 2021) is as follows:

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| --- | --- |
| **Sponsoring Entity/Name**  | **Steering Committee Representative**  |
| WaCA / Dr Chibuzo Okonta  | Ali Ouattara |
| OCBA / Marta Canas  | Ananda Melo |
| MSF SA / Andrew Mews  | Monica Genya |
| CAMINO / Loic Jaeger  | Pablo WARING        |
| MSF EA / Teresa Bonyo   | Erastus Cheti  |
| MSF SARA / Farhat Mantoo | Helen ONeill  |
| MSF Brazil / Ana Lemos  | Renata Reis  |
| MSF Canada / Joe Belliveau  | Aanjalie Roane  |

***Meeting Frequency***Steering Committee members will participate in the following meetings:

* **Update Meeting Every 6-7 weeks:** A one-hour meeting will be scheduled after 6-7 weeks to reflect on progress against the project workplan and budget, emerging challenges, administrative needs (e.g., responsibilities for upcoming TIC deadlines) and internal communications. Responsibilities for setting the agenda and taking notes for this meeting will rotate between Steering Committee Members.
* **Quarterly Implementation Tracking Meeting (Joint with Content Team):** Every 3 months, the Content Team and Steering Committee will meet to discuss longer-term strategic priorities tied to the implementation of the project. These meetings will be moments to provide feedback on implementation tactics, troubleshoot more difficult challenges, and reflect on ongoing needs. The agenda for this meeting will be jointly decided by the Content Team and the Steering Committee, facilitated by the Content Team Liaison (see below).
* **Annual Workplan Meeting:** Once a year (start or end of year), the Steering Committee will meet to set their annual workplan, and revise these terms of reference as necessary and appropriate.
* **Ad hoc meetings as necessary**

A dedicated Microsoft Teams channel will also be created for Steering Committee updates and correspondence between meetings.

**3. ROLES AND RESPONSIBIILITIES**Self-elected representatives within the Steering Committee will serve the following specific roles to ensure clear project management. These representatives will have the option to handover their roles to another member of the Steering Committee every 12 months, if they wish to do so:

* **TIC Liaison:** Responsible for all correspondence and relationship management with the TIC secretariat, including informing the wider Steering Committee of upcoming TIC deadlines, and project managing proposal development as necessary. For example, the TIC Liaison will be responsible for managing the plan for formally requesting the second half of funds to be allocated to this project. The TIC Liaison will also serve as the function manager for the Project Lead.
* **Content Team Liaison:** While all Steering Committee Members should stay connected with their respective Content Team counterpart, the Content Team Liaison is the focal point for staying abreast of that team’s issues of concerns, emerging challenges, and areas requiring Steering Committee feedback. They are the focal for Content Team members to reach out to when they want to raise an issue for Steering Committee consultation, and are responsible for setting the agenda for the Quarterly Implementation Tracking Meetings (see above).
* **Liaison with Similar Projects in the Movement:** Given the multiple projects and initiatives related to anti-racism, anti-oppression, and equity, diversity, and inclusion within the MSF Movement, this individual in the Steering Committee will be responsible for keeping abreast of comparable initiatives to help share learnings and avoid duplication.
* **Monitoring & Evaluation Liaison:** While all Steering Committee Members will contribute to M&E, the Lead is responsible for project managing this process to support the Content Team with the development of effective metrics, track against indicators, and document learnings. The M&E lead will also project manage all reporting to the TIC secretariat on behalf of the Steering Committee.

Additionally, all Steering Committee Members will be responsible for the following:

* **Project Lead Hiring & Management:** The SteerCo will be responsible for hiring the Project Lead, including the posting of the JD from one SteerCo section, and leading the recruitment process. Additionally, the Project Lead will report to the Steering Committee (with the TIC Liaison as their functional manager and main point of contact).
* **Budget Management:** While the Project Lead will lead budget management, the full Steering Committee is responsible for ensuring this is happening effectively. One specific responsibility of the Steering Committee is to secure the other 50% of the budget – which will be managed by the TIC liaison – but for which all Steering Committee members should be engaged and responsible.
* **Project Oversight and Feedback:** All Members are responsible for the overall guidance of the project. This includes providing input based on needs and requirements from their constituents, as well as feedback on the concept and approach.
* **Internal Communications:** All Members must work to ensure effective internal communities within their entities and collectively toward the movement. This includes close collaboration with the DEI coordination group to create buy-in, early connection with People Leaders to generate interest, and other internal comms strategies as determined.
* **Determining Future Phases:** While this project is envisioned to last one year, the Steering Committee will be responsible for making and managing a decision around whether or not to apply for a Phase II. This decision should be made well in advance of the end of year.
* **Personal Learning Journey & Connection with Local Conversations on EDI:** All Members will invest time in their own learning journey around anti-racism and anti-oppression, including by informally sharing relevant resources to help build capacity on these topics. This includes connecting with their local societies to stay abreast of conversations and sensitivities related to EDI.

**4. KEY DOCUMENTS**

* [Anti-Racism Project Concept Note](https://msfintl-my.sharepoint.com/%3Aw%3A/g/personal/christiane_essombe_toronto_msf_org/Ec9F_2r75w9BuC54LLC_Nu8B-I8RPGK0jGn_6Za2ko-7EQ?e=2oLV0K&CID=0B9C1581-C7C4-40C0-95F2-974BB7C2ED73&wdLOR=c25D05202-CD09-4F75-9C8E-B9E4474877BA)
* [Content Team TOR](https://msfintl-my.sharepoint.com/%3Aw%3A/g/personal/christiane_essombe_toronto_msf_org/Ec9F_2r75w9BuC54LLC_Nu8B-I8RPGK0jGn_6Za2ko-7EQ?e=2oLV0K&CID=603838F9-AB19-42A8-A9F4-A5FE42A7D539&wdLOR=cA49834DA-E77E-4B66-8AC5-66FCA031CB78)
* [Related TIC Projects: People, Respect and Values (Phase 1 & 2)](https://msfintl.sharepoint.com/sites/msfintlcommunities/TIC-DEI/SitePages/Home.aspx)
* [EDI Repository](https://msfintl.sharepoint.com/sites/msfintlcommunities/TIC-DEI/SitePages/Repository-reorganized.aspx)