



July 2016

## Governance Model for the Joint IDP Profiling Service (JIPS)

### ABOUT JIPS

JIPS – the Joint IDP Profiling Service – is an inter-agency service, which was set up in 2009. Our goal is to promote collaborative responses and solutions for internally displaced persons (IDPs) across the world by equipping governments, humanitarian organizations and development actors with accurate and agreed upon information about IDP situations. These insights are generated from data collected and disaggregated by sex, age, location and diversity in the affected countries that ask for our support. JIPS works to support this effort by providing both technical and coordination support to profiling processes on the ground.

Based in Geneva, JIPS is supervised by an [Executive Committee](#) (ExCom) comprised of the Danish Refugee Council (DRC), the Internal Displacement Monitoring Centre (NRC-IDMC), the Norwegian Refugee Council (NRC), the Office of the Special Rapporteur on the Human Rights of IDPs, the Office for Coordination of Humanitarian Affairs (OCHA), the United Nations Development Program (UNDP) and the United Nations High Commissioner for Refugees (UNHCR).

[Read more about JIPS](#)

### BACKGROUND

Until mid-2014, JIPS was overseen by a Steering Committee structure established by the then JIPS Coordinator (William Chemaly). The governance model for the inter-agency project was revised in 2014 to create a more effective and appropriate way of working. A two-tiered structure including an Executive Committee (ExCom) and Advisory Group (AG) was developed – initially outlined by the previous JIPS Coordinator (Karen Jacobsen) and fully endorsed by the existing Steering Committee members in July 2014 – and is outlined in detail in this document.

### TWO-TIERED GOVERNANCE MODEL

This model presents a two-tiered system composed of an Executive Committee and an Advisory Group. Both are described in detail below.

## EXECUTIVE COMMITTEE

The **Executive Committee** will give the JIPS team and Coordinator direction and room for manoeuvre while also performing efficient oversight and monitoring responsibilities.

### *Membership Criteria*

ExCom members must demonstrate clear commitment to the JIPS mission, activities and outcomes, and be willing to actively support the inter-agency project. Although there is no minimum requirement, this commitment is shown in the following ways:

- Providing material support (financial or in-kind) to JIPS. For example,
  - Commitment to include JIPS in grant requests and fundraising activities
  - Commitment to provide salary support for JIPS core costs
- Demonstrating like-minded interests and efforts to support JIPS in external fora. For example,
  - Commitment to actively advocate for the JIPS project, products and activities
  - Supporting/accompanying JIPS Coordinator in donor relations
- Abiding by the ExCom roles and responsibilities outlined below, including attendance at JIPS ExCom meetings and regular communication with the Coordinator.

Failure to meet these *membership criteria* over a period of more than **three months** will be an indication that the member is not committed to JIPS. The Coordinator will make an effort to explore the problem with the ExCom member in question, but if the challenge continues, ExCom membership will be terminated.

Interest from prospective members is welcomed. New members will be accepted after a written expression of interest/commitment and approval by the ExCom. Applications are assessed on the basis of the above criteria and ability to fulfil the roles and responsibilities of the ExCom outlined below. Priority is given to applicants with strategic relevance for JIPS.

Note: Holding a grant for JIPS does not automatically mean membership on the ExCom, although it is a strong indication of institutional commitment.<sup>1</sup>

Note: there is no formal procedure for members to leave the ExCom, however they are expected to discuss concerns with the JIPS Coordinator in a timely fashion before the decision is made and to attend a scheduled meeting to explain their position clearly to other members for a common understanding.

### *Function and Responsibilities*

The ExCom comprises the decision-making body for JIPS. ExCom members represent the views and interests of their respective organizations and should demonstrate through action their organisational commitment to the inter-agency project. To ensure the effectiveness of this governance model, ExCom representatives should be at the level of decision-making for JIPS within their own organization.

The JIPS ExCom has five main areas of responsibility and decision-making power:

- 1) JIPS strategy endorsement and oversight of implementation:

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<sup>1</sup> See JIPS Co-hosting Agreement for details of responsibilities associated with holding grants for JIPS

- a. ExCom endorses JIPS' strategy development including significant changes in strategic direction or activity prioritization, following recommendations of JIPS Coordinator
  - b. ExCom monitors implementation of strategy through budget and activities planning and engaging in the prioritization of field support requests<sup>2</sup> at regular meetings
- 2) Fundraising and advocacy
- a. ExCom members submit proposals on behalf of JIPS based on input from JIPS Coordinator
  - b. ExCom members accompany Coordinator in donor lobbying with participation from appropriate senior management representatives
  - c. ExCom members integrate JIPS into own fundraising strategies as much as possible
  - d. ExCom members engage in the implementation of JIPS advocacy strategy promoting the benefits of profiling and JIPS support in relevant ways
  - e. ExCom members disseminate information about JIPS products and services through their own organizations and networks
- 3) ExCom management
- a. Prospective members must provide a signed letter of commitment/interest to join
  - b. ExCom members endorse the ExCom TOR and collectively decide upon revisions needed
  - c. ExCom members decide on admission/exclusion of individual members
- 4) General JIPS oversight and guidance
- a. ExCom members are responsible for recruitment of JIPS Coordinator and oversight through annual performance evaluation process
  - b. ExCom members advise JIPS Coordinator on other human resource arrangements (staff contract holders have endorsement role for recruitment of core team members)
  - c. ExCom members provide support and advice for JIPS staff as needed, including providing opportunities for professional development and training

#### *Quorum and Decision-Making*

The ExCom seeks to maintain a non-bureaucratic and flexible structure for communication. ExCom decisions are taken by consensus and if agreement cannot be reached, the decision-making process rule is a two-thirds majority of the quorum. The quorum must include at least one representative of a UN agency and a Non Governmental Organization.

#### *Meetings*

The ExCom meets on a quarterly basis, or as required. The JIPS Coordinator (a member of the ExCom) facilitates the meeting. A draft agenda and reading material are circulated prior to the meeting. Meetings focus on decisions related to overall strategic issues, and include a briefing from the JIPS Coordinator on the main achievements and budgetary status for the reporting period. Attendance at ExCom meetings can be fulfilled remotely (by phone) if physical attendance is not possible although in person attendance is preferred. Meetings shall be hosted on a rotational basis in the offices of ExCom members, subject to availability of meeting space.

Field support request prioritization meetings are separate from regular ExCom meetings and are managed directly by the JIPS Field Support Manager. ExCom representatives are always involved in the

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<sup>2</sup> See JIPS Support Request Prioritization SOP for details and prioritization criteria

prioritization process, although they are encouraged to delegate/bring other relevant colleagues to take part in these discussions as outlined in the SOP.

## **ADVISORY GROUP**

The **Advisory Group** contributes to JIPS governance by bringing together a select group of relevant individuals and organizations to advise JIPS and ExCom members on technical, operational or strategic issues as necessary. The Advisory Group is not a decision-making body but a forum for exchange and an open space for the provision of guidance, advice and discussion with JIPS. The maintenance of an Advisory Group will contribute to JIPS' identity as a global hub for profiling displacement situations with a focus on quality, combined with a space for professional development.

### *Membership Criteria*

The Advisory Group consists of senior professionals who have a positive interest in JIPS and profiling and have been invited by the JIPS Coordinator to take part based on their specific area of expertise or leadership. Whether members represent institutions or take part in their individual capacity, they are invited specifically based on their ability to contribute to the Advisory Group's purpose. Consistent and active participation of Advisory Group members is encouraged although not enforceable. ExCom members and JIPS unit managers are automatically invited to take part in Advisory Group meetings, however attendance is not required.

### *Function*

The Advisory Group is primarily seen as a forum for exchange of experience and ideas, as well as an open space for the provision of guidance, advice and discussion. The Advisory Group members contribute their expertise and experience, their knowledge of displacement and profiling, and their networks and support where relevant.

The role of the Advisory Group is to:

- 1) Advise JIPS and ExCom members on strategic direction or project development as needed;
- 2) Share experience and expertise with JIPS through discussion and information sharing;
- 3) Contribute to JIPS identity as a global hub for profiling methodologies and practice;
- 4) Support JIPS through networks, advocacy, and collaboration where relevant;

The Advisory Group, consisting of senior professionals from both academic and institutional backgrounds, will therefore be distinguished from the ExCom (who oversees JIPS work and is a decision-making body) and from a community of practice (peer-to-peer learning and exchange). Advisory Group members would also be invited to take part in JIPS mentorship scheme available to all JIPS staff if interested.

### *Meetings*

Advisory Group meetings will take place bi-annually with agendas set in advance by the JIPS Coordinator. Meetings arranged on an ad hoc basis could also be scheduled although are not foreseen to be regular. In person attendance is encouraged although remote access to meetings will be made available.