

1. BACKGROUND

Until mid-2014, the Joint IDP Profiling Service (JIPS) was overseen by a Steering Committee. 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 and fully endorsed by the existing Steering Committee members in July 2014. Following a recommendation stemming from the JIPS Evaluation in 2020 and ExCom meetings, the ExCom agreed to revise the Terms of Reference (ToR).

JIPS follows a **two-tiered system** composed of an Executive Committee and an Advisory Group. The below sets out the ToR for the Executive Committee.

2. FUNCTION / MANDATE

2.1. The ExCom provides JIPS with strategic oversight. Whereas JIPS management is accountable to the co-hosts (Danish Refugee Council [DRC] and the United Nations High Commissioner for Refugees [UNHCR]) for administrative and management purposes, JIPS management is accountable to the ExCom on the strategic direction.

2.2. ExCom provides JIPS with advice and support in order to allow JIPS to deliver activities in a timely, risk-sensitive and successful manner in line with [JIPS' mission](#) and the agreed JIPS Strategy.

3. RESPONSIBILITIES

3.1 Responsibilities of the ExCom

- The JIPS ExCom has five (5) areas of responsibility and decision-making authority.

3.1.1 Strategy

- o Providing strategic direction to JIPS, including reviewing and endorsing JIPS' Strategy
- o Monitoring the implementation of the Strategy through prioritization of field support requests and review of periodic reports.

3.1.2 Oversight

- o Reviewing and endorsing JIPS' Annual Report, including the results framework and risk management, but excluding financial and human resource matters
- o ExCom is responsible for the recruitment of the JIPS Coordinator and exercises oversight through an annual performance review
- o ExCom members provide support and advice for JIPS staff as needed, including providing opportunities for professional development and access to organizational training programmes where possible.

3.1.3 Advocacy and Liaison

- o Engage in the implementation of JIPS advocacy strategy by promoting the benefits of profiling and JIPS support in relevant ways

- Facilitate collaboration between JIPS and respective entities represented by ExCom members
- Liaise within their respective organisations to ensure successful implementation of JIPS' activities
- Disseminate information about JIPS services and mission through their own organisations and networks
- Coordinate with high-level stakeholders in order to ensure JIPS is exposed to external expert audiences beyond the ExCom members and operational partners.

3.1.4 Resource Mobilisation

- As required, including accompany the JIPS Coordinator and support donor engagement with participation from appropriate senior management representatives of the facilitating ExCom member organizations.

3.1.5 ExCom Management

- Selecting a Chair and Co-Chair of the ExCom on a rotational basis (12 months per term). The JIPS Coordinator cannot be Chair or Co-Chair
- Decide on the composition and membership of the ExCom.

3.2. Responsibilities of the Chair and Co-Chair

- Calling and presiding over regular and any special meetings of the ExCom.

3.3. Responsibilities of Members

- Participate in ExCom meetings, as scheduled
- Sign a Letter of Commitment (except the JIPS Coordinator) and implement the commitments therein as a minimum
- The *JIPS Coordinator* is a member of the ExCom and tasked with secretariat functions for ExCom meetings in support of the Co-chairs.
- The *Co-hosts (DRC and UNHCR)* are responsible for financial and administrative oversight of JIPS.

The ExCom members must act in accordance with the basic principles of honesty, good faith, integrity and transparency in advancing JIPS' mission. This also means that members should not be affiliated with any consultant or firm submitting proposals for services, supplies or works. Individual members of the ExCom have the right to bring any concerns regarding the observation of these principles to the ExCom for assessment and resolution by the ExCom.

4. GENERAL

4.1. Membership

- Membership is set at eight (8) and includes:
 - DRC (Co-host)
 - IDMC
 - JIPS (ex-officio)
 - Norwegian Refugee Council (NRC)
 - United Nations Office for the Coordination of Humanitarian Affairs (OCHA)

- United Nations Special Rapporteur on the Human Rights of IDPs
 - UNHCR (Co-host)
 - United Nations Development Programme (UNDP)
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- The members and respective Alternates who will have the same functions in the absence of the Principal, of the ExCom are appointed by the respective organizations and named in the Letter of Commitment
 - The Letter of Commitment will be renewed by the existing ExCom members at the beginning of each JIPS Strategy period (except for the JIPS Coordinator)
 - The Letter of Commitment is a pre-requisite for membership and it will spell out the level of input and support that the member offers to JIPS' mission. A template is attached in Annex 1.

4.2. Meetings

- The ExCom meets on a quarterly basis or as required.
- Meetings will be chaired and co-chaired by an ExCom member that is not the JIPS Coordinator
- Attendance of 50% of members +1 is required for the quorum. Quorum is required for any meeting to be recognized as an authorized meeting and for the recommendations or resolutions of such meetings to be valid.
- Meetings with a quorum will minute any decisions as “final decision” whereas non-quorum meetings will minute decisions as “unofficial advice”.

4.3 Decision Making

- Decision making will be through consensus as much as possible. Members who are unable to participate during a meeting may provide inputs electronically in advance of the meeting to the chair and co-chair. In the rare instances when a consensus cannot be found, decisions can be taken by a two-thirds majority of the quorum.
- Attendance at ExCom meetings can be fulfilled remotely if physical attendance is not possible. The ExCom may set up a procedure to facilitate decision making between meetings on an electronic basis.
- Any member of the ExCom, who may have a perceived or actual conflict of interest in any matter that may arise from the work of the ExCom, shall recuse him/herself from that issue voluntarily or upon the motion of another member of the ExCom. Should there be any contention, the ExCom shall proceed to a vote (without the concerned ExCom member) that may or may not exclude the said JIPS ExCom member from decision-making on the matter at hand.

4.4 Adoption

These ToRs were adopted by consensus by the Parties on 22nd November 2021.