

SUN CSN Operational Oversight Committee (SUN CSN EC)

Terms of Reference

RATIONALE FOR THE CREATION OF AN OPERATIONAL OVERSIGHT COMMITTEE

In order to separate operational functions from strategic functions, it is proposed that an Operational oversight committee of the Civil Society network of the SUN Movement (SUN CSN) be created.

OPERATIONAL OVERSIGHT COMMITTEE

A representative and accountable Operational oversight committee (OOC), sub-committee of and accountable to the SUN CSN Steering group (SG), is appointed by the SG to oversee the day to day management of the SUN CSN's operations apart for those matters which are reserved to the SG.

Decision making power

The SG maintains a strategic direction and oversight function with decision-making powers that it can choose to delegate to the OOC accordingly for operational matters such as membership approval based on process approved by the SG and other matters the SG may decide to delegate decision making power to the OOC on.

Scope

The OOC supports SUN CSN contribution to SUN wide efforts and processes in support of the SUN strategy and road map towards achieving strategic objectives set, shaped and defined by the SUN Movement and all its members. It does so through management of the SUN CSN's operations apart for those matters which are reserved to the SG.

Key Function

The OOC thus functions as an operational oversight body that provides support to the SUN CSN secretariat and can be delegated decision-making powers by the SG with regards to operational day to day management of SUN CSN efforts. The OOC supports the SUN CSN secretariat in prioritising efforts, allocating resources approved by the SG, reviewing and signing off on key reports.

Roles and Responsibilities

Supporting strategy operationalisation

- Reviewing the annual SUN CSN work plan, developed by the SUN CSN secretariat, and making recommendations for endorsement by the SG
- Managing and ensuring appropriate prioritisation for the delivery of the agreed SUN CSN work plan

- Reviewing and providing oversight on the delivery of the SUN CSN's strategy and road map

Resourcing

- On the direction of the SG pursuing financial, human and technical to ensure the network has the capabilities and resources to deliver or exceed the objectives in the network approved work plan. E.g Developing funding proposals and outreach to donor community
- Reviewing proposals for financial support
- Reviewing and seeking SG endorsement of budget including for new funding
- Supporting the recruitment of new members and organisations into the SUN CSN Making recommendations on resource allocation, prioritisation and oversight to be approved/taken by the SG.
- Ensuring that resources are being utilised effectively and in line with donor requirements

Managing and organising

- Supporting the management structure and organisation within the network which is consistent with the effective delivery of the work plan
- Ensuring established processes are implemented as agreed by the SG,
- Propose processes where not in place in support of streamlined efforts such as sign on process for official positioning of the SUN CSN, conflict of interests process for the SUN CSN, and any other relevant processes
- Reviewing and approving, based on recommendations from the SUN CSN secretariat, nominations received to ensure civil society contribution to key events and capacity strengthening opportunities (as per available budget)
- Reviewing and signing off on various reports compiled by the SUN CSN secretariat on behalf of the SUN CSN (e.g. Monitoring & Evaluation report, report to donors, ...)
- Discussing and proposing the establishment of SUN CSN sub-groups and / or task forces in support of delivering on agreed objectives (e.g. Advocacy and positioning SUN CSN, Country support, contribution to the professionalized SUN Communities of Practice, membership development and management, and any other relevant sub-group required) and to provide opportunities for increased SUN CSN members engagement when necessary
- Approving membership application, based on analysis and recommendation by the SUN CSN secretariat or any sub-group that may be put in place to support membership strategic expansion, management and maintenance.
- Providing timely decisions for key operations related SUN CSN matters. Required decisions will be flagged by email subject line stating **DR-KEY SUN CSN ISSUE** standing for *Decision-required – Key SUN CSN issue*.

Performing

- Overseeing performance across the SUN CSN including performance against agreed work plan in all aspects of the SUN CSN's operations, reporting to the SG where they have direct responsibility and/or influence.

Governing:

- Ensuring the SUN CSN maintains an effective internal control framework which is designed to: enable the network to respond appropriately, be operational, ensure financial compliance and assess/mitigate risks related to achieving the network's strategic objectives and contributing effectively to the SUN strategy and road map in SUN2.0
- Reviewing and adapting constitutive documents for endorsement by the SG

Reporting and accountability

The OOC regularly reports to the SG on the matters discussed and the minutes of all meetings available to Steering Group members. The OOC is accountable to the SG.

Delegation

The OCC may delegate its authority on such terms and issues as it sees fit. It has delegated certain authorities to its Sub-Committees and to past OCC members. The delegation of authority will need to be approved by the Steering Group.

Quorum

Three members to include the head of the OOC (or his proxy who shall be a member of the EC).

Modalities

The OOC is a permanent functioning body of the SUN CSN governance. It meet electronically on a monthly basis (two weeks before SG monthly calls) via Webex and face to face on the occasions of the SUN Global Gatherings or other suitable opportunities as they arise.

In addition to monthly calls, members of the OOC will be asked to dedicate at least 1 hour a week on supporting the SUN CSN secretariat and operational matters.

All OOC communications will be in English

Agenda for these calls are informed by issues raised by SUN CSAs and the SUN CSN secretariat based on SUN movement wide efforts as well as operational matters delegated to the OOC by the SG. Outcomes of discussions are shared back to and recommendations for endorsement by the steering group made.

Membership

The OOC comprises 5-6 members from the SUN CSN endeavouring to include representatives from national CSAs, appointed by the SG, with at least 2-3 being members of the SG, including the vice-chair. The SG also appoints a head of the OOC to coordinate committee calls and discussions with support from the SUN CSN secretariat. OOC members are appointed for a 2 year period aligned with the mandate of the SG.

Operational oversight committee members

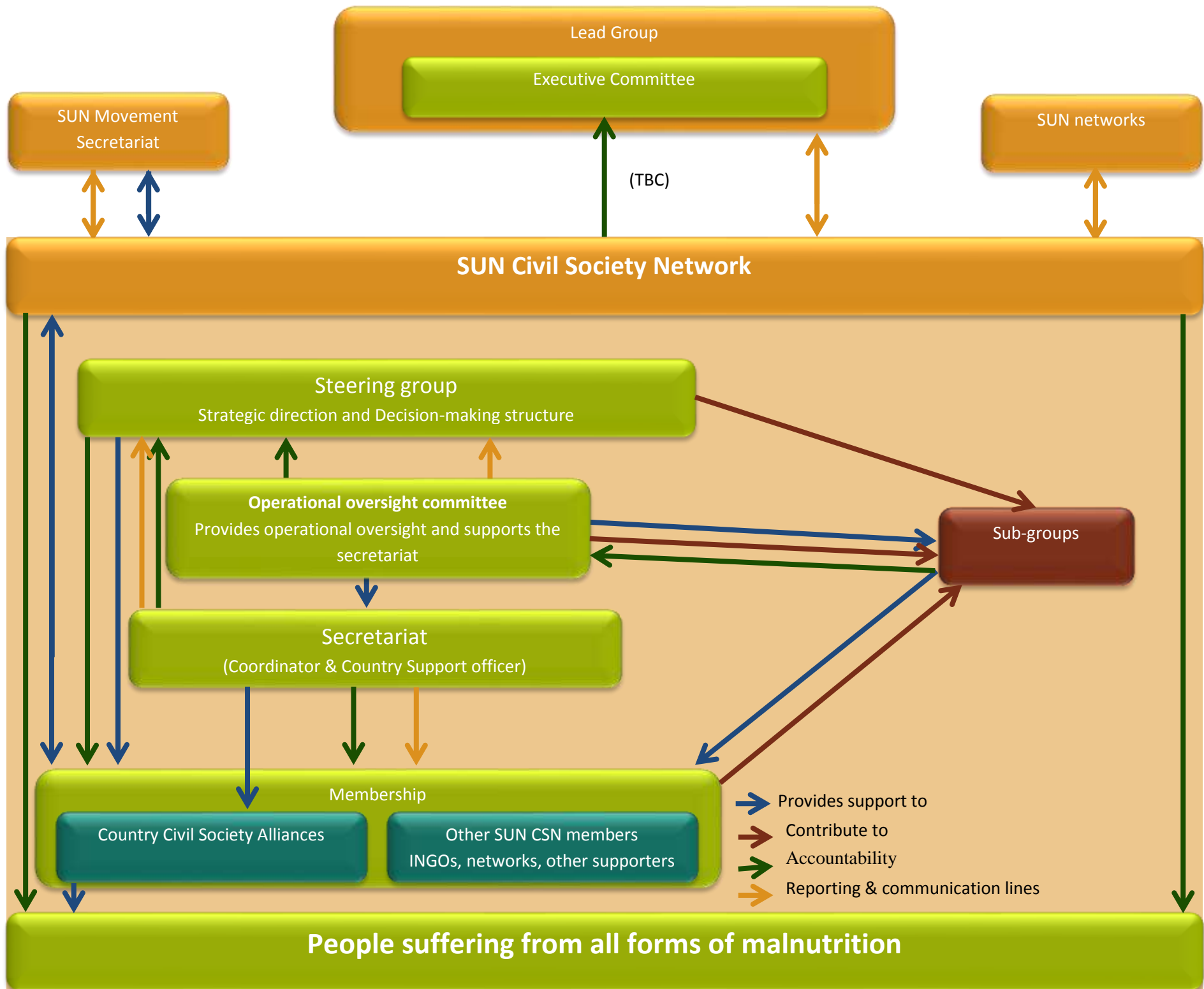
Length of mandate: Each member will normally be appointed for a period of up to two years, with renewable mandate, aligned with SG mandate. The OOC members are appointed on their personal capacity.

Expectations: The role of OOC members is voluntary and does not have a salary. The organisation the OOC member belongs to should have endorsed the SUN framework and be carrying out an active agenda to scale up nutrition efforts nationally and / or globally. It is expected that the OOC member’s organisation will, as institutional engagement in the SUN movement, budget and cover costs for OOC member’s role including travel to key events and meetings to represent the SUN CSN as well as the SUN global gathering and annual meeting of the SUN CSN. OOC members will also be expected to familiarise themselves with Webex technology for calling into monthly Steering group calls and bi-weekly meetings of the OOC.

PRINCIPLES OF ENGAGEMENT

The OOC will embrace and act according to the SUN principles of engagement, including additional principles identified through the SUN wide process on prevention and management of conflicts of interests in SUN. The SSTF will also ensure these principles are enshrined in strategy, road map and fundraising efforts for SUN CSN in SUN 2.0.

SUN principles of engagement		Scaling Up NUTRITION
Be transparent about impact:	all stakeholders to transparently and honestly demonstrate the impact of collective action.	
Be inclusive:	through open multi-stakeholder partnerships that bring proven solutions and interventions to scale.	
Be rights-based:	act in line with a commitment to uphold the equity and rights of all women, men and their children.	
Be willing to negotiate:	when conflicts arise, as can be expected with diverse partners working together, hold the intention to resolve conflicts and reach a way forward.	
Be mutually accountable:	act so all stakeholders feel responsible for and are held collectively accountable to the joint commitments.	
Be cost effective:	establish priorities on evidenced-based analysis of what will have the greatest and most sustainable impact for the least cost.	
Be continuously communicative:	to learn and adapt through regular sharing of the relevant critical lessons, what works and what does not, across sectors, countries and stakeholders.	
Act with integrity & in an Ethical manner	Stakeholders should recognize that both personal and institutional conflicts of interest must be managed with the highest degree of integrity.	
Be Mutually respectful & earn trust	Stakeholders make different contributions to the collective effort. Building the trust needed for collaboration requires respect for these differences.	
Do no Harm	All stakeholders are committed to ensuring that all mothers and children everywhere are empowered to realise their right to proper nutrition whilst doing no harm	



SUN Movement Secretariat

Lead Group

Executive Committee

SUN networks

SUN Civil Society Network

(TBC)

Steering group

Strategic direction and Decision-making structure

Operational oversight committee

Provides operational oversight and supports the secretariat

Secretariat

(Coordinator & Country Support officer)

Sub-groups

Membership

Country Civil Society Alliances

Other SUN CSN members
INGOs, networks, other supporters

People suffering from all forms of malnutrition

- Provides support to
- Contribute to
- Accountability
- Reporting & communication lines