

# Global ETC Strategic Advisory Group (SAG)

## Terms of Reference

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The Emergency Telecommunications Cluster (ETC) is a global network of organizations and partners that work together to provide shared communications services in humanitarian emergencies. The ETC is one of the 11 clusters designated by the Inter-Agency Standing Committee (IASC).

Partnership is a core value of the cluster. As highlighted in the ETC2025 Strategy, the ETC is built on partnership, and as such it strives to involve a diverse and representative group of humanitarian actors, governments, and the private sector. Considering the diversity of partners in the ETC, a Strategic Advisory Group (SAG) is being established to assist the global ETC unit in its support function, and facilitate timely and effective decision making outside the wider cluster coordination meetings and annual ETC plenary events.

## Objectives of the Global ETC SAG

The overall objective of the SAG is to promote and drive the implementation of the strategy, ensuring that the decisions taken and the pursuing actions represent the diversity of the cluster partners.

The Global Emergency Telecommunications Cluster (ETC) Strategic Advisory Group (SAG) will provide strategic guidance to the global ETC, monitor performance, oversee the implementation of the strategy and support the global ETC unit as appropriate. The SAG will be chaired by the global ETC coordinator, supported by the global ETC unit and composed of several individuals from the global ETC partnerships, as well as cluster lead agency (i.e. WFP) staff where appropriate.

## Roles and Responsibilities of the Global ETC SAG

The Global ETC SAG will provide strategic support and guidance to the global ETC. Decisions will be taken following a transparent and inclusive process. The global ETC SAG roles and responsibilities include:

- Support the implementation and achievement of the ETC strategic goals and objectives.
- Endorse and support the implementation of the work conducted by the Working Groups and Task Forces (or appropriate project designation).
- Assist the ETC in identifying and addressing gaps and trends in policy and practice that impact ICT service delivery in emergencies.
- Assist in partner resource mobilization for the work of the ETC and for ICT needs in emergencies as identified by ETC at the country level.

- Assist in the development and approval of agendas for global ETC partner meetings.
- Collectively represent the ETC's interests and position, including advocating for the necessary resources and provisions.
- Membership of the SAG is a non-remunerated engagement. No advantages are provided nor can be accepted.
- Analysis of new ETC partner applications and provide endorsement (or not) for partnership when applicable.

## Membership of the Global ETC SAG

The SAG is composed of ETC members whom are elected for 2-year terms. The global ETC coordinator is the permanent chair of the SAG and represents a neutral position from the cluster lead agency, The chair will have full voting rights as a SAG member and will promote consensus amongst the members for any decisions. The chair function can only be deputized to the deputy global ETC coordinator. The chair will cast the deciding vote if no consensus or simple majority vote can be reached. The SAG meets on a quarterly basis, which would include attendance at the annual ETC plenary meeting. SAG members can be engaged in any ETC topics of relevance such as strategy, governance and core functions of the ETC, for advise and/or decision making.

The Global ETC SAG will consist of a minimum of 4 and up to 7 individuals (inclusive of the chair) representing the diversity of the global ETC partnership. The recommended composition for the SAG is:

- Global ETC coordinator – Chair of SAG
- 1 UN agency representative
- 1 International Non-Governmental Organization representative
- 1 private sector representative
- 1 government partner representative (relevant supporting agency/program)
- 1 humanitarian organization (UN/NGO/non-profit based on ETC strategic requirements)
- 1 cluster lead agency (i.e. WFP) representative

In addition to the ETC chair, representation from both WFP and a non-WFP UN agency, as well as an INGO, are required for the SAG to be established and to ensure quorum for decision making on behalf of the cluster. Individuals from the global ETC partnership that are not listed above may be invited to SAG meetings on an ad hoc basis, upon agreement with the SAG members, but will not have any voting rights.

The SAG membership will be determined following the selection procedures described below. SAG members will serve for a two-year term which may be extended for one additional year. Extension can be proposed by the SAG Chair and / or members 6 months prior to the term end date, and confirmed with the global ETC partners.

Candidates that become voting members of the SAG are aware and agree to dedicate a minimum of 10 working days per year (excluding ETC plenary meetings) to activities of the SAG. Any SAG member who is absent from two consecutive scheduled meetings without reasonable cause will be asked to justify their absence and reinforce their commitment. A third consecutive absence without justification will trigger that member's removal from the SAG and initiate the announcement of the vacancy for new nominations.

There is no limitation to the number of times an ETC partner can stand for election or for the number of times one can be elected to the SAG.

A review of the SAG functions can be conducted at the request of Global ETC partners. A review of the SAG member representation can also be conducted upon request should there be any conflict of interest or misconduct by any member of the SAG. The focus of the members of the SAG is to ensure the best outcomes for the ETC and not to represent the interest of any individual's organization.

## Member Selection Process

SAG representatives volunteer to be a member of the SAG. Individuals interested in representing their organization on the SAG should have significant relevant work experience at a strategic level, along with a solid understanding of the humanitarian sector. Selected individuals commit to represent the interests of the ETC and not their own organization's interest, and will therefore serve in their individual capacity. Representatives are elected during the ETC plenary meeting or electronically/virtually by global ETC partners.

The process for selection of the different SAG representatives is the following:

1. The global ETC coordinator launches the selection process. To set up the first SAG and as soon as seats become vacant, the global ETC unit announces the vacancy (ies) and requests global ETC partners and WFP representatives to submit their nominations.
2. All submit their applications within 1 month. Note that:
  - a. Only representatives from global ETC partners that have active engagement with the ETC and attend ETC plenary meetings on a regular basis (i.e. the past 2 years) can be nominated to fill up the vacancy of the SAG and retain their position during the time involved in the SAG.
  - b. Only ETC coordinators with a minimum of 2 years of progressive cluster coordination experience and acting as ETC coordinator during the time involved in the SAG, can be nominated.
3. The Global ETC unit will share with the global ETC partners the nominees meeting the criteria for their votes at the next annual ETC plenary meeting or electronically should the allocation be urgent (answers expected within 1 month).
4. A plurality voting system (candidate with most votes) is foreseen whereby one representative per organization can cast a single vote.
5. The vote is confidential and takes place in secret ballots.
6. In case the representative can no longer fulfil their engagement within the SAG, the seat becomes vacant until a designated remote session is scheduled where a new election can be initiated. This should be done within 1 month of the member announcing their intention to leave the SAG.
7. SAG members cannot delegate their responsibility to the SAG to others within their organization (except for the SAG chair who can delegate to the deputy global coordinator).

Every effort will be made by the SAG and ETC partners to ensure diversity within the SAG membership. The SAG is meant to represent the wide range of organizations, gender, ethnicity and diversity of the ETC partners both globally and locally.

## Convening and Information Sharing

- The global ETC SAG will convene at least on a quarterly basis. Meetings will be held face-to-face twice a year; one in conjunction with the annual ETC Plenary meeting (before); and another scheduled by the membership during the plenary meeting. Any other meetings can be held virtually. Additional ad-hoc meetings/teleconferences may be called as determined by the Chair and SAG members. The costs associated with travel and accommodations for these in-person meetings will be covered by the members' own organizations.
- A quorum of a minimum of 5 of the 7 SAG members is required in order to hold an official SAG meeting (including chair).
- All members are expected to attend and actively participate in every meeting.
- The agenda will be circulated to SAG members in advance of each meeting by the Chair. Draft minutes will be shared with SAG members for their comments.
- Final minutes will be shared with SAG members and Global ETC partners and published on the ETC Website.