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Meeting of the Board of Directors

Copenhagen, Denmark, 9-10 November 2011

OPERATIONAL NOTE ON SUPPORT TO CONSTITUENCIES

For Information

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1. Purpose

The purpose of this paper is to inform the Board of Directors regarding the Secretariat's support to the constituencies of the Board of Directors.

2. Background

2.1 This note is written in response to the following decision made at the meeting of the Board of Directors in May 2010 in Washington, D.C.:

BOD/2010/05-17 – Board Composition: Developing country partners serving on the Board will be provided with support to enable their effective participation on the Board. The Secretariat is tasked with preparing a detailed operational proposal in support of this decision.

2.2 Recognizing that the new constituency-based system is challenging for all partners on the Board of Directors, this note provides details for providing support to all of the constituencies of the Board of Directors, with a particular emphasis on developing country partners.

3. Constituency Representation on the Board of Directors

3.1 In May 2010, the Board of Directors decided to change representation on the Board of Directors to a constituency basis.

3.2 At the same time, the Board of Directors decided to increase the number of developing country partner seats from four to six members in order to be equal to the number of donor constituencies. All developing countries that had joined the Global Partnership for Education by having their education plan endorsed were divided into six constituencies on a geographical basis, with at least three seats

reserved for Africa. In addition, representation from civil society organizations was increased from two to three seats, adding a seat for members of the teaching profession. Finally, a seat was added for the private sector and private foundations.

3.3 A list of which countries/organizations are currently represented within each constituency can be found in Annex 1.

4. Rationale for Support to Constituencies

4.1 In order for the Board of Directors to function effectively, equitable engagement by all constituencies is essential. Good quality information is a cornerstone for effective governance.

4.2 It was anticipated at the time that the constituency-based approach was introduced, that the constituencies of the Board of Directors, and in particular developing country partners, would find it challenging to fully represent the views of partners within their constituencies. This is arguably true for all constituencies, although the challenges of the developing country partners, including the civil society organizations (CSO) constituency from developing countries, and other new partners like the teaching profession constituency and the private sector and private foundations constituency should not be underestimated. In order for Board members to feel as if they are adequately representing the views of their full constituency, the Secretariat needs to provide support for the additional work that consultation among the constituents would involve. Furthermore, in order to make informed decisions that will benefit the Global Partnership for Education, all Board members must have good access to information. The information must be available in a timely manner, and in a format conducive to effective decision-making.

4.3 For many developing country partners (both governments and CSOs) in particular, time and financial resources may be limited. As referenced in the Global Partnership mid-term evaluation, it can be difficult for developing country partners to digest all the papers associated with Global Partnership meetings, given the members' full time responsibilities and limited staff resources. Providing constituencies with the tools necessary for ensuring effective communication and decision-making is essential.

5. Support to Constituencies from the Secretariat

The Secretariat will provide a combination of support to the constituencies that includes staff time, logistic support, some financial support, communication tools, and training. The constituency support arrangements will be subject to annual review. Based on such review, the Board of Directors may request the Secretariat to provide additional support. The kinds of support are listed in the paragraphs below.

5.1. Board Manual and Orientation for New Board Members

5.1.1. Upon appointment of a new Board Member or Alternate Board Member, the Secretariat will provide such member with a copy of the Board Manual, which provides Board members with an overview of the Global Partnership for Education, a description of their roles and responsibilities, and includes a copy of the Charter of the Global Partnership for Education and previous decisions of the Board of Directors.

5.1.2 The Secretariat will provide an orientation to incoming Board members, Alternate Board members and/or committee members on the overall governance of the Global Partnership, the roles and responsibilities of each of the global governance structures of the Global Partnership, and information on the resources available to strengthen their engagement so that they are able to effectively represent the views of their constituencies.

5.2 Support for Attendance at Board of Directors Meetings for Developing Country Partners

5.2.1 The Charter of the Global Partnership for Education specifies that the costs for attendance at meetings of the Board of Directors for Board Members and Alternate Board Members from the six developing country partner constituencies and the CSO constituency from developing countries be funded from the Global Partnership for Education Fund. When these constituencies are represented on committees established by the Board of Directors, their committee member will also be supported (see, for example, the terms of reference of the Financial Advisory Committee).

5.2.2 The costs for attendance at meetings, including airfare, transportation to/from the airport, hotel accommodations, and per diem in accordance with the policies of the organization in which the Secretariat is located, will be included in the Secretariat's annual budget, to be approved by the Board of Directors each year.

5.2.3 The costs for attendance at such meetings by accompanying delegates from the six developing country partner constituencies and the southern CSO constituency shall be borne by the accompanying delegates themselves or his/her organization.

5.3 Communications Tools to Support Constituency Processes and Meeting Preparation

5.3.1 Given the constituency approach, effective decision-making by the Board of Directors will rely on all constituencies being in regular communications and establishing, whenever possible, a consensus on issues before attending meetings of the Board of Directors or its committees.

5.3.2 It will be the responsibility of all Board members (and, where applicable, committee members) to lead consultations among their constituencies to build consensus in advance. In cases where a common position is not agreed, the Board Member or committee member is expected to present the different positions of its constituency members at the meetings of the Board of Directors or its committees.

5.3.3 The following are services that the Secretariat will provide to Board members to facilitate communications within constituencies on a regular basis:

a. Online Platform for Board Member Communications: The Secretariat is in the process of developing and piloting an Online Platform which, when operational, will provide a secure platform for document and information sharing. The intended purpose of this platform is to allow members easy and secure access to shared documents, calendars, announcements and postings. To further assist with the constituency processes, and to further facilitate communication both within constituencies and between constituencies, a dedicated discussion forum may also be made available. The Secretariat will provide information and training on the use of this site to all new Board members.

b. Audio/Video Conference Services: Where possible, the Secretariat will organize audio/video conference services, upon request.

c. Contact Database for Developing Country Constituencies: The Secretariat will maintain an updated and inclusive contact database to facilitate communications among the developing country government constituencies. Constituencies are urged to keep the Secretariat informed of contact changes.

d. Other Meetings: Where feasible, the Secretariat will organize workshop/side events benefiting from other regional/international meetings where a broad representation from a constituency will attend at which Global Partnership issues can be discussed.

5.3.4 The following are methods that may be provided by the Secretariat to assist developing country partners (including CSOs from developing countries) in the formation of constituency positions prior to meetings of the Board of Directors:

a. Constituency Consultations: To assist all constituencies in the development of a constituency position, the Secretariat will facilitate constituency meetings by audio/video conference, where possible, prior to meetings of the Board of Directors, upon request. In addition, the Secretariat shall facilitate face-to-face constituency meetings at the venue of face-to-face meetings of the Board of Directors, upon request.

b. Translation of Key Decisions: In addition to providing meeting documentation to Board members prior to Board meetings in French and English in accordance with Section 5.4 below, the Secretariat shall provide Board members a translated list of the proposed key decisions in French and English to facilitate constituency consultations, upon request.

5.4 Translation and Interpretation Services

5.4.1 The working languages of the Global Partnership have traditionally been English and French. In order to facilitate effective participation by our francophone developing country partners, translation and interpretation services will continue to be provided to French-speaking Board members.

5.4.2 For other non-English speaking Board members, translation and interpretation services will be considered on a case-by-case basis, upon request. In order to control costs of providing such services, the final decision will be made by the Chair.

5.4.3 Translation services may include the following:

i. Translation of all papers, including relevant annexes for meetings of the Board of Directors and its committees;

ii. Translation of all emails requesting decisions from the Board of Directors and its committees; and

iii. Translation of all logistical information in relation to face-to-face meetings of the Board of Directors and its committees.

5.4.4 Interpretation services include providing interpreters at face-to-face meetings of the Board of Directors and its committees.

6. Costs

The Secretariat will include a costed proposal for support to the constituencies in its annual work plan and budget each year, based on an analysis of anticipated meetings and needs, to be agreed by the Board of Directors.

7. Contact

Board members and others with questions on these matters are invited to contact Michelle Mesen, Board of Directors Liaison, at: mmesen@globalpartnership.org.

Annex 1 – List of Countries/Agencies in the Constituencies of the Board of Directors

Constituency	Countries/Agencies
Africa 1	Kenya, Lesotho, Madagascar, Malawi, Mozambique, Rwanda, Zambia
Africa 2	Benin, Burkina Faso, Cameroon, CAR, Djibouti, Guinea, Mali, Mauritania, Niger, Senegal, Togo
Africa 3	The Gambia, Ghana, Guinea-Bissau, Ethiopia, Liberia, Sao Tome, Sierra Leone
Asia and the Pacific	Bhutan, Cambodia, Lao PDR, Mongolia, Nepal, Papua New Guinea, Timor Leste, Vietnam
Eastern Europe, Middle East and Central Asia	Albania, Georgia, Kyrgyz Republic, Moldova, Tajikistan, Yemen
Latin America and the Caribbean	Guyana, Haiti, Honduras & Nicaragua
Donor 1	Belgium, Luxembourg, Netherlands, Switzerland
Donor 2	Australia, Spain
Donor 3	Canada, United Kingdom
Donor 4	Denmark, Ireland, Norway, Sweden
Donor 5	European Commission, France, Germany, Italy
Donor 6	Japan, United States, Russia
CSO 1	International/Northern CSOs
CSO 2	Developing Country CSOs
CSO 3	Teaching Professions
PS/PF	Private Sector/Foundations
Multilateral Agency 1	UNESCO
Multilateral Agency 2	UNICEF
Multilateral Agency 3	Multilateral and Regional Banks