

Terms of Reference (TOR) for the Access to Justice and Community Security (AJACS) in Syria Steering Board

Definitions

- **Steering Board:** The Steering Board (SB) is comprised of representatives from donor countries to Security and Justice activities in Syria
- **Secretariat:** the Secretariat is the executive arm of the SB. It consists of donor programme managers in the field

Functions – What the SB and Secretariat do

- **Share / provide high-level information on the state of Security and Justice activities (SB)**
 - Discuss/agree on the SB meeting agenda beforehand (Secretariat)
 - Raise decisions/issues for SB discussion/decisions (Secretariat)
- **The Secretariat serves as the principal point of contact with Implementing Partners and beneficiaries**
 - Implementing Partners (IPs) should correspond with the SB through the Secretariat, including when asking the SB to place a topic on its agenda or requesting to brief the SB
 - IPs should present all materials for consideration at SB meetings at least three days in advance
- **Relationships with host, other governments, and SOC/IG/ACU**
 - The SB will lead on relationships and “official” interaction with regard to Security and Justice interventions (at the appropriate level)
 - The Secretariat will conduct routine and working level interactions
 - IPs can be expected to have their own relations but should not meet independently with these groups about Security and Justice activities without Secretariat approval
 - IPs should not represent or ‘sell’ AJACS to other donors or governments

- **Strategic planning, informed decision-making and reporting**
 - The Secretariat will conduct Security and Justice programming strategic planning exercises and make programmatic decisions, in consultation with IPs when appropriate
 - Secretariat members are responsible for informing their respective capitals about Security and Justice atmospherics and program developments
 - Secretariat members will keep each other informed about interactions with Syrian beneficiaries, and when possible engage in joint beneficiary outreach.
 - The SB provides input and approves appropriate decisions

- **Oversee and deal with IP management and staffing issues (Secretariat)**
 - SB endorses and engages as needed

Form - How, who, what, where

- **Frequency of Meetings**
 - Every two months. Exact date agreed upon by consensus amongst donors.
 - Host rotates amongst donors, responsible to arrange location, refreshments, materials
 - Note taker to be identified and designated (i.e. not the host/facilitator)
 - Summaries rather than detailed minutes to be disseminated

- **Membership**
 - SB representation at meetings should be at the appropriate level, or come with the necessary authority to make policy decisions about agenda items
 - Representation left to the discretion of each country

- **Communication with IPs**
 - The Secretariat will conduct regular meetings with IPs to discuss program issues (preferably weekly)
 - Secretariat members and IPs should submit items for the agenda before the meeting
 - Following the meeting, the Secretariat will circulate an email recounting the decisions and action items from the meeting to ensure common understanding
 - IPs will communicate with donors through the Secretariat, sending regular correspondence to all Secretariat members