

TERMS OF REFERENCE OF CSM FINANCE AND ADMINISTRATIVE WORKING GROUP MEMBERS

RATIONALE

The Coordination Committee is ultimately responsible for overseeing the financial and administrative work of the CSM on behalf of all CSM members. However, recognising the time constraints that they face in overseeing the work on a routine basis, the CC decided to establish a Finance and Administration sub-working group of the Coordination Committee.

COMPOSITION

The sub-working group consists of one person per region (Africa, Asia, Latin America & Caribbean and “rest of the world”), identified by and from CC members within their regional groups.

SKILLS

The members of the sub-working group should have:

- Strong experience in overseeing financial and administrative issues
- Commitment to undertake **the role objectively on behalf of all CSOs, constituencies and sub regions and not seek to use the position solely in the interests of their own organization, constituency, sub region, region** or working group although they will bring the experience of, and consult with, members of their regions and constituencies.
- Strong commitment to the mandate, role and organizing principles of the CSM
- Time available to undertake the role effectively

FUNCTIONS TO BE DONE

The sub-working group will

- 1) Oversee the development of the overall CSM yearly budget and present it during the CSM annual CC meeting
- 2) Develop and propose a mid and long term CSM funding strategy and support the mobilisation of funds from donors
- 3) Make recommendations to the whole CC on the allocation of CSM funds to support the activities of constituencies, regions/sub-regions and policy working groups. Resources should be allocated following the criteria agreed during the CSM Coordination Committee meeting in October 2012 (see Annex 1, extracted from the CC meeting report).
- 4) support the finance and administrative work of the CSM Secretariat in ensuring a the timely release of funds from the CSM Multi Donor Trust Fund that is administered by the OCPP office in FAO
- 5) approve the CSM Annual Report for consideration by the Coordination Committee

and dissemination to CSM members, donors and other relevant actors.

COMMUNICATION WITH OTHER MEMBERS OF THE COORDINATION COMMITTEE and WAYS of WORKING

The whole CC should be involved in making decisions on all critical and long-term financial and administrative issues. However, for urgent and routine decisions, for which it is not possible to involve the whole CC, the Finance working group will assume responsibility.

Even though the Finance Working Group is selected to ensure a geographical balance this does not mean that they represent or communicate only with CC members from their region. The Finance Working Group members are collectively responsible for consulting and communicating with all other CC members.

Furthermore, when making recommendations to the whole CC on how to allocate resources they must do so objectively, according to the criteria for allocating resources agreed by the whole Coordination Committee, and **not seek to use the position solely in the interests of their own organization, constituency, sub region or region or working group, although they will bring the experience of, and consult with members of, their regions and constituencies**

Decisions should be taken following the consensus rule, when this won't be possible, because one of the members did not provide his/her opinion within the due deadline, decisions could be taken with the majority of 3 members out of 4.

DURATION OF MANDATE

The members of the working group should serve until the end of their mandate on the CSM Coordination Committee (i.e. a maximum of 2 years).

ANNEX I

CSM Resource mobilization and allocation criteria

- All policy working groups, constituencies and sub-regions should do everything possible to identify volunteer capacity within working groups and share out tasks amongst working group members.
- They should also seek to mobilise their own resources. This is a key responsibility of Coordination Committee members, coordinators of working groups and resource persons
- CSM funds cannot be used to cover salaries of people facilitating working groups, constituencies or sub-regional/regional activities. Coordinators/facilitators of working groups can be reimbursed for the following costs on submission of receipts: communications, printing, photocopying.

Criteria for allocating CSM global resources

- Priority should be given to weaker constituencies and sub-regions
- On the basis of a work plan, budget and resource mobilization strategy
- Must demonstrate how CSM organizing principles will be adhered to, in particular how broad participation across constituencies, sub-regions and gender will be ensured, whilst prioritizing the participation of social movements and peoples' organisations
- Should demonstrate how the process will support, rather than undermine, existing CSO processes
- Must have mobilised other volunteer, in-kind and financial resources from other sources and be able to demonstrate there is a resource gap
- CSM global resources may be allocated to support constituencies and sub-regions but not to individual organisations / networks
- CSM global resources cannot be used to support participation in meetings which do not have a specific linkage to the CFS
- Funds to be administered by a CSO on behalf of wider working group, constituency or sub-region. Decision making on the use of funds cannot be made alone by the organisations responsible for the administration of funds.
- Allocations should be consistent with any priorities set by the CSM Coordination Committee
- Allocation of resources have to favour integration between working groups and regions, sub-regions and constituencies.