



# European Human Rights Advocacy Centre

## International Steering Committee

### Terms of Reference

(01.01.2015)

#### **Functions**

The purpose of the EHRAC International Steering Committee [‘the Committee’] is to provide information, guidance and advice to EHRAC in respect of legal, political and human rights developments arising in EHRAC’s target countries and with a view to assisting strategic decision-making within the organisation.

#### **Membership**

The Committee shall consist of between 10-15 members with demonstrated expertise in:

- a) human rights litigation/monitoring within EHRAC’s target region  
or
- b) one of EHRAC’s target areas for strategic litigation.

Members shall be selected on the basis of relevant expertise as well as the following:

- a) commitment to EHRAC’s work; and
- b) commitment to equal opportunities and the highest standards of working practices; and
- c) willingness and ability to respond to requests for advice, assistance and guidance from EHRAC in the best interests of the organisation.

Additional members may be recruited on an ad-hoc basis at the discretion of the Chair of the Committee, following consultation with the Director of EHRAC and the Chair of the EHRAC Advisory Board. The reason and purpose of any such ad-hoc appointment must be recorded in the Committee minutes.

#### **Appointment**

Appointments to the Committee shall be by invitation of the Chair of the Committee (following consultation with the EHRAC staff and Chair of the EHRAC Advisory Board). The term of office of Committee members will be for a period of three years (which is renewable).

Members may resign from the Committee with one month’s written notice to the Chair.

**Chair** The term of office of the Chair of the Committee shall be for a period of two years. Successors to the office of Chair are to be elected by the Committee.

**Meetings** Meetings between staff and members of the Committee may be in person or by telephonic or electronic means (where each participant is able to communicate with all other parties).

It is anticipated that meetings and communications with Committee members are likely to be focused according to subject area and need. As such, there will be no minimum number of meetings per year and it is likely that few if any of the Committee meetings will involve the entire membership of the Committee. As such, a brief minute of any meeting held with a Committee member will be recorded and disseminated by EHRAC staff.

### **Responsibilities**

Members of the Committee have the following responsibilities:

- (i) to attend Committee meetings where practicable and to respond to requests from EHRAC staff;
- (ii) to maintain the confidentiality of the Committee and of EHRAC's work;
- (iii) to declare any actual or potential conflicts of interest.

### **EHRAC's responsibilities**

EHRAC staff will ensure that Committee members are:

- (i) given ample notice of proposed telcon/meeting dates;
- (ii) provided with an agenda and relevant documents in good time;
- (iii) kept up to date with all significant developments in EHRAC's work.

**Expenses** The position of Member of the Committee is not remunerated. Reasonable expenses can be claimed from EHRAC – for example for attendance at meetings.

**Review** These Terms of Reference will be reviewed by the Chair of the Committee and the EHRAC Director annually, with any amendments to be agreed by the Committee.