

## **GAVI Alliance Civil Society Constituency Charter**

### **I. Introduction**

The GAVI Alliance has defined civil society organizations (CSOs) as:

- a) Organizations with aims consistent with the spirit and purposes of the GAVI Alliance, focused on immunization, child health and health system strengthening;
- b) Organizations that agree to work collaboratively with the relevant government, the GAVI Alliance Secretariat, and other GAVI Alliance partners;
- c) Civil Society Organizations may be non-governmental organizations, community-based groups/or partnerships, professional associations, academic and technical institutions;
- d) CSOs may be involved with
  - a. Delivering immunization or child health care packages in-country
  - b. Providing technically assistance in design and implementation of immunization or child health programs
  - c. Monitoring/evaluating immunization or child health programs
  - d. Mobilizing communities to increase demand for immunization or child health care
  - e. Advocating/lobbying for immunization or child health care issues
  - f. Emphasizing childhood immunization as a human rights issue
  - g. Undertaking operational research
  - h. Teaching and training health care personnel
- e) CSOs should be national, local, regional or international in structure and scope and ideally represent the views of beneficiaries as much as possible.

Civil Society plays a major role in immunization around the world and in the activities of the GAVI Alliance. Civil Society delivers a high proportion of rural health care (including immunizations) in the developing countries with the greatest challenges; civil society has unique connections with the community and the population at large, particularly those who are hard to reach; and civil society organizations (CSOs) can be important advocates in resource mobilization at local, national and international levels. In addition, as GAVI has no structured, formal country presence, CSOs can provide important feedback about the situation on the ground that can inform discussions on key policy issues such as prioritization, co-financing, supply strategy, and others as they may arise.

Many CSOs have involvement in a range of health and non-health activities. This Charter describes their involvement in GAVI activities.

CSOs have formally created the GAVI Alliance Civil Society Constituency, which contains two major components: *Core Steering Committee* (15 members plus *ex officio* members) and the broader *Civil Society Forum* (open membership). Supporting the activities of these components is a *Communications Focal Point*. Terms of reference for each of these three are provided below. The GAVI Alliance Civil Society Constituency is committed to openness and transparency. With rare exception (such as discussion and voting on nominees), all CSO meetings will be open to all who wish to attend.

### Terms of Reference

**1)** The *CS Steering Committee (SC)* is a 15 member group, which works to support members of the various GAVI Alliance governance bodies (Board, committees, time-bound task teams, etc.) and develop CS position papers/responses/etc. for the GAVI Board and related bodies. The CS Board member and alternate and all CS members of ongoing GAVI Committees will be *ex officio* members with vote.

SC members will be selected based on commitment to follow issues, available time, technical expertise, and representation of the broad and diverse CS spectrum, with attention to country of origin and the GAVI gender policy (downloadable at <http://www.gavialliance.org/vision/policies/gender/index.php>). Membership will be based on both individual and organizational characteristics. In addition, a communications focal point (CFP) who supports the work of the CS constituency is a non-voting member of the CS Steering Committee (see below).

Responsibilities of SC members include:

- a. Working with CS representatives to various GAVI governance bodies to write policy papers/position statements/briefings/responses/etc., and input into the development of other relevant papers;
- b. Representing (or arranging representation) at various meetings, such as the Global Immunization Meeting (GIM), IHP+ meetings, financing meetings, etc., and feed back results to broader CS group;
- c. Serving a watchdog function to monitor how commitments at national and international levels are met;
- d. Advocating for resources to achieve GAVI's goals;
- e. Working to support CS contributions to GAVI Alliance policies, strategies and activities, at global, regional and national levels;
- f. Assuring CS representatives effectively represent CS constituency in various GAVI Alliance bodies;

- g. Tracking GAVI's adherence to globally agreed principles such as the Paris Agreement and the Global Health Partnerships Principles, and other relevant agreements;
- h. Conducting liaison between the GAVI Secretariat and the Civil Society constituency;
- i. Acting as a communication channel to relay country concerns to relevant GAVI Alliance bodies;
- j. Challenging the GAVI Secretariat and partners to be inclusive of CS in decision making and implementation;
- k. Advocating for direct funding of CS;
- l. Nominating CS representatives to GAVI Alliance bodies (ongoing governance mechanisms and time-bound work groups and task teams);
- m. Being able to allocate approximately 10% of their work time to GAVI Alliance activities;
- n. Openly communicating any possible conflict of interest.

Steering Committee members will serve two-year renewable terms for a maximum term of four consecutive years, after which they must leave the SC for at least one year before being re-appointed. Initial selection was based on self-nomination with decisions being taken by the GAVI Alliance CS Board representative, Board alternate, and CS member of the GAVI Program and Policy Committee. One-half of the initial SC was appointed for an initial one-year term, the remainder for two-year terms, to allow for staggered rotation of membership.

In April of each year, a solicitation for nominations will be sent to the broader CS constituency involved in maternal and child health issues. A sub-group of the SC will review nominations and make recommendations to the entire SC for decision about new members. Attention will be paid to ensure diverse representation geographically, balance between advocacy and service delivery organizations, and gender balance. The SC will vote on the nominees.

- 2)** The *Civil Society Forum*, at the broadest level, encompasses all civil society organizations and individuals having an interest in, or who are aligned with, the mission of the GAVI Alliance and who wish to participate. Members represent a diversity of CS perspectives, positions and experiences.

Responsibilities of *Civil Society Forum* members include:

- a. Communicating ideas, concerns and activities between the CS community at large and the CS Steering Committee;

- b. Providing viewpoints on various GAVI Alliance policies, programs, and strategic or policy decisions to be taken by the Secretariat, Board, and other GAVI Alliance entities, as appropriate;
- c. Advocating for increased resources to support immunization;
- d. Advocating for the role of CS in immunization, child health and health system strengthening;
- e. Actively participating in discussions on GAVI Alliance Funding for CS to help implement Health Systems Strengthening (HSS)/Incentives for Routine Immunization Strengthening (IRIS) plans or comprehensive multi-year plans (cMYP) for immunization;
- f. Actively supporting country efforts to achieve high immunization coverage levels and the effective use of GAVI funds;
- g. Nominating (or self-nominating) prospective members of SC, GAVI Board, and GAVI committees or workgroups;
- h. Strengthening coordination and representation of CS at country and regional levels.

Membership in the *Civil Society Forum* will be based on alignment of the mission of the CSO/ individual with that of the GAVI Alliance. Membership application forms for organizational and individual members have been developed and are attached. Applications for membership will be reviewed by the SC – approval will be the norm. Denial will be exceptional, and based on lack of alignment with GAVI goals or conflict of interest.

### **3) The GAVI CS Communication Focal Point (CFP)**

Responsibilities of the *Civil Society Communications Focal point* include:

- a. Facilitating communications among Steering Committee members and between Steering Committee and Forum members, and Steering Committee and Board representatives GAVI Alliance Committee members, and task team/work group members. This will include synthesizing/filtering information to prevent information overload of Steering Committee and Forum members;
- b. Serving as a non-voting member *ex officio* of the Steering Committee.
- c. As appropriate, attending GAVI Board meetings as an observer and reporting on them to CS Forum;
- d. Participating in contacting civil society organizations to seek input on specific issues and topics of relevance to the GAVI Alliance mandate and work of the CS constituency;
- e. Communicating about GAVI Alliance activities and decisions back to the CS community, governments and the public in various fora;
- f. Facilitating debates/discussion within the wider constituency on critical issues, using approaches such as MyGAVI and other social networking technologies, meetings, conferences, etc.;

- g. Ensuring communication of constituency views to appropriate Steering Committee members and parts of the GAVI Alliance (Secretariat, Board, etc.);
- h. Assisting in organizing meetings/teleconferences, etc., of Steering Committee and Forum;
- i. Assuring timely completion of CS constituency member tasks.
- j. Developing and maintaining a database of CS resources (available technical assistance on various areas such as logistics, health financing, health policy, social mobilization, vaccine management, etc.; grants; training and partnership opportunities, etc.)
- k. Managing, analyzing and updating database of GAVI Alliance constituencies (Southern Coalitions & Networks, Civil Society Forum membership).
- l. Undertake other pertinent assignments that the SC through the Chair might ask to be performed.

The CFP will be selected by the SC and serve under the terms of a mutually-agreed contract.

#### Officers/representatives of the CS Constituency

- 1) Chair of the Steering Committee – The Chair of the Steering Committee will be elected by SC members. The Chair's term will be for two years and be renewable. At the discretion of the SC, a Vice-Chair may be selected. The Chair will have as primary tasks to call and preside over meetings of the SC and to supervise the Communications Focal Point. The Chair will also have important oversight functions, including establishment of agendas for meetings, ensuring follow-up on agreed activities, soliciting and selecting volunteers for Constituency activities, and overseeing Constituency processes. The Vice-Chair will assist the Chair in these functions and serve as Acting Chair in the absence of the Chair.
- 2) GAVI Alliance Board Civil Society representative and alternate - the GAVI Board CS representative and alternate will be nominated by the SC. The term of each will be two years. The alternate will be nominated to assume the Board position at the end of the representative's term. Consequently, every two years the SC will nominate a Board alternate and the current alternate will be nominated to assume the Board representative position. Generally speaking, the representative and alternate will be from different geographic regions. Attention will be paid to appropriate gender representation. The Board representative and alternate will be *ex officio* members of the SC, with voting privileges. Terms of Reference of the Representative and Alternate are attached.
- 3) GAVI Alliance Civil Society Committee members – Civil Society representatives to GAVI Alliance standing committees (such as the present Programme and Policy Committee, Governance Committee, and Evaluation Advisory Committee) will be nominated by the SC based on individual expertise and interest. The term will be determined by the GAVI Alliance Board. Civil Society representatives to

GAVI standing committees will be *ex officio* members of the SC, with voting privileges.

- 4) GAVI Alliance Work Group/Task Team members - Civil Society representatives to GAVI Alliance time-limited Work Groups or Task Teams will be nominated by the SC based on expertise and interest. The appointment will be for the duration of the task.

The performance of all Officers/representatives will be subject to annual review by a sub-group of the SC and, if unsatisfactory, can lead to their removal. The sub-group will typically include the Chair/Vice Chair, Communications Focal Point, and at least one other SC member.

### **Norms, processes, and procedures**

The Civil Society Forum is the link between the broad group of civil society and the GAVI Alliance. The Steering Committee (SC) is the mechanism to centralize and synthesize information and organize the CS voice to be heard and its actions to be efficient and effective. The SC is charged with making sure that the CS voice is heard, and that all the parts of the constituency, especially the southern part, take an active role in GAVI actions.

### **INTERNAL PROCEDURES/PROCESSES**

The SC functions through different processes

- Small working groups for items needing more information and decision. Self-nominations will be solicited and the SC will make appointments. Terms of Reference will be developed for the working groups. Drafts of work are submitted to the entire SC for comments and, when time and items permit, to the entire CS forum before finalizing the document.
- Monthly conference calls on pre-established schedule, with agenda items submitted to the entire group at least 48 hours before. The conference calls essentially allow:
  - follow up of items that are underway
  - share new information and take urgent decisions after discussions
  - discuss the relationship with GAVI Alliance and the GAVI secretariat, supporting GAVI actions and immunization
- A quorum for a meeting (either teleconference or in person) will be a majority of voting members. To take definitive action, a majority of voting members present at the meet must support the action.
- Two face to face meetings per year. Preparations for the meeting are made by a self-nominated working group of SC members based on current events and planned activities, problems, and experience.
- Emails through an internal mailing list to permit sharing and action in between the

- conference calls.
- Organizing/nominating the representation of civil society in GAVI Alliance Committees, work groups, etc. One important role of the SC is to issue calls for nominations and ensure that all parts of the CS constituency are represented, especially those coming from GAVI-funded countries.
- Expertise from southern countries should be identified and used to assure that advocacy is made for real priorities.

Transparency of discussions and actions between the CS constituency and the GAVI Secretariat (and *vice versa*) is essential.

The core of all this functioning is the Communications Focal Point, who centralizes and synthesizes all the information and dispatches it to those concerned, taking care that the entire constituency is aware of the important information but also ensuring that neither the SC nor the broader Forum are overburdened. Electronic mechanisms will represent the major form of communication within the constituency but alternative approaches will also be developed to accommodate the lack of access to electronic means in some developing countries.

#### *SC functions with respect to the CS Forum*

- Establish effective means of communication with the CS Forum and the broader CS constituency;
- Clearly identify the expertise in the CS constituency that can be used for advocacy;
- Relay needed information to the constituency: advance items, call for nominations, need for support of different sorts, deadlines. The e-news letter can be a good way to communicate;
- Identify the most efficient ways of regular communication with southern and less accessible CSOs and define the periodicity of those communications;
- Prepare a general meeting with the constituency every two years.

## EXTERNAL PROCEDURES/PROCESSES

### *Towards GAVI Alliance Board*

The relationships with the GAVI Alliance Board and GAVI Alliance Secretariat are made through

- The Communications Focal Point, who makes the link with the secretariat about follow up of the different activities underway or planned;
- The board member, alternate and the members of the different committees (PPC, etc.) keep the SC up to date and can initiate action. They are actively supported

by the SC. When needed, more support from the entire constituency is activated. The role of those members linking secretariat and board is to ensure that the CSO preoccupations and problems are reflected in the policies and processes undertaken by GAVI;

- Establishing the procedures to nominate the representatives to the board, the different committees, and other events/situations where advocacy is needed; This part of the SC's activity is particularly important, since it is the mechanism by which southern representatives can be actively involved and supported;
- Advocating for funding of CS in support of GAVI goals.

#### *Relations with the GAVI Secretariat*

- Centralized through CS Board representative, Board alternate, Communications Focal Point, and Steering Committee Chair/Vice-Chair.
- Regular in-person meetings with the GAVI Secretariat will be held at least monthly to facilitate flow of information, updates on critical work and to share feedback from the CS community on ongoing tasks.
- When a CS representative is requested for GAVI-established body (Secretariat, Board, or other governance or technical body), a communication should be sent from the GAVI Secretariat to the Communications Focal Point, who will pass the information on to the Steering Committee Chair/Vice-Chair, CS Board representative and Board alternate. This group will be responsible for communicating the CS nominee to the GAVI Secretariat. Requests from the Secretariat should come in a timely manner so that the process to nominate an appropriate CS candidate can be done in good time.
- Members of the CS Forum should share information with the Communications Focal Point when having bilateral meetings with the Secretariat and when developing bilateral plans with the Secretariat.

#### **Reports on GAVI-supported work or travel**

CS members who participate in GAVI-supported activities such as country visits, task teams, work groups, etc., are expected to provide brief summaries of these activities to the CFP (for subsequent wider distribution) on a timely basis.

#### **National or regional GAVI Alliance CSO Coalitions/networks**

National or regional GAVI Alliance CS coalitions/networks can be formed to strengthen and coordinate CS activities within a country or region. Formation of such coalitions/networks must be done in conjunction with the GAVI Alliance CS Steering Committee. Coalitions/networks may not use the name GAVI Alliance Civil Society



Constituency coalition/network without express permission of the GAVI Alliance CS Steering Committee.

### **Representing the GAVI Alliance Civil Society Constituency in public**

Any member of the Civil Society Constituency can speak for the constituency when presenting positions that have been approved by the Steering Committee. Many CSOs have interests beyond the activities funded by the GAVI Alliance and the GAVI Alliance does not address all issues related to immunization. Consequently, members must be careful to differentiate between their own views and those that have been approved by the Steering Committee and not present their personal/organizational views as representing the entire constituency.

### **Funding of Civil Society Constituency activities**

Initially, the GAVI Secretariat has provided the support needed to organize the Constituency and support attendance at GAVI Alliance meetings. This support has been essential and it is hoped that the Secretariat will continue to support the Constituency. However, the Constituency wishes to expand its support to include other sources and will actively pursue such support.

### **Duration and amendment of charter**

This charter supplants the prior Terms of Reference for the Civil Society Board member of the GAVI Alliance Board developed in 2008. This charter shall be in effect for 3 years from the date of approval, at which time it should be reviewed and revised as necessary. It may be amended at any time by a simple majority of voting SC members should the need arise.

**GAVI Alliance Civil Society Constituency  
Organizational Membership Request Form**

Date: \_\_\_\_\_

***[Name of organization]***

\_\_\_\_\_  
Wishes to become a member of the GAVI Alliance civil society constituency and thereby agrees to:

- (1) actively promote the rights of women and children to immunization through support to the GAVI Alliance mandate
- (2) support the GAVI Alliance Strategic Goals
- (3) engage with the broader GAVI CSO constituency to work on various immunization-related policy, advocacy, programmes and other areas of work

**\*Please review the GAVI Alliance CSO Membership Policy below**

(Please include all possible contact information, including additional relevant individuals or offices, continuing on the back if necessary)

Executive Director/Head of organisation:

\_\_\_\_\_  
***Family Name***                      ***Given Name(s)***

\_\_\_\_\_  
***Email***

\_\_\_\_\_  
***Telephone***

GAVI Alliance CSO contact person:

\_\_\_\_\_  
***Family Name***                      ***Given Name(s)***

## Organisation Contact Information

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<b>Street</b>	<b>City</b>	<b>State</b>	<b>Country</b>	<b>Postal Code</b>
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<b>Fax</b>	<b>Website</b>
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Get involved today by subscribing to the GAVI Alliance CSOs email lists! Simply send a blank e-mail to: [gavi-cso-constituency@googlegroups.com](mailto:gavi-cso-constituency@googlegroups.com)

Preferred language of correspondence (**check one**):  English  Français  
 Español  Other \_\_\_\_\_

Preferred method of correspondence (**check one**):  E-mail  Fax  Airmail

If you are subscribed to the [gavi-cso-constituency@googlegroups.com](mailto:gavi-cso-constituency@googlegroups.com), please indicate how you heard about us (**check one**):

From Ministry of Health \_\_\_\_\_

Your CSO was a recipient of Type A or Type B funding \_\_\_\_

Other \_\_\_\_\_

**\*\* Please include on the back or attach a mission statement and a brief paragraph summary of your organisation's activities and/or principal advocacy initiatives.**

**Please sign and return this form by email to:**

[Kate.elder@ifrc.org](mailto:Kate.elder@ifrc.org)

*\*GAVI Alliance CSO Membership Policy:*

***A GAVI Alliance CSO Member organisation is allowed to state that it is a member of the GAVI Alliance Civil Society Constituency; however, it may not state that it is an official representative of the GAVI Alliance. Individual members may endorse or take a position on GAVI Alliance policy and implementation issues, but not on behalf of the GAVI Alliance. Formation of a national and/or regional GAVI Alliance CSO network/coalition must be done in conjunction with the GAVI Alliance CSO Steering Committee. Use of the name GAVI Alliance Civil Society***

***Constituency CSO for the GAVI Alliance requires express permission of the GAVI Alliance CSO Steering Committee.***

On behalf of \_\_\_\_\_ I have read and agree to the GAVI Alliance CSO Membership Policy.

*Name of Organization*

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\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## GAVI Alliance Civil Society Constituency Individual Membership Request Form

***[Name of individual]***

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I wish to become a member of the GAVI Alliance civil society constituency and thereby agree to:

- (1) actively promote the rights of women and children to immunization through support to the GAVI Alliance mandate
- (2) support the GAVI Alliance Strategic Goals
- (3) engage with the broader GAVI CSO constituency to work on various immunization-related policy, advocacy, programmes and other areas of work

**\*Please review the GAVI Alliance CSO Membership Policy below**

### Individual applying

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***Family Name***

***Given Name(s)***

---

Contact Information

---

***Street***

***City***

***State***

***Country***

***Postal Code***

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***Fax***

***Website***

Get involved today by subscribing to the GAVI Alliance CSOs email lists! Simply send a blank e-mail to: [gavi-cso-constituency@googlegroups.com](mailto:gavi-cso-constituency@googlegroups.com)

Preferred language of correspondence (**check one**):  English  Français  
 Español  Other \_\_\_\_\_

Preferred method of correspondence (**check one**):  E-mail  Fax  Airmail

If you are subscribed to the [gavi-cso-constituency@googlegroups.com](mailto:gavi-cso-constituency@googlegroups.com), please indicate how you heard about us (**check one**):

From Ministry of Health \_\_\_\_\_

I work with a CSO that was a recipient of Type A or Type B funding \_\_\_\_

Other \_\_\_\_\_

Please sign and return this form by email to: [kate.elder@ifrc.org](mailto:kate.elder@ifrc.org)

*\*GAVI Alliance CSO Membership Policy:*

***A GAVI Alliance CSO Member is allowed to state that he/she is a member of the GAVI Alliance Civil Society Constituency; however, (s)he may not state that he/she is an official representative of the GAVI Alliance. Individual members may endorse or take a position on GAVI Alliance policy and implementation issues, but not on behalf of the GAVI Alliance. Formation of a national and/or regional GAVI Alliance CSO network/coalition must be done in conjunction with the GAVI Alliance CSO Steering Committee. Use of the name GAVI Alliance Civil Society Constituency CSO for the GAVI Alliance requires express permission of the GAVI Alliance CSO Steering Committee.***

I have read and agree to the GAVI Alliance CSO Membership Policy.

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Signature

Date