

Purpose and Role

1. The HC convenes and chairs the Advisory Board (AB), which has a consultative role and ensures that the views of donors, UN agencies, the NGO community and relevant technical experts can inform decision-making
2. The AB is a critical component of the Fund's governance structure, with the purpose of supporting the Humanitarian Coordinator (HC) in articulating the strategic vision of the Fund, ensuring the strategic nature of individual allocations, and overseeing Fund performance.
3. For the Regional Fund an AB will be set up in each country in which a country envelope is established.

Main responsibilities

4. The AB advises the HC in four main areas:
 - Strategy:**
 - The AB advises the HC on how global policies and priorities can be best translated into country-level strategies, as reflected in the HC's vision for the Fund and the Operational Manual.
 - The AB advises the HC on Allocation Strategies, discusses funding priorities and how the deployment of resources can maximise the added value of the pooled funding mechanism.
 - The AB advises and supports the HC in strategic resource mobilization efforts, advocating for the Fund as a key instrument to address critical needs and promote system improvements.
 - Risk Management:**
 - The AB supports the HC in undertaking periodic risk analyses and the development of commensurate risk management plans (see chapter 5 on Risk Management) as a key element of risk sharing.
 - Transparency:**
 - The AB supports the HC in monitoring Fund processes to ensure that all stakeholders are treated fairly and that the management of the Fund abides by established principles and guidelines.
 - Performance:**
 - The AB supports the HC in monitoring and reviewing operations, providing advice to optimise performance in line with the Common Performance Framework.

Representation and attributes

5. AB members are high-level representatives of their respective organisations (normally as Country Representative/Director level). They serve as representatives of their constituencies and/or subject matter experts, and with disregard for any personal or organisational interests but rather to ensure that the Fund fulfils its mandate and performs strongly.
6. Members shall be actively engaged, collaborative and demonstrate technical knowledge. They commit to attend all meetings/participate in all processes and work in partnership to promote the best interest of the CBPF. They have a general understanding of the humanitarian environment, contribute expertise in specific areas and address cross-cutting issues (such as gender, disability, accountability to affected people and centrality of protection, among others).

Composition and nomination process

1. The composition of the AB is determined by the HC in consultation with the humanitarian community, including contributing donors, UN agencies,¹ national and international NGOs. AB members are nominated by their constituencies in a transparent and participatory manner. Their nomination is endorsed by the HC.
2. The AB should ensure genuine, equitable and vocal participation of all four constituencies. To ensure efficient proceedings, the composition of the AB is limited to a maximum of 12 constituency representatives (i.e., a maximum of three representatives from each of the four mentioned constituencies). Equal gender representation should be sought.
3. Additional observer members may be co-opted at the prerogative of the HC to enrich discussions and analysis. Observer members may include a non-contributing donor, or other reference persons, to improve the quality and transparency of decision-making processes and overall coordination of the humanitarian response. The AB works on the basis of consensus.
4. Fund-recipient organizations with pending non-compliance concerns cannot be members of the AB. If such concerns emerge during their tenure, the HC should seek their resignation pending resolution.
5. In support of inclusive programming areas, the AB must include representation of gender and disability inclusion expertise. When possible, experts can be identified from among donor, UN, INGO or NNGO constituency representatives. Alternatively, experts can be co-opted as additional observer members of the AB.
6. In support of the localization commitments identified by the Grand Bargain and in line with OCHA's corporate Gender Action Plan in place at the time of issuance of these guidelines to promote the agency of local women's organisations in the governance of CBPFs, at least one of the three representatives of the NNGO constituency will be a representative of a national women-led² or women's rights³ organization (WLO/WRO).
7. AB membership should rotate on a regular and staggered basis, normally with 12-month tenures.⁴ Membership is at senior leadership level (for example, Heads of agencies, senior humanitarian officials contributing donors etc.). To ensure continuation, a smooth handover between rotating AB members should be facilitated.
8. The members of the AB are:
 - Donors – Contributors to the CBPF (Non-contributing donors may be included as observers)
 - UN agencies
 - International NGOs

¹ These should be humanitarian mandated UN agencies and may include cluster/sector lead agencies or those with other leadership roles in country level humanitarian coordination arrangements.

² A WLO is defined as an organization with a humanitarian mandate/mission that is (i) governed or directed by women or; (ii) whose leadership is principally made up of women, demonstrated by 50 per cent or more occupying senior leadership positions.

³ A WRO is defined as (i) an organization that self-identifies as a woman's rights organization with primary focus on advancing gender equality, women's empowerment and human rights; or (ii) an organization that has, as part of its mission statement, the advancement of women's/girls' interests and rights (or where 'women,' 'girls', 'gender' or local language equivalents are prominent in their mission statement); or (iii) an organization that has, as part of its mission statement or objectives, to challenge and transform gender inequalities (unjust rules), unequal power relations and promoting positive social norms.

⁴ In exceptional circumstances tenure may be renewed by approval of the HC, for example where important to ensure the 'sequencing' of rotations in order to ensure continuity and cohesion of AB proceedings.

- National NGOs – including at least one WLOWRO
9. Other participants in AB proceedings are:
 - Observer members when co-opted at the prerogative of the HC
 - OCHA Head of Office, responsible for the management of the Fund
 - OCHA Head of Humanitarian Financing Unit (HFU), acting as the AB Secretariat
 10. For the Regional Fund in addition to the Heads of Offices, the OCHA Head of Regional Office will sit on the respective ABs to provide a regional perspective, and support as the supervisor of the Regional HFU.

Secretariat

1. The OCHA Country Office/HFU provides secretariat support to the HC and the AB, including issuing meeting invitations, preparing agendas, supporting documents and meeting minutes. Agendas and supporting documents should be circulated sufficiently in advance to allow for their review and enable effective deliberations.
2. The Secretariat supports members of the AB in delivering an effective role, through comprehensive inductions on Fund guidelines and operations, briefings, and preparatory meetings, particularly to local and national actors, to promote their empowerment and active participation in discussions of the AB, in support of Grand Bargain commitments to advance localisation. The Secretariat plays a liaison role between the NGOs in the ABs and the CBPF-NGO Dialogue Platform.

Meetings proceeding

3. The AB holds regular meetings as deemed appropriate by the HC in consultation with the members, typically quarterly. Ad hoc meetings may also be requested by the HC at any time. Email consultations on specific subjects may be organized when deemed relevant or required by the HC to ensure the Funds' efficiency.
4. Quorum will be considered only if there is a least one member in attendance from each of the constituencies (donors, UN agencies, INGOs, NNGOs).
5. To the extent possible, consensus across AB members will be sought. On all matters, the final decision rests with the HC or alternate. In the extraordinary event that a vote is required, observers do not have voting rights.