



**Terms of Reference**  
**Asia Chapter Advisory Committee**  
**Approved 6 June 2024**

**1. Purpose**

The overall purpose of the Asia Chapter Advisory Committee is to provide advice on matters related to the Global Alliance of NGOs for Road Safety (the Alliance) member management in the region: Asia. The Alliance's regional Chapters provide a platform to further strengthen NGOs in their region and empower its role, address the region's and NGOs' distinct challenges and needs, and contribute to the implementation of the Alliance's Strategic Plan 2024-2030.

**2. Scope of work**

- 2.1 Support the Regional Coordinator in convening member meetings and other matters as needed
- 2.2 Advice on how to bring together Alliance members in the region to address the issues that are particular to the region and foster peer-to-peer learning and collaborations to contribute to death and injury reductions from road crashes in the region and benefit other SDGs
- 2.3 Advice on how to strengthen the Alliance-member relations and ensure the Alliance keep abreast of current key activities of members and current key events in member countries in the region
- 2.4 Advice on partners, forums and initiatives in the region that the Alliance and its members may work with to facilitate NGO-government working relationships that can contribute to death and injury reductions from road crashes in the region and benefit other SDGs
- 2.5 Advice on how to ensure Alliance members in the region are actively engaged with the Alliance and its network and fulfill the member responsibilities

**3. Membership, Composition and Chair**

- 3.1 The committee shall have a minimum of three members, including at least one member from the Board of Directors from the region, one member of the Alliance Secretariat (usually Regional Coordinator) and an Alliance full member in the region. Additional committee members can be invited if they possess expertise on the purpose and scope of work of the Committee.
- 3.2 The Board member or Alliance Secretariat member will serve as chair of the Committee.
- 3.3 The composition of the Committee should strive for diversity that reflects the Alliance NGO community in the region, including gender equity.
- 3.4 Recruitment of Committee members shall generally occur at the beginning of the establishment of the Committee and will be appointed by the selected Board member and ED.
- 3.5 Members of the Committee will be selected based on interest, relevant experience and background. Final approval rests with the Committee Chair.

**4. Member Obligations**

- 4.1 Committee members agree to respect the confidentiality under which Board discussions take place, and sign a 'Committee Member Code of Conduct'.
- 4.2 In addition to signing a 'Declaration of Personal Interest & Conflict of Interest', Committee members must avoid situations in which their personal interests are, or may be, or may be perceived to be, in conflict with the Alliance interests. Where a potential conflict of interest exists, it is the member's responsibility to notify the Committee Chair of the circumstances so that in consultation with the Board Chair can provide guidance and take action as determined.

## **5 Quorum**

- 5.1 The quorum for the meeting shall be a minimum of 50%. All recommendations to the board from the Committee must be passed by the Executive Director for inclusion on the Board meeting agenda.

## **6 Frequency of meetings**

- 6.1 The full Committee will normally meet virtually. At the establishment of the Committee, the dates for the meetings will be established to allow moving the agenda forward as well as proper planning for Committee members.

## **7 Committee Documentation**

- 7.1 Responsibility for developing a brief meeting summary will be determined at the first meeting. The ultimate responsibility for summaries and conveying recommendations will fall to the Committee chair but a Committee secretary may be selected.
- 7.2 Circulation of a draft meeting summary to all committee members will occur within 1 week of a meeting. Members will have 48 hours to respond to drafts.
- 7.3 Meeting agendas and documentation will be emailed in advance of the meeting to all Committee members.

## **8 Reporting to the Board of Directors**

- 8.1 The meeting summary and potential recommendations will be presented to the Board at quarterly board meetings the next meeting by the Committee chair.
- 8.2 The Committee chair is responsible for ensuring that all items brought forward to the Board for action/decision or review/discussion are presented to the Board.

## **9 Review and approval**

- 9.1 The Board of Directors approved these Terms of Reference on 6 June 2024