

## Rules of Procedure for the Programme Steering Committee (Version dated 20 April 2016)

### Preliminary remarks

The “weltwärts” funding programme is managed jointly by Germany’s Federal Ministry of Economic Cooperation and Development (BMZ) and civil society organisations. The two sides have established a special body – the Programme Steering Committee (PSC) – to ensure the programme is run and developed in a responsible manner.

### 1. Purpose of the PSC

- 1.1. The PSC is a forum that is conducted jointly by the BMZ and civil society organisations as part of the weltwärts funding programme.
- 1.2. The PSC is intended to ensure adequate involvement of all stakeholders directly involved in the programme.
- 1.3. The main aims of the PSC’s work are to systematically include the programme stakeholders in the overseeing of the weltwärts funding programme and to create transparency with regard to procedures and decisions in the joint programme steering process.
- 1.4. The PSC shall discuss all overarching programme aspects and matters relating to the development and planning of the programme and establish a consensus whenever there are differing interests.

### 2. Composition of the PSC

- 2.1. The PSC is composed of
  - **representatives of the BMZ and of Engagement Global (weltwärts Coordination Unit)** (maximum of 5 seats);
  - **representatives of the German weltwärts organisations** from their shared-interest groups<sup>1</sup>. Maximum of 8 seats. The persons should be selected in such a way as to provide an appropriate representation of the various shared-interest groups;
  - representatives of the returning weltwärts volunteers (2 seats). A significant number of the returning volunteers must vote in favour of these representatives. As many returning volunteers as possible should be given the opportunity to take part in the voting.
  - Adequate involvement of partner organisations from the weltwärts partner countries before and after the PSC meetings must be ensured (e.g. by appointing persons responsible for ensuring partner involvement).
- 2.2. There must be a balance of genders both among the members representing the government and those representing civil society.
- 2.3. The BMZ shall be informed of the names of the PSC members and given evidence of their mandate to act as representatives. Representatives of the members’ shared-interest groups or their organisations/institutions can stand in for them at PSC meetings. Each shared-interest group shall designate a named representative.
- 2.4. PSC members shall be appointed for two years. Re-appointment is possible.
- 2.5. PSC members can invite guests to PSC meetings as required for specific topics or for advisory purposes. The invitation shall be issued by the coordinators.

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<sup>1</sup> A “shared-interest group” is an alliance of a minimum of ten German weltwärts organisations that send at least 100 volunteers on placement per calendar year. As these groups represent the political interests of their member organisations, they are not necessarily identical to quality associations, which are responsible for the quality development of their member organisations.

### 3. Decision-making procedure

- 3.1. PSC decisions shall be consensus-based. All members shall endeavour to establish maximum consensus on matters concerning the oversight and development of the programme.
- 3.2. Ultimate decision-making authority shall lie with the BMZ representatives.
- 3.3. Where a decision is beyond the authority of certain PSC members, the decision can be adopted on the proviso that objections can be made by an agreed deadline. If no such objection is made by the deadline, the decision is deemed to have been accepted.
- 3.4. Failure to establish a consensus shall be documented in the minutes and further action shall be proposed.
- 3.5. Decisions can be made in writing (including email) by circular. In such written procedures, decisions shall be deemed approved if all PSC members vote in favour. Any abstentions shall be taken to signify approval. If the circular procedure does not produce a clear outcome, the PSC coordinators shall decide what action is to be taken.

### 4. Internal procedure

- 4.1. The PSC shall meet on an as-needs basis but at least twice per calendar year.
- 4.2. The PSC shall be coordinated jointly by a BMZ representative and a representative of a shared-interest group. The meetings shall be chaired jointly by the coordinators if no external party has been jointly appointed to chair them.
- 4.3. The coordinators shall issue invitations to the PSC meetings no later than three weeks prior to the respective meeting.
- 4.4. The agenda shall be sent with the invitation. All PSC members (plus a representative group of partner organisations (at least 10)) can put forward items for the agenda. These should be addressed to the coordinators.
- 4.5. Decision papers and any other documents for the meeting must be supplied to the members no later than seven days before the date of the meeting.
- 4.6. PSC meetings shall be held at the BMZ in Bonn unless the members agree a different venue.
- 4.7. Minutes shall be kept of the PSC meetings. After each meeting, Engagement Global shall distribute the minutes to all members once they have been approved by the chair(s). If no objections or suggested changes/corrections are presented to the chair(s) within 21 days of the minutes being sent, the minutes shall be deemed to have been accepted. Decisions made by circular shall be included in the minutes of the next meeting.
- 4.8. Engagement Global shall be responsible for logistics and organisational tasks, in particular, sending the invitations and distributing the minutes of the meetings as well as settling travel expenses.
- 4.9. All relevant programme stakeholders, including the partners, shall be informed in a suitable form of final decisions taken, provided it has not been agreed that they should be kept confidential.

### 5. PSC work groups

The PSC can create permanent or temporary work groups with specific mandates dealing with predefined programme development and implementation issues. The topics shall be agreed in an annual plan in consultation with the PSC coordinators. As expert bodies, the groups draw up decision papers for the PSC and can also submit their own proposals to the PSC regarding their respective fields of expertise. The work group members and mandates shall be decided on a case-by-case basis. Work groups can be given decision-making powers for clearly defined subjects. Sections 4.2-4.6 and Sections 6 and 7 of these Rules of Procedure shall also apply accordingly to the activities of the work groups. In cases where the PSC has assigned decision-making powers, Sections 3.4 and 3.5 of these Rules of Procedure shall apply accordingly.

### 6. Remuneration for the PSC

The PSC members shall not receive any remuneration for their work. However, each member shall be entitled to be reimbursed by Engagement Global for the travel expenses incurred due to their participation in PSC meetings, in line with the German Federal Travel Expenses Act (“Bundesreisekostengesetz”). The travel expenses reimbursement shall be based on the respective PSC member’s place of residence in Germany.

## **7. Confidentiality**

All PSC members shall undertake not to disclose any confidential weltwärts programme/BMZ/Engagement Global matters of which they become aware in their capacity as PSC members. This requirement shall continue to apply even when they are no longer in office. The matters to be treated confidentially shall be agreed on a case-by-case basis.<sup>2</sup>

## **8. Amendments to the Rules of Procedure**

The Rules of Procedure can only be amended by a PSC decision and not without the approval of the BMZ representatives.

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<sup>2</sup> As a matter of principle, documents submitted to the Programme Steering Committee are to be treated confidentially. In addition, the representatives submitting them/the PSC coordinators can specify a certain level of confidentiality/non-confidentiality. Unless explicitly agreed otherwise, the PSC representatives are authorised to supply in an appropriate manner document content that is relevant to decisions to the working bodies and forums responsible for opinion formation (e.g. the PFIF platform).