

Pacific Women Shaping Pacific Development

Advisory Board Terms of Reference

**December 2012 - Revised November
2016**

1. Background

The 10 year \$320 million, Pacific Women Shaping Pacific Development Initiative was announced by the Australian Prime Minister on 29 August 2012 at the Pacific Island Leaders' Forum meeting. The Initiative will benefit all Pacific Island Forum countries by:

- enhancing the evidence base to inform policy and practice
- strengthening women's groups and coalitions for change
- supporting attitudinal change towards gender equality and women's agency
- improving women's leadership and decision-making opportunities
- increasing economic opportunities for women
- reducing violence against women and expanding support services
- improving gender outcomes in education and health.

2. Purpose of Advisory Board

An interim Advisory Board was established in February 2013 and a permanent Advisory Board was established in July 2015. The Advisory Board will be comprised of up to 12 eminent leaders from the Pacific Islands and Australia with a common vision to support gender equality in the Pacific. The role of the Board is to:

- Provide advice on the strategic direction of the program
- Assist in connecting the program with other influential leaders in the Pacific
- Advocate to support gender equality in the Pacific.

A representative of the Advisory Board will participate in the Program Management Committee (PMC) which will oversee the governance and strategic direction of *Pacific Women*. Members will rotate their involvement on the Committee.

The Advisory Board is not a Board of Directors or Trustees. Its members carry no responsibilities in the or management of the program. This responsibility rests with DFAT.

3. Structure and operation of the Advisory Board

3.1 Structure

The Advisory Board will be comprised of up to 12 eminent leaders from the Pacific Islands and Australia with a common vision to support gender equality in the Pacific. The chair of the board will rotate between members. Australia's Global Ambassador for Women and Girls will sit on the Board as an observer. DFAT will act as secretary to the Board with support from the *Pacific Women* Support Unit. Individuals and representatives of relevant organisations may be asked to contribute to Board meetings from time to time.

3.2 Tenure

Membership of the Advisory Board will be reviewed after four years. Appointment of any replacement members will be made by Australia's Minister for Foreign Affairs.

Members cannot delegate meeting attendance or other Advisory Board business to other persons.

3.3 Meeting Procedures

The Advisory Board will meet at least annually, with no more than two meetings a year. Between meetings, individual members will also meet with program representatives in country when appropriate. Indicative timing and location of the next meeting will be agreed at the end of each meeting.

Advice of the meeting, confirmed venue and travel arrangements will be sent to each member four weeks prior to the meeting. An agenda of proposed business and other relevant documentation will be sent to all Members approximately 10 days prior to the meeting.

Brief minutes of meetings will be distributed to members within 14 days of the meeting.

3.4 Expenses

DFAT will meet all costs associated with the Advisory Board meetings (including travel and accommodation). A sitting fee will be paid following the meeting in accordance with Remuneration Tribunal Act (RTA) directives as a non-designated Category Two committee.

4. Information for the Advisory Board

The Secretariat will provide background information on the Initiative and relevant research reports.