

Global Flood Partnership Steering Committee Terms of Reference

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VERSION HISTORY

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1. BACKGROUND

The Global Flood Partnership (GFP) is a multi-disciplinary group of scientists, operational agencies and flood risk managers focused on developing effective flood observational and modelling infrastructure, leveraging on existing initiatives for better predicting and managing flood disaster impacts and flood risk globally. Its aim is to establish a partnership for global flood forecasting, monitoring and impact assessment to strengthen preparedness and response and to reduce disaster losses.

During the 2016 Global Flood Partnership, held from 29 June – 1 July 2016 at the Joint Research Center in Ispra, Italy, it was decided that there is a need to establish a more structured governance for the GFP, and therefore to develop a “Steering Committee” to ensure a sustainable and successful effort towards the identified strategic objectives. This document is not legally binding and has no effect as a legal or political precedent. Nothing in this document can be considered as constituting a joint venture, agency, partnership, interest grouping or any other kind of formal business grouping or entity between the members of the GFP community.

2. ROLE OF THE GLOBAL FLOOD PARTNERSHIP STEERING COMMITTEE

The role of the **Global Flood Partnership** Steering Committee is as follows:

- Convene and organize the Global Flood Partnership annual meetings
- Interface with the relevant international frameworks, communities and groups such as the Sendai Framework for Disaster Risk Reduction, Community of Earth Observing Satellites (CEOS), Group on Earth Observing System of Systems (GEO), Sustainable Development Goals and others.
- Reach out to flood risk management stakeholders by seeking the participation in dialogues, meetings, and fora of such stakeholders
- Support research contributing to the aims of the GFP through support letters
- Consider any matters pertaining to GFP or its operations submitted to it by any member of the GFP community
- Ensure that commitments, made during the annual GFP meetings are put in practice

The Steering Committee may not act or make legally binding declarations on behalf of any member of the GFP community.

3. RESPONSIBILITIES OF THE STEERING COMMITTEE CHAIR

The responsibilities of the Steering Committee Chair are:

- Organizes the GFP Steering Committee meetings
- Sets the agenda for each meeting.
- Ensures that agendas and supporting materials are delivered to members in advance of meetings.
- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting.
- Clarifies and summarizes what is happening throughout each meeting.
- Encourages broad participation from members in discussion by calling on different people.
- Ends each meeting with a summary of decisions and assignments.
- Follows up with consistently absent members to determine if they wish to discontinue membership.

Should the Steering Committee Chair be unable to attend a meeting, the Vice Chair will serve as Committee Chair.

4. RESPONSIBILITIES OF STEERING COMMITTEE MEMBERS

Individual Steering Committee members have the following responsibilities:

- Understand the goals, objectives, and desired outcomes of the GFP.
- Take a genuine interest in the GFP's outcomes and overall success.
- Act on opportunities to communicate positively about the GFP.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other Steering Committee documents.
- Support open discussion and debate, and encourage fellow Steering Committee members to voice their insights.

The Steering Committee Members bear the costs of their own participation, including expenses related to attendance at meetings of the Steering Committee and other events and activities.

5. GENERAL

5.1 Membership

The table below lists the membership of the Steering Committee. It is composed of representatives of the members of the GFP community, on a voluntary basis.

The membership in the Steering Committee is a two-year commitment. A member can decide at any time to resign from the Steering Committee by informing the chair and remaining members via email. After the two years commitment the Steering Committee members are newly appointed by the Steering Committee in accordance with Section 5.2.2.

Each year, the host of a GFP meeting will be invited to designate a representative to become part of the Steering Committee. The host of a GFP meeting will remain member of the Steering Committee until one Steering Committee meeting after the annual meeting.

New members will be appointed by the currently existing members of the Steering Committee in accordance with Section 5.2.2.

The Steering Committee Chair is nominated by the members of the Steering Committee. Furthermore, a Vice Chair is also nominated by the members of the Steering Committee. The mandate of the Steering Committee Chair and Vice Chair is for 2 years. After this period a new Steering Committee Chair and Vice Chair are nominated. The nomination of a Vice Chair is offset with one year of the Steering Committee Chair such that nominations for both positions are not in the same year.

Including the Chair and the Vice Chair, there should preferably be an odd number of Steering Committee members to smoothen the decision-making process.

5.2 Meetings

5.2.1 Quorum

A minimum number of **five** Steering Committee members are required for a position to be considered as approved.

5.2.2 Proceedings

The Steering Committee will take position by consensus, i.e. the majority of the Steering Committee approves a given course of action, but that the minority agrees to go along with the course of action, potentially with some modifications.

At the beginning of each meeting the Steering Committee Chair will appoint a member to take meeting minutes.

At the end of each meeting, the tentative dates and agenda for the next meeting will be decided.

5.2.3 Frequency of Meetings

GFP Steering Committee meetings will take place at least bi-monthly.

Steering Committee members should nominate replacements in case they cannot attend the meeting by sending an email to the Steering Committee Chair and Vice Chair.

5.2.4 Documents for the meetings of the Steering Committee

Information will be sent to members in advance of a Steering Committee meeting. This information will include the following:

- Agenda for upcoming meeting.
- Minutes of previous meeting
- Any other documents/information to be considered at the meeting.