

# The National Gender & Gender Based Violence Committee (NGGBVC)

## *Terms of Reference*

### **1. Mission**

The NGGBVC is responsible for the efficient and effective implementation of the National Gender Policy (NGP) and the National Gender Based Violence Plan of Action (NGBVPOA). Using an integrated, multifaceted, multi-sectoral response to address all forms of gender issues with respect to the five priority areas of Health, Education, Wealth and Employment, Power and Decision-making, and Gender-Based Violence (GBV) as documented in the NGP.

The mission provides for a coordinated, cross-sectoral and rights-based approach to achieving a society in which all men and women, boys and girls are able to achieve their full potential through the enjoyment of their human rights; live together in mutual respect, dignity and harmony; and are equal partners as they participate in services and resources for realizing and sustaining their economic, social, political, and cultural development for equal enjoyment of all.

### **2. Management**

#### **2.1 Membership**

The membership of this committee is comprised of the following representatives:

<b># Agency</b>	<b>Representative</b>
1 National Women's Commission	Exe. Director
2 Ministry of Human Development	Social Planner
3 Ministry of Health	Health Planner
4 The Office of the Ombudsman	Legal Officer
5 Police Dept. (Family Violence Unit / Community Policing)	
6 NGO Representative	Representative
7 Ministry of Education	Education Planner
8 National Women's Commission	Program Officer
9 Women's Department	Director
10 Judiciary	Chief Magistrate
11 Department of Youth Services	Director
12 UN Rep/IPA	Representative
13 NCFC	Exe. Director

As the need arises, other technical persons may be co-opted to the Committee for specific purposes, for example the committee may include representatives from the Red Cross, Chamber of Commerce, City Council, Belize Association for Persons with Diverse Abilities, Mental Health Association, and individuals with specific expertise; however they cannot make up official quorum and do not have a vote on motions.

A membership list, including contact details will be maintained by the Secretariat in [this online document](#).

## **2.2 Appointment of Committee Chair and Vice-chair**

The NGGBVC will duly nominate and elect a Chair and Vice Chair from within it's membership, each serving for a period of two years, subject to re-appointments.

## **2.3 Appointment and Term**

### ***2.2.1 Appointments***

Appointments to the Committee shall be made by the respective line ministry/agency/sector at the formal request and approval of the NWC.

### ***2.2.2 Absence from Meeting***

A Committee member absent without apologies from three (3) consecutive Committee meetings without notification to the Secretariat will be deemed to have forfeited his/her place on the Committee.

### ***2.2.3 Resignation from the Committee***

Any member of the Committee may, by notice in writing from the nominating agency, resign his/her office. This should be addressed to the Secretariat.

### ***2.2.4 Notification of Vacancies***

If any vacancy should occur during the term of any member for any reason (death, absence or resignation), the NWC will notify the appointing agency at the earliest opportunity; subsequently, the NWC will work with the relevant agency/ies to seek appointment of a suitable person to fill the vacancy.

All newly appointed members are expected to participate in a committee induction process as soon as possible following their appointment to the Committee so that they can comply with the proper conduct of meeting. This induction process is the responsibility of the Secretariat.

### ***2.2.5 Term***

Given the standing nature of the Committee, it is anticipated that members will serve on the Committee for the life of the NGP, and/or as determined by the appointing agency; however, as a key element of the Committee's annual review meeting, membership performance will be reviewed through self-assessment/peer review.

### **3. Role and Functions**

The NGGBVC will lead the development, implementation, monitoring and evaluation of both the NGP and the NGBVPoA. The specific functions of the NGGBVC include:

- .Provide exceptional leadership and accountability for all aspects of the NGP and NGBVPoA
- i.Promote opportunities for exchange of experiences, lessons learned, mentorship and cooperation among relevant institutions to increase capacity of individual service providers, institutions and the community of practice.
- ii.Harmonize referral and response processes among institutions with respect to clients who require services.
- iii.Provide a national voice on all gender issues especially with respect to GBV.
- iv.Act as a primary advisory body to government on all gender issues, especially with respect to GBV
- v.Coordinate district implementation of the NGP and NGBVPoA through the district GBV Committees
- vi.Identify and respond to emerging issues in the areas of gender including GBV.
- vii.Submit an annual report on progress of implementation of the NGP and NGBVPoA to the NWC and MHDSTPA
- viii.Mobilize resources to support and advance the NGP and the NGBVPoA
- ix.Ensure effective synchronization and synergy between and among the three subcommittees (Policy and Legislation [PL], Information, Communication and Education [ICE], and Monitoring, Evaluation and Research [MER] and Gender Focal Point [GFP])

### **4.0 Meetings**

#### ***4.1 Frequency of Meetings***

The Committee meets bi-monthly (first Friday of the month at 9:00 am, every two months) for its scheduled meetings; however as the need arises, special meetings may be called by the Chair or at the request of at least 3-voting members.

#### ***4.2 Quorum***

The quorum shall comprise a simple majority of appointed members on the Committee.

#### ***4.2 Minutes, Communication and Reporting***

The agendas and minutes of the Committee shall be stored as a permanent record of the NWC. Agendas and minutes are to be filed in this folder as one document.

The minutes will be recorded by a recording secretary, directly in an online document during the meeting. The decision / action points should be agreed in the last section of the meeting, and agreed by all members present before the meeting is concluded. The draft minutes will then be made available within 7 days - shared with the full committee via an online document in [this folder](#). Each document will named as such 01\_01092017\_NGGBVC\_Minutes. where the

01 is the sequential number of the meeting itself, followed by the date in ddmmyyyy format. The committee will then have a further 7 days to make their comments and suggest edits. The minutes will then be formally proposed and adopted (by a simple majority) at the subsequent NGGBVC meeting.

All agendas shall be published/circulated via online/electronic means at least 2 weeks prior to the scheduled meeting, along with any required documents related to the agenda.

#### **4.3. Subcommittee Updates**

The NGGBVC will provide time and space for regular updates from the four subcommittees as follows:

- a. Policy and Legislation
- b. Education, Communication and Information
- c. Monitoring, Evaluation and Research
- d. Gender Focal Point

#### **5.2 Members**

The duties of the members are to:

- Attend and participate in meetings (as well as induction, planning sessions and relevant trainings)
- Work cooperatively with other members in achieving the objectives of the Committee
- Contribute technical advice, ideas and suggestions relating to items on the agenda
- Show respect for their peers, staff and others during Committee meetings
- Provide periodic briefings to their respective agencies on the work of the NGGBVC
- Serve as the chief liaison within their respective agency for the proper alignment and synchronization of the NGP & the NGBVAP with the respective agency strategic and operational plans.

#### **5.3 Staff Officers and Other Secretariat Staff**

The duties of the Secretariat and staff officer/s are to provide technical and logistical support to the Chairperson and NGGBVC as it relates to the following, but not limited to:

- Convening all meetings of the NGGBVC
- Preparing and circulating the agenda, reports and/or papers for the meetings
- Providing advice to the Committee without fear or favour
- Complying with the NWC Policy and Procedural Manual
- Recording the minutes of the meetings, preparing all minutes and distributing those minutes in a timely manner, as described herein
- Recording attendance at each NGGBVC meeting
- Ensure that all records are kept and maintained within the wider NWC records management system and in accordance with defined protocols

- Attending to such housekeeping matters as meeting confirmations, booking meeting rooms, training venues and arranging lunch in accordance with NWC's protocols
- Providing technical support to effectively conducting its annual operations as outlined in these Terms of Reference
- Adequately resourcing the NGGBVC Work Plan
- Ensuring that a Committee Induction process is conducted for all new members.
- Staff officers will support the Executive Director and the Chair with the annual internal planning and performance review of the NGGBVC.