

Terms of Reference

The District Gender & Gender-Based Violence Committee (DGGBVC)

District Committees

1. Mission

The DGGBVC is a technical multi-sectoral, results-oriented committee that is responsible for the efficient and effective implementation of the National Gender Policy (NGP) and the National Gender-Based Violence Action Plan (NGBVAP). The District Committee coordinates the development and implementation of local strategies 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. Oversight of the District Committees is provided by the NGGBVC.

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

Agency

- 1 **Women's Department**
- 2 **Human Services Department**
- 3 **Police Department (DVU)**
- 4 **Health Department**
- 5 **Education Department**
- 6 **Department of Youth Services**
- 7 **Magistracy**
- 8 **NGO Representative**
- 9 **Community Based Organizations**
- 10 **Local Government**
- 11 **Human Rights Representative/Advocate**

***Government Frontline Workers.

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 an online document.

2.2 Appointment of Committee Chair and Vice-chair

The DGGBVC 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 DGGBVC will Support the implementation of activities consistent with the NGP and the NGBVAP. The specific functions of the DGGBVC include:

- i. To be knowledgeable of and informed on the legislation, policies, plans, and directives of the Government of Belize regarding gender and gender-based violence
- ii. Provide leadership, accountability, and institutional coordination at the district level
- iii. Develop, implement, and manage district work plans consistent with the NGP and the NGBVAP.
- iv. Submit semi-annual reports to the NGGBVC to inform national policy development and advocacy strategies
- v. Serve as a support group and a forum for inter-agency coordination to address challenges, and coordinate resources (for example transportation) to promote effective responses to GBV particularly in rural areas
- vi. To identify gaps in services and resources at the local level, develop and implement local level strategies and recommend national level strategies to address these needs.
- vii. Identify capacity building and information needs with support from the NGGBVC
- viii. The committee will meet at least quarterly.
- ix. The Secretariat will keep records of all DGGBVC activities and prepare quarterly reports with an annual report presented directly to the NGGBVC at an extraordinary meeting of the DGGBVC. The format of annual report submission is to be provided by the NGGBVC.
- x. Members and alternates are to receive minutes of meetings and any other correspondence relevant to their roles and functions.
- xi. District committees will be required to report on their activities to the National Gender & Gender-Based Violence Committee semi-annually

4.0 Meetings

4.1 Frequency of Meetings

The Committee meets quarterly (dates and time to be determined by each district committee) 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 the district folder as one document.

The minutes will be recorded by the secretary of the committee, 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.

5.0 Duties and Responsibilities

5.1 The Executive

Chairperson

The duties of the Chairperson are to:

- Direct the preparation of the provisional agenda for each meeting of the Committee and convene the scheduled meetings
- Direct meetings according to the Committee Terms of Reference, and NWC's Code of Conduct
- Personally abide by NWC's Code of Conduct
- Facilitate the discussion of items on the agenda in a timely manner, and the consideration and approval of recommendations to the NWC
- Ensure all committee members have the opportunity to participate in the meetings
- Report to the NWC on matters referred to in these Terms of Reference and as requested by the NWC Chairperson/Executive Director
- Prepare, with support from secretary, quarterly and annual reports on the work of the DGGBVC

The Chairperson may delegate any of the foregoing responsibilities to the Vice-chair or any other member of the Committee as required for the effective management of the DGGBVC.

The Co- Chair shall have all the powers and perform all the duties of the Chair in the absence or disability of the Chair, or there being a vacancy in the Office of the Chair, and shall perform any other duties as may be assigned by the Chair, from time to time.

The Secretary

The duties of the Secretary are to:

- Take minutes of all meetings, including recording the names of those present and in attendance.
- Minutes of committee meetings shall be circulated promptly to all members of the committee and the NWC Secretariat
- Report on activities carried out by the Committee (include evidence such as pictures or sign-in sheets, etc)
- Assist NWC in logistics for trainings and meetings coordinated by the NWC

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 DGGBVC
- Assist executive with compilation of quarterly and yearly reports