

Purpose

1. The purpose of the Platform Advisory Group (PAG) is to provide advice to OCHA and the NGO co-chair of the OCHA CBPF-NGO Dialogue Platform (hereafter 'the Platform'), in support of its overarching goal of facilitating an open and inclusive forum for regular dialogue between OCHA and NGOs to inform the strategic direction and management of CBPFs. Members of the PAG are also the designated representatives of the NGO community in the Pooled Fund Working Group (PFWG), alongside representatives of donors and UN agencies, which is the main advisory body to support OCHA in its leadership and management of the Country-based Pooled Funds.

Main objectives

2. The main objectives of the PAG are:
 - i. To function as the main advisory group to OCHA and the NGO co-chair of the Platform, providing guidance and advise on the direction of the Platform, and its priorities and activities
 - ii. To support the NGO co-chair in its regular engagement with OCHA
 - iii. To support the NGO co-chair in reaching out to Platform members in follow up to actions agreed at meetings of the Platform and/or the PFWG
 - iv. To support the NGO co-chair in reaching out to Platform members to ensure ongoing consultation and communication between OCHA and NGOs on matters related to the CBPFs
 - v. To support the NGO co-chair in organizing Platform meetings and other processes or activities
 - vi. To ensure adequate representation of NGOs at the PFWG, including the proposal of agenda items and the preparation of key messages and common positions
 - vii. To conduct other tasks as required to advance the efforts of the Platform
3. OCHA and the NGO co-chair of the Platform will meet with the PAG at least twice a year, typically preceding the bi-annual PFWG meetings. Other ad hoc meetings focused on specific topics may be conducted.

Membership

4. The PAG is chaired by the NGO co-chair of the Platform and, in addition, comprises six rotational members:
 - i. Two representatives of local/national NGOs
 - ii. Two representatives of international NGOs
 - iii. Two representatives of NGO networks, one of which should be a national NGO network, with experience in humanitarian financing and/or CBPFs
5. In addition, upon rotation of the NGO co-chair of the Platform, the outgoing co-chair is invited to participate as an observer member of the PAG for an additional year to ensure continuity and provide ad-hoc support to the incoming co-chair.
6. Membership of the PAG is organizational and voluntary, for a two-year term. For local/national NGOs, the initial commitment for the normal two-year period can be extended by one additional year. In that case, the local/national NGOs will have to communicate this in writing to OCHA and the NGO co-chair of the Platform between 3 to 6 months prior to the end of the 2-year term.
7. Individuals are nominated by their respective organizations to participate in the PAG. Membership confers the responsibility to consistently attend meetings, participate in online discussions and support other initiatives of the Platform.
8. Members of the PAG do not represent the interests of their own organizations and are expected to represent their constituencies in a constructive manner, avoiding any conflict of interest. The NGO co-chair similarly represents the entire NGO community of INGOs and local/national NGOs rather than any interests of the organization and leads the relationship with OCHA for guiding the Platform.
9. If the individual nominated by an organization leaves that organization, or the organization decides to change its representative for any other reason, the organization will communicate this in writing to OCHA

and the NGO co-chair prior to the new representative assuming functions in the PAG, explaining why the change is required and that the new representative has the appropriate experience and profile.

10. If a member organization of the PAG cannot attend and / or contribute significantly to meetings in a sustained manner, it shall withdraw its interest in membership and a replacement will be found through an extraordinary call for expressions of interest.
11. Consecutive terms of membership are not permitted, in order to ensure rotation and opportunity for different organizations to participate. However, renewed expressions of interest will be admissible two years after the completion of a term.
12. In exceptional circumstances and to ensure continuity, renewal of the membership of an organization for one additional year following the normal two-year tenure may be allowed upon written request to OCHA and the NGO co-chair of the Platform, without a call for expression of interest.
13. Before the end of the tenure of the members of PAG, the NGO co-chair and OCHA will open a process to identify the new members, calling for expressions of interest. Following review by members of the Platform Advisory Group¹ supported by a selection of NGOs from the Platform's Consultative Group (e.g., 3 INGOs and 3 local/national NGOs), the new members are recommended and appointed by OCHA and the NGO co-chair.
14. The following criteria will be used to assess the expressions of interest:

For local/national NGOs, the organization shall:

- i. have received funding from at least one CBPF allocation in the two-year period prior to the call for expressions of interest; and/or
- ii. have participated as a member of a CBPF Advisory Board in the two-year period prior to the call for expressions of interest
- iii. be able to nominate an individual to participate actively and consistently for the full term (two-years, with the possibility to extend by one year)

Expressions of interest from local/national women's organizations and organizations of persons with disabilities (OPD) will be encouraged.

For international NGOs, the organization shall:

- i. have received funding from several CBPFs in the two-year period prior to the call for expressions of interest; and/or
- ii. have participated as a member of more than one CBPF Advisory Board in the two-year period previous to the call for expressions of interest
- iii. be able to nominate an individual to participate actively and consistently for the full term (two-years)
- iv. have previous/active experience and participation in humanitarian financing forums

For NGO networks, the organization shall:

- i. have proven expertise in humanitarian financing policy; and/or
- ii. have direct experience in engagement with matters related to CBPFs, for example as a member of Advisory Boards; and/or
- iii. have members that are registered with CBPFs as eligible for funding, or have participated in CBPF projects as sub-partners
- iv. be able to nominate an individual to participate actively and consistently for the full term (two-years)

¹ Current members of the PAG that have applied for the position of NGO co-chair of the Platform will not participate in the selection process.