

## **EHRN Steering Committee - Terms of Reference**

*Purpose of these Terms of Reference:* to summarize the responsibilities of the EHRN Steering Committee so that all EHRN members have a clear understanding of the Steering Committee's areas of responsibility and points of accountability.

### **The responsibilities of the EHRN Steering Committee**

The mission of the Eurasian Harm Reduction Network (EHRN) is to promote humane, evidence-based harm reduction approaches to drug use with the aim of improving health and protecting human rights at the individual, community, and societal levels.

The EHRN Steering Committee governs EHRN and facilitates the fulfilment of its mission.

The key areas of responsibility of the EHRN Steering Committee are as follows:

1. Set the strategic vision and Strategic Plan for EHRN
2. Define, supervise, and support the primary operational structures of EHRN
3. Lead and represent EHRN as champions of its mission and plan.

Each of these areas of responsibility is described below.

#### **1. Set the strategic vision and Strategic Plan for EHRN**

- Identify key priorities in harm reduction, health, and human rights, providing perspectives from all CEECA sub-regions and key drug user populations.
- Identify key opportunities for EHRN to promote harm reduction, health, and human rights.
- Based on the above, develop and approve the EHRN Strategic Plan.
- Monitor the implementation of the Strategic Plan and carry out its mid-term review.

#### **2. Define, supervise, and support the primary operational structures of EHRN**

- Authorize the ongoing mandate of the Secretariat and other operational structures (such as membership networks) to speak and act on behalf of EHRN.
- Monitor the development and implementation of EHRN work plan and its programmatic areas: Communications and Information sharing, Advocacy and Policy, Technical Support
- Develop and monitor processes for selection of partners, contractees and grantees in EHRN projects.
- Establish additional bodies in support of EHRN's governance structures as needed for the implementation of specific programs and projects (e.g. for Regional Program funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria (the Global Fund)).

- Define performance expectations of the Secretariat and other operational structures and, through the Steering Committee Chair, supervise these institutions to verify their performance and hold them accountable to expectations.
- Devote time to the implementation of EHRN mission and the activities of the Steering Committee, including:
  - Participating in the required meetings, teleconferences, e-mail conferences, and Expert Groups (to be established when required) meetings and calls.
  - Developing and approving operational documents including Strategic Plans and related budgets.
  - Developing and approving normative documents including harm reduction policies, advocacy statements, and guidance documents.

### **3. Lead and represent EHRN as champions of its mission and plan.**

- Represent EHRN in each CEECA sub-region and key constituency, and promote EHRN programs and membership.
- Participate in visible and vocal advocacy on EHRN priority issues.
- Support EHRN fundraising by representing EHRN to donors and helping the EHRN Secretariat to develop and communicate funding requests to donors.

#### **Composition & connection to other governance structures**

The SC is composed of thirteen representatives, elected by the EHRN membership, representing eight constituencies: Baltic States, Belarus-Ukraine-Moldova, Caucasus, Central Asia, Central Europe, Russia, South-Eastern Europe, and the Drug user community.

From 1 April 2014 EHRN has started implementation of the 3 year Regional Program “Harm Reduction Works – Fund It!” funded by the Global Fund. For the governance of the Program the SC established two advisory bodies: Regional Technical Advisory Group and Oversight Committee. The SC delegates two members to be the observing members (1 per body).

#### **EHRN Steering Committee Chairperson**

The Steering Committee governs itself through the election of a **Chairperson** and, as needed, other **officers** (such as a Treasurer) and **committees** (such an Executive Committee, Finance Committee, Audit Committee, and Membership Committee) or thematic **Expert Groups**. These officers and committee members are elected for defined terms of service.

The Chairperson of the Steering Committee is elected by the Steering Committee for a three-year term and holds the following responsibilities:

#### **Lead the Steering Committee**

- Regularly caucus Steering Committee members to collect ideas and identify pressing issues related to EHRN activities and to react to critical issues related to harm reduction in CEECA.
- Lead the work of the Steering Committee through developing agendas for Steering Committee meetings, teleconferences, and e-mail conferences, facilitating discussions at those meetings, organizing Steering Committee members into

assigned committees, Expert groups, tasks, and holding individual Steering Committee members accountable to their assignments and required participation.

- Orient newly elected Steering Committee members and maintain communication with individual Steering Committee members to assess their abilities and ambitions related to their participation and professional development in EHRN governance and harm reduction advocacy.
- Advise the Executive Director of EHRN Secretariat on appropriate resource allocation and organizational matters related to the SC (such as adjustment of Steering Committee meeting times, support for supplemental briefings and trainings, and arrangement for specific health or harm reduction needs) to ensure full participation by all Steering Committee members.
- Serve as liaison with the Founders' Committee.
- Provide leadership and guidance in conflict resolution.
- Ensure adoption and implementation of Conflict of Interest policies and other policies and procedures to ensure organizational accountability and transparency.

### **Supervise and support the Executive Director of the EHRN Secretariat**

- Serve as the connecting link between the Steering Committee and the Secretariat by regularly communicating with the Executive Director to monitor performance goals, progress toward those goals, and required adjustments of tasks, personnel, and resources, all to achieve the outcomes defined in the Strategic Plan.
- Provide oversight for the Strategic Plan development.

### **Lead and represent EHRN as a champion of its priority issues and agendas**

- Represent EHRN in each CEECA sub-region and key constituency, and promote EHRN programs and membership.
- Participate in visible and vocal advocacy on EHRN priority issues.
- Support EHRN fundraising by representing EHRN to donors and helping the EHRN Secretariat to develop and communicate funding requests to donors.

### **Alternate Chairperson of the EHRN Steering Committee**

The Steering Committee elects the Alternate Chairperson from its members. The Steering Committee makes a decision on the necessity to elect the Alternate Chairperson. The Alternate Chairperson's duties expire when the Chairperson's term ends if the Steering Committee does not decide otherwise.

### **Main responsibilities of the Alternate Chairperson**

- Facilitate communication between Russian- and English-speaking SC members.
- Represent EHRN and the Chairperson of the Steering Committee when SC Chairperson is not able to exercise his/her functions.
- Fulfil all other duties of the Chairperson of the Steering Committee when the Chairperson is away or unable to work.