

## **INDEPENDENT GRANTS PANEL - TERMS OF REFERENCE**

### **1. OVERVIEW**

#### **1.1 Panel Functions**

The functions of the Independent Grants Panel are to ensure:

- Applications comply with the board-approved Guidelines of the ACCAN Grants Scheme
- The Selection Criteria are used to assess Grant applications on merit, and consensus is reached on recommendations for funding within budget
- Grant applications are assessed with consistency and fairness
- That funded projects are consistent with ACCAN's mission, values, vision, scope and strategic goals
- Successful applications are fit to scale and address any potential risks
- The recommendations of the Panel are impartial, appropriately documented and they are publicly defensible
- Deliberations of the Independent Grants Panel remain confidential.

#### **1.2 Panel Membership**

The Panel will consist of three (3) members who will be selected and appointed by the ACCAN Board.

The Independent Grants Panel members cannot be Directors on the ACCAN Board (as per Constitution Clause 31.4.3). The Panel Members must also not be members of an ACCAN Standing Advisory Committee.

Independent Grants Panel members will serve in an individual capacity and will be appointed for their expertise. This is not a representational role and therefore there is no provision for an alternate to attend meetings.

#### **1.3 Term of Appointment**

Appointment to the Independent Grants Panel is for the period **1 February 2015 until 30 June 2017**. Members will be eligible for re-nomination at the discretion of the Board.

Members may resign at any time by written notice to the ACCAN Board. The Board will appoint a replacement in the event of any vacancy. Replacement appointments will serve out the remaining time of the above term of appointment.

Where, in the opinion of the ACCAN Board, an Independent Grants Panel member is unable to continue to contribute effectively to the functions of the Panel, the Board may terminate that member's appointment.

## **2. MEETINGS**

It is expected that the Independent Grants Panel will maximise the use of virtual and online strategies including teleconferencing and web meetings on an as needs basis.

### **2.1 Quorum**

All members of the Independent Grants Panel must be present for a quorum unless by reason of a conflict of interest a member has stood aside for consideration of a specific application.

### **2.2 Board Report**

The Independent Grants Panel must reach a consensus that meets the reporting requirements of the ACCAN Board, at the conclusion of assessing all eligible applications for each Round of funding. The Report must prioritise the successful applicants and outline the cost and timeline of these projects.

The Report must also state if any Conflicts of Interest were identified and detail any action taken to ensure the Grants Application process remained impartial. Finally the Report will include sign off from the Panel that due process has been followed.

### **2.3 Conflicts of Interest**

Where there is a potential conflict of interest identified during the process it must be declared. There is a Conflict of Interest Policy in place for the Panel, which states that an appropriate ACCAN representative will decide on action taken once a potential conflict of interest is declared. If it is considered to be a remote connection that will not materially affect the recommendation it must be noted in the Panel Meeting minutes and the ACCAN Board Report along with the action taken to ensure the process remains impartial. If a conflict is identified then the Grant Panel member must not be a part of the deliberations or assessment of the relevant application.

### **2.4 Confidentiality**

Panel members will be required to respect the confidentiality of the Grant Application process. Members must take all reasonable measures to protect from unauthorised use or disclosure, information provided to them by the ACCAN Secretariat and indicated by ACCAN to be “confidential”, or information that members ought to have known to be “confidential”. This confidentiality clause shall survive the expiration or termination of members of the Independent Grants Panel.

## **2.5 Sitting Fees**

ACCAN will provide sitting fees for members of the Independent Grants Panel where they are not otherwise remunerated for their involvement or prevented from being remunerated elsewhere. The rate of sitting fees is set at \$300 per day and \$150 per half day. The full-day fee is payable only for meetings lasting not less than 3 hours, with pro-rata rates for meetings less than 3 hours.

## **2.6 Travel expenses**

ACCAN will arrange and pay for travel, accommodation and expenses incurred in attending any face-to-face meetings in accordance with the ACCAN Travel Policy.

## **3. ACCAN SECRETARIAT ROLE**

ACCAN's role in relation to the Independent Grants Panel is to:

- Co-ordinate the application process, establish the eligibility of applications, and forward eligible applications to the Panel for assessment.
- Provide appropriate meeting resources and secretariat support including taking minutes so the Panel can conduct its work effectively.
- Set dates and at the relevant times book venues, teleconferences or open online meeting rooms as appropriate.
- Fulfil the reporting requirements to the ACCAN Board ensuring the report indicates (based on the Grant Guidelines) whether each application:
  - was eligible or not and why;
  - was successful or not and why; and
  - if any relevant comments or restrictions need to be noted
- Co-ordinate the implementation of the recommendations of the Panel once they are approved by the Board.

The ACCAN Director of Operations will convene Panel meetings to provide input and support for the Panel.