**Inter-Agency Misconduct Disclosure Scheme
Advisory Panel TOR**

**Final November 2020**

1. Background

The Inter-Agency Misconduct Disclosure Scheme (MDS) was created in 2018 and launched in January 2019 to minimize the ability of abusers to move between roles within the sector.

To ensure that the Scheme can adapt and improve, a light touch Governance process was introduced in 2020 to enable clear decision-making.

This Advisory Panel was established to review recommendations prior to decision-making and identifying and proposing solutions to any potential issues.

The objective of the panel is to provide outside perspectives and a principled viewpoint on issues of change to the MDS. This protects Implementing Organisations, the Scheme administrator and coordinator, and the SCHR Chair, and ensures decisions are well-informed and appropriate, in support of the objectives of the scheme.

1. Objectives of the Advisory Panel
2. To formally review substantive changes to the scheme, based on feedback from Implementing Organisations and/or SCHR.
3. To agree on the recommendations and advise The Chair of the Steering Committee for Humanitarian Response (SCHR) whether the proposed changes should be adopted.
4. To ensure that the perspectives of all stakeholders in the Scheme are represented and that the recommendations are feasible to implement.
5. Functions
6. To review any substantive changes to the Scheme proposed by the Implementing Organisations and/or SCHR and agree, by consensus or, where consensus is not achieved, a two thirds majority, on recommendations to be proposed to the Chair of SCHR.
7. To make recommendations to the Chair of SCHR, who will provide rapid and concise decision making.
8. To review the purpose, responsibilities and composition of the Advisory Panel after each complete term to ensure competencies are fit to scope and purpose.
9. Membership
10. Members of the Advisory Panel will serve a voluntary, unpaid term of 2 years, renewable as required, and will be appointed by the SCHR chair.
11. Members will be nominated by the Implementing Organisations, existing board members and other stakeholders and will be publicly identified on the SCHR website for the duration of their tenure.
12. The Advisory Panel will consist of 9 individuals, coming from a diverse background, bringing a range of perspectives from various stakeholders involved in the implementation and objectives of the Scheme.
13. Membership will be balanced, with the intention that members bring a range of perspectives from Local NGOs, INGOs, UN Agencies, Donors, Private Sector Providers, PSEA/HR/Legal technical specialists and Survivors of Sexual Exploitation and Abuse.
14. Members may step down at any time and for any reason.
15. The role of the Advisory Panel Member is not foreseen to be onerous
16. Resources
17. Panel members will not be reimbursed for the costs of supporting IT, computer and other resources, such as internet connection.
18. Panel members will be reimbursed for travel and other basic costs of attending in-person meetings by SCHR, such as flights, accommodation and meals, based on provision of actual receipts. Panel members will be asked to minimise these costs, for example by coordinating with travel funded by others or by using other budgets wherever possible.
19. Transparency
20. As noted above, the membership of the Advisory Panel will be published on the SCHR [website](http://www.schr.info), with brief biographical details.
21. The recommendations of the panel will be documented, and published on the SCHR website.
22. Decisions on changes to Misconduct Disclosure Scheme will be documented together in one annual update, which will be sent to all Implementing Organisations. This will usually be sent in March, along with a summary of implementation data, and will be published annually on the SCHR website at the same time.
23. Meetings
24. It is expected that the Advisory Panel will have periodic meetings in person and/or online with at least six-monthly contact from the Scheme Coordinator.
25. The meetings will be convened by the Scheme Coordinator or SCHR Executive Secretary but can be requested by any panel member.
26. To mimimise the time commitment and costs, it is anticipated that the majority of meetings will be online via video conference. Discussions may also be conducted over email or via other formats.
27. Other meetings will be scheduled at other times as agreed by the Advisory Panel Members.
28. Dissolution
29. If the Members resolve to dissolve the Advisory Panel, the SCHR as administrators of the Scheme will be responsible for winding up the affairs of the Advisory Panel.