

## Al Fakhoora **Dynamic Futures'** Committees

Al Fakhoora Dynamic Futures Programme is supported by two committees: One Streeting Committee and Two specialized committees to ensure smooth coordination and technical quality of the programme implementation.

1. Programme Steering Committee (PSC)
2. Programme Technical Committee (PTC)

These committees guide the implementation of the programme. While the Programme Steering Committee functions at the strategic level, reviewing programme policies and implementation modalities, the Programme Technical Committees support on the technical issues of the programme drawing in additional expertise and support the accountability and effectiveness of the Programme implementation.

This document elaborates on the followings:

- Representation levels and committee members' selections
- **Each committee's terms of reference/** scope of work
- Meetings frequencies

### 1. Programme Steering Committee (PSC)

The Programme Steering Committee (PSC) is established to oversees overall direction and strategic guidance and agree on managerial actions to address specific risks raised by the UNDP and provide a formal body and process for approving major decisions undertaken by the Programme Management Unit (PMU), thereby supporting the accountability of those involved. Moreover, the PSC is comprised of two major stakeholders:

#### A. UNDP/PAPP's as the implementing agency of the Programme

The representation of the UNDP will include the UNDP/PAPP Senior Management or designated staff as well as the team members of the Programme Management Unit.

#### B. Donor Representatives

The representation of the donor will include staff of Al Fakhoora Programme of Education Above All Foundation.

**In order to ensure UNDP's ultimate accountability, Programme Steering Committee decisions should be made in accordance with the standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition.**

The PSC provides valuable guidance to support the achievement of the programme's pre-stated indicators and outcomes. The responsibilities of the PSC include the following:

- Overall governance issues associated with the programme
- Review the progress of the programme and verify adherence to standards of best practices
- Formal approval of any significant changes to the budget and programme's design, especially the results framework.
- Provide support or establish connections with International entities, including the development of letters of support on behalf of the programme
- Meet on an annual basis and develop minutes of meetings as a formal record of approvals, and other decisions.
- In crisis settings, programme and PSC may meet virtually, through an exchange of letters, or remotely through teleconference.

The venue of the meetings will be agreed on mutual basis between UNDP and the donor with appropriate timing.

## 2. The Programme Technical Committee

The Programme Technical Committee (PTC) provides technical expertise and guidance to the Programme Management Unit (PMU) and support in making relevant decision making in line with national priorities and considerations.

PTC serves as an advisory function, not a supervisory one. The PTC provides approvals, endorsements and/or suggestions in relation to technical issues and work modalities **based on the members'** technical expertise. The duties and responsibilities of the PTC shall be to recommend actions for developing policies and procedures.

PTC members identified based on the members technical expertise and will not act in any official capacity as representatives of different offices or institutions and such affiliation with the PTC is not authorizing the members to represent the UNDP or AI Fakhoora Programme. The committee is composed based on the strength of resumes on specialized expertise related to the programme components.

The PTC provides valuable guidance to support the quality design and implementation of **Components'** of AI Fakhoora Dynamic Futures Programme.

The PTC is chaired by AI Fakhoora Dynamic Futures Programme Manager or designated person by the Programme Manager, any relevant designation for a specific meeting shall be documented along with the meeting minutes.

Meetings frequency and venue:

Meetings of the Programme Technical Committees shall be conducted as follows:

- The PTC shall meet on such dates and at such locations as the Chairperson of the PTC shall determine, but at least once per semi-annual and may also meet at any other time or times based on the call of the Chairperson of the PTC.
- Agendas for meetings of the PTC shall be developed by the Chairperson in consultation with relevant stakeholders and should be circulated to PTC members one week prior to Committee meetings.

- A member of the Committee may be designated as the Reporter on the deliberations of the PTC and document concise meeting minutes. S/He needs to review the outputs with all members and acquire the needed signatures.
- The meetings of the Committees shall be hosted by the UNDP/PAPP Gaza office and/or Al Fakhoora House, which the venue rented by the Programme to host the key staff of the **implementing partners working on the programme as well as students' activities.**

#### Roles and Responsibilities:

The UNDP as a chair of the PTC Programme would call and invite members based on the programme components. Thus, the Programme would call for specialized committees as required. The major roles and responsibilities for the committees will be as following:

- Provide the PMU with guidance on project business issues
- Oversee the selection of students, including interviews and endorsement of list of nominees
- Contribute to the development of quality standards/ selection criteria to be used for different **aspects of the implementation to ensure that students' selection is governed** with integrity, transparency and professionalism
- Facilitate high level connections and networking to support efficient and effective implementation.
- Support policy-related activities as part of the programme's broader pool of technical resources
- Within a limited mandate for experts on quality Education and students' services members to **provide feedback on students' academic performance issues and approval for freezing, unfreezing, dismissal and revision of any waiver from the programme rules and regulations**
- Within a limited mandate for experts on Leadership Development and Economic Empowerment members to provide feedback and advise on the content, activities and work modalities.

#### Selection criteria of the committee members

The members of the committee shall be selected from different stakeholders that ensure the representation of:

- Academics and Students Support staff from different local universities in Gaza with strong experience particularly within quality education and student Services.
- Outstanding civil society representatives from different local civil society organization in Gaza with strong experience particularly within Youth Leadership Development and Economic Empowerment
- Representatives of the local implementing partners
- **Representatives of the UNDP's Programme Management Unit.**
- Two Students/Alumni, who are chosen based highest academic merit and commitment of programme activities.
- Gender parity should be considered

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Ref.: Award ID: 44201 - Project ID: 91584

Date:

Sample Letter

Dr. Hassan Al Khoradri  
Head of Students Affairs Unit  
Al Azhar University, Gaza

Subject: Al Fakhoora Dynamic Futures Programme Technical Committee on Quality Education and Student Services - Invitation for Participation

Dear Dr. Al Khoradri,

**Reference is made to the subject above, the UNDP/PAPP's Al Fakhoora Dynamic Futures Programme is honored to invite you to participate in the activities of Programme Technical Committee (PTC) on Quality Education and Student Services.**

Based on your valuable expertise on the academia and student services, we would highly appreciate your active engagement with other colleagues from other local universities in Gaza **to join the PTC's second semi-annual meeting of 2019.**

The meeting will be held in Al Fakhoora House, located in the Gaza City.

We will in contact with you through email to confirm the date and timings.

Much appreciation.