

AIN Working Groups – Protocol and Principles

Revised DRAFT

Definition

“AIN thematic Working Groups, accountable to the Steering Committee and the Plenary will be formed to ensure better coordination and linkages with other stakeholders. Each Working group, represented by one Steering Committee Member and other members engaged in the relevant sector will serve as a focal point to establish linkage and contact with other stakeholders, including the government...” - AIN Strategic Plan

Working Groups provide a platform for discussing, sharing and learning among AIN members around a particular issue/theme, and for engaging donor and government entities on national issues related to the WG theme/sector.

Principles

Working groups will operate in line with the following guiding principles:

1. Working groups need to operate in an accountable manner and be answerable to the AIN Steering committee in their fulfillment of the above stated objectives for AIN WGs.
2. Working groups need to understand and act within the limitations of AINs current identity as a un-registered network, which does not have ‘binding’ authority over its members, and to make this clear to relevant stakeholders where appropriate.
3. In interactions with government, donors, and other stakeholders, Working Groups act in a consultative manner.
4. AIN and AIN Working Groups do not have legal basis or the management structure to fund, manage, or monitor project activities. Working Group members may agree to fund and undertake project activities provided one of the WG members take responsibility for managing, accounting and monitoring the financial and project activities.
5. Each Working Group should submit an annual report to the AIN Secretariat.
6. The Working Group Coordinator should meet at least quarterly with the Steering Committee Member assigned to the Working Group to discuss Group activities.
7. Whenever a new Working Committee Coordinator is selected, the AIN Secretariat and the Steering Committee member assigned to the WG will provide orientation to the Coordinator.

Criteria for Working Group Formation, Disbandment

At least 10 AIN members sign a petition to the Steering committee to form a WG on a specific issue/topic.

The AIN members applying for WG approval agree to adhere to the “AIN Working Groups – Protocol and Principles”.

One of the Working Group petitioners agrees to represent the WG membership and be held responsible for WG activities that involve funding project activities.

If the Working Group fails to meet at least three times in a 12 month period, the Working Group is disbanded.