

PACA Steering Committee Terms of Reference

9 March 2012 – Revised 27 June, 1 November 2012, 14 October 2013, 20 February 2014, and 2 September 2015

Steering Committee Members, Roles and Responsibilities

PACA Steering Committee (SC) shall be comprised of representatives of the following organizations (number of seats in parentheses; member institutions listed as of September 2015):

- African Union Commission (1) – Department of Rural Economy and Agriculture (DREA) (Chair)
- Regional Economic Communities (2) – Economic Community of West African States (ECOWAS) and Common Market for Eastern and Southern Africa (COMESA)–.
- Farmer organizations (1) – Pan African Farmers Organization (PAFO)
- Civil Society Organizations (1) – Consumers International
- Private sector (1) – Pan African Agribusiness and Agro Industry Consortium (PanAAC) or their representative member/designee
- African health institutions (1) – African Medical and Research Foundation (AMREF)
- African research or academic institutions (1) – Forum for Agricultural Research in Africa (FARA)
- Development Partners (2)– US Agency for International Development (USAID), and Bill & Melinda Gates Foundation
- Technical Agencies (2) – African Agricultural Technology Foundation (AATF), and International Institute for Tropical Agriculture
- International Agriculture (1) – Food and Agriculture Organization
- International Nutrition (1) – Global Alliance for Improved Nutrition (invited)
- Private Sector (1) – Mars, Incorporated (invited)
- PACA Secretariat (1)– Program Manager or Designee

Total: 16members. Up to two or more additional members may be added, as needed.

The SC is the apex organ in the governance structure of PACA. The SC members serve to provide PACA and its membership with guidance, oversight, and decision-making regarding the operations and activities of PACA. SC members are appointed to serve on behalf of their institutions, not as individuals, and agree to represent the general interests of their sector. A single alternate may be designated for each member organization who, as needed, would participate in SC meetings and represent the organization in all SC decision-making in place of the substantive member.

Steering Committee Members' Work Activities

Guidance, oversight and decision-making will be provided by the SC in the following areas:

- PACA Secretariat – Oversee and provide guidance on activities and deliverables of the Secretariat, including on strategy development, operational and program activities, outreach, resource mobilization, regional workshops, and other meetings.
- Subcommittees – Constitute and populate subcommittees in technical, as well as a Budget, Finance, and Administration Subcommittee. Provide guidance on activities and deliverables of subcommittees. Establish other subcommittees or ad hoc committees as the need arises.
- Project Work – Provide guidance on work areas, consultant activities, and deliverables for agreed upon project work. Develop decision criteria and transparent process for determining future PACA-supported project work, particularly progress of pilot countries and specific country actions, in support of a comprehensive approach to aflatoxin control.
- Financial Management – Oversee financial management and expenditures of PACA and its subcontractors. Analyze and select among options for long-term financial management mechanism, ensuring highest standards of accountability and transparency in transactions. Solicit new funding support from donors, national governments for their own aflatoxin control priorities and work to obtain commitment from all members.
- SC Membership – Encourage representative involvement of key stakeholders in PACA by identifying an effective SC member nomination and selection process.
- Policy, Advocacy, and Support – Raise awareness about aflatoxin issues in Africa, identify feasible strategies for aflatoxin control, and advocate for implementation of appropriate aflatoxin control interventions.

Length of Terms and Participation

Members of the SC will hold office for three years. Members are eligible for reappointment for one additional three year term. Continuity of representation will be ensured by having no more than one half of the members up for renewal or replacement at any given time. The member or alternate must attend at least 50% of the meetings in a given year.

Termination of Membership

An organization that has designated a member or alternate member may withdraw the representation at any time and designate another member or alternate member in writing. To prevent conflict of interest, a Steering Committee member or alternate member will voluntarily resign her/his Steering Committee seat upon submission of a written expression of interest to work for compensation for PACA.

Subcommittees

The Budget, Finance, and Administration Subcommittee will respond to requests from the SC on matters of finance, budget, and administration. A Technical Subcommittee will serve as a technical resource for the SC and address cross-cutting issues. Substantive subcommittees maybe comprised of three (3) technical experts in addition to a minimum of two (2) SC members. The SC will constitute and convene additional subcommittees, as needed to effectively carry out its responsibilities, to be drawn from the SC membership and key stakeholder groups.

Observers

Observers will be invited to attend meetings and provide input on an as-needed basis by the SC. Observers do not participate in SC decision making and do not usually receive travel support to attend meetings.

Secretariat

The SC will be supported by a Secretariat. The Secretariat will provide support to the SC and its subcommittees at the direction of the SC. Support will include planning and organizing SC meetings; organizing periodic PACA events as determined by the SC; promoting communication and linkages between the SC, subcommittees, and members; and developing Africa-wide information sharing tools, including a website. The Secretariat will be charged with planning and implementation of PACA operations and programs under the guidance of the SC.

Frequency of Meetings

The SC meets on an as needed basis, but essentially on a bi-annual basis with conference calls in between. Additional meetings can be scheduled on an as needed basis at the direction of the Steering Committee or recommendation of the Secretariat.

Meeting Venues

Meetings will be held in countries that are affected by aflatoxin and have an interest in PACA activities. Meeting locations will rotate. Institutions interested in hosting the next SC meeting should express their interest in writing to the Secretariat in advance of each SC meeting. A decision on final meeting venue will be made by the SC.

Rules of Procedure/Decision Making Process

The SC rules of procedure address key procedures not covered in the terms of reference.