

Development Awareness Raising and Education Forum (DARE)¹

Terms of Reference – May 2011

Objectives

- To increase the European public's critical knowledge and understanding of the causes of global poverty and inequity and our global interdependence.
- To embed development education and awareness-raising in relevant national and EU policies, and in formal, non formal and informal education systems.
- To undertake development education and awareness-raising activities in a coherent and coordinated fashion, including promoting coherence between the different stakeholders, and between the national and EU levels.
- To ensure that there is the participation of civil society and that their perspectives are considered in every stage of the policy development, programming and evaluation processes, and that there are structured and transparent mechanisms for effective dialogue between NGOs and public institutions.
- To raise the capacity of teachers and trainers delivering development education and strengthen the link with education for sustainable development.
- To be sensitive to gender relations and aim to promote equality between women and men.
- To enhance CONCORD members' engagement in development education.
- To give political guidance to the project "Developing Europeans' Engagement in the Eradication of Poverty" (DEEEP)

Main topics

- Development education
- Public awareness raising
- Campaigning
- Advocacy
- Active Citizenship
- Global Education

Expected outcomes

The DARE will produce policy papers and other advocacy actions, when appropriate. Every year (before mid October) the group will submit a draft plan of action for next year (including a budget' estimation) to the Board and the Secretariat.

Membership & structure

The DARE will have a: Chair and Vice-Chair, Steering group, National Platform and Network members, Board link person, Policy Forum link person, Observers, CONCORD secretariat contact person, and DEEEP Secretariat. See Annex 1 for a description of responsibilities.

The DARE will have subgroups, as described in the plan of action.

Functioning and meetings

The DARE meets 2 times per year. In general there is a two day meeting in Brussels and a three day meeting elsewhere, usually in the country holding the EU presidency. In the meeting outside

¹ The Mandate of the DARE expires at the end of the CONCORD strategic plan, namely in 2014.

Brussels, one day is reserved as a “national day” in which the host proposes activities. The Steering Group should ideally meet three times a year. The DARE will work in a wholly transparent and accountable manner, and will work to maximise its impact, and continuously monitor its functioning and outcomes.

Funding²

Funding by CONCORD will be estimated and allocated according to the WG annual budget and action plan and CONCORD’s financial resources. Each working group should decide on what are the key expenditures they want CONCORD to support: study, meeting location, conference, media action, travels...

Whatever the circumstances are financial support for travel reimbursement and accommodation must be requested BEFORE the activity to the CONCORD Secretariat (mainly through the pre-registration on Extranet).

CONCORD funding will be managed by the CONCORD secretariat in consultation with the Chair/Convenor and the Treasurer of the Board.

Secretariat

DEEEP will play the role of secretariat for the Development Awareness Raising and Education Forum in coordination with CONCORD’s Policy officers.

² CONCORD reaffirms the commitment that ‘funding’ should never be a limitation for participation (principle formally expressed by the Board of CONCORD in 2006).

ANNEX 1: STRUCTURE AND RESPONSIBILITIES

Chair and Vice-Chair

The Chair and the Vice Chair are elected for a term of three years, with the possibility of re-election to a maximum of 2 terms. The Chair and the Vice Chair, with the support of the steering group and the secretariat, will:

- Provide vision and leadership to the working group
- Ensure the representation of the group towards inside and outside CONCORD
- Be responsible for the agenda setting and the running of the meetings
- Representing and communicating agreed messages from the DARE Forum at CONCORD Board level but also at high-level meetings with decision-makers.

Steering Group

The Steering Group will:

- Be accountable to the DARE Forum
- Together with the Chair, provide strategic thinking and long term plan proposals (annual work plan and three years strategic planning), and policy priorities
- In close coordination with the Chair and the Vice Chair, engage in dialogue with the relevant stakeholders as appropriate

In the Steering Group, one person by theme or cluster will monitor the implementation of the work plans to ensure coherence. He/She will identify emerging issues, activities and positions. The Steering Group should ideally be comprised of a maximum of 8 members.

Board link person

The board link person has the following responsibilities:

1. Information flow: to share information with the Chair and Steering Group of the DARE regarding wider CONCORD debates and other relevant information that arises at Board level, mainly:

- To provide feedback once a month at Steering Group meetings
- To circulate relevant Board minutes to the Chair and Steering Group
- To copy her/him into email exchanges where necessary
- To participate in DE Forum meetings
- Regular bilateral conversations to take place between the Board link person and the Chair

2. Performance management:

- To report to the Board on an annual basis what she/he has done in relation to the DARE Forum
- To report to the DARE on a bi-annual basis what she/he has done in relation to DE issues with the Board.
- Invite the DARE Chair to attend CONCORD Board meetings
- DARE Forum to be a standing item on Board agenda

3. External representation on demand from the group

4. To advise the Steering Group according to the Board governance role

Members

Membership of the DARE:

1. Representation – The membership of the DARE Forum will be open to all members of CONCORD by, ideally one appointed representative from each platform and network and a substitute. The norm should be that members attend the DARE Forum meetings as fully mandated representatives of the CONCORD members. A minimum membership period of 3 years is suggested as well as previous experience of European level work.
2. Information - Members are responsible for preparing the DARE Forum meeting with their NP or NW, and for ensuring that their own constituency groups / members, are continually briefed and debriefed, and involved in the work and issues of the working group.
3. Attendance - To attend at least one DARE Forum meeting per year. Members may send a deputy where possible, although it is recognised that not all members have the resources or capacity to do this. In case alternate members are delegated, this should be done so formally by the usual delegate.
4. Decision-making - Where issues are included on the agenda in terms of decisions which need to be made, or processes to be finalised, members must already have gone through the processes needed to be able to represent their platforms or networks in the discussions. While it is understood that in some circumstances, further consultation will need to take place, the norm should be that members attend the working group meetings as fully mandated representatives of the CONCORD members.

Members of working groups should be well aware of their role and responsibilities and should be ready to fulfil them, and thus to allocate time to working groups, in agreement with their own organisation and with the NP or NW they represent. To this end some kind of 'Internal Regulations' are proposed for the members clarifying their role, tasks and responsibilities towards the constituency they represent, towards the whole NGO community and towards the governing bodies of CONCORD. These are inspired by the internal functioning of other CONCORD working groups, specially the FDR.

Observers

The Steering Group will decide on the acceptance and voting rights of observers. Observers are accepted if they have an expertise that can not be found within CONCORD or if they expect to become CONCORD members. In that last case, they can be observers for one year only and are expected to start the procedure to become members.

In case criteria for membership are not met, observer status will be kept if, and only if the represented organisation brings an added value to the DARE mission and activities.

CONCORD secretariat

CONCORD Secretariat will designate a contact person who will:

- Be the contact for chair/ convenor for logistical, financial and communication aspects of the WG
- Update the extranet page of the group: Registration form for meetings, documents...
- Participate to working group meetings (to give institutional update information necessary for the discussions of the working group)
- At the request of the Chair/Convenor, participate in the elaboration of the WG agendas and support the implementation of specific activities
- Monitoring of member participation in CONCORD activities

ANNEX 2: STEERING GROUP ELECTION RULES

Profile

The following profile for the “ideal” candidate to the Steering Group and the Chair was agreed at the 2000 DE Forum in Madrid and amended in 2003. This profile should be used as a “guideline” according to requirements and changes within DARE Forum and CONCORD structures.

1. Have a comprehensive view of Development Education at European level
2. Have communication abilities and skills
3. Have support at national level
4. Have previous experience on the Forum or/and the LC
5. Have a previous experience in European working groups
6. Be prepared to play an active role on the Steering Group for up to 3 years.
7. Be prepared to participate to the Convenors Forum and General Assembly of CONCORD
8. Speak English and/or French

Call for candidates

The Forum members are invited to express their candidature as member of the Steering Group and/or as Chair. Each member can also propose the nomination of other members: the person nominated must then confirm her/his availability and interest.

The candidatures/nominations must arrive to the Chair two weeks before elections. In case there are not enough candidatures/nominations (at least 3), they can be expressed also during the Forum meeting

Candidates must ensure that they have the support of their National Platforms before putting forward their names.

Candidates for Chair must introduce themselves with a short presentation on their interest and suitability for the post.

Appointment

The representative of the country holding the EU presidency is automatic member of the Steering Group starting 6 months before the actual presidency period.

The procedure of appointment could change depending on the number of candidates:

- More than three additional candidates for the Steering Group and/or more than one for the Chair: After a quick presentation of the candidates, the Forum will first of all decide if to elect the Chair and the three SG members on a consensus basis or voting. In case of vote, this will be by secret ballot.
- Three candidates for the Steering Group and/or one for the Chair: After a quick presentation of the candidates, the Forum members will simply ratify the election of the three members and/or of the Chair.
- One or no candidates for the Steering Group and/or no candidates for the Chair: The Forum members will have to check if there is any member willing to stand as candidate, to solve the impasse. In case nobody is willing to stand for the SG, the only member will be automatically “appointed”, i.e. the representative of the NP hosting the next Forum meeting. If nobody is willing to stand for Chair, the DE Forum will have to decide if it can extend the term of the mandate of the incumbent Chair and to postpone the Chair election.