

## **Reconstitution of the FPA Watch Group Explanatory note for ECHO partners**

### **What is the FPA WG?**

The FPA Watch Group, facilitated by VOICE, has represented ECHO NGO partners in the monitoring, review and consultation of the FPA since 1999. It brings together a substantial number of ECHO partners and represents a unique donor-NGO interface for linking operational issues to donor policy and procedures. The Group oversees the monitoring of the FPA implementation on behalf of NGOs, and works towards a common interpretation and consistent application of the FPA. Another important function of the group is to influence the periodic renewal of the FPA that has last taken place in 2014. In a rapidly changing financial and operational environment the Watch Group plays an important role in shaping donor conditions based on members expertise and experience in the spirit of partnership

### **Profile of FPA WG members sought:**

- The FPA WG member organizations must have excellent knowledge of the FPA and regular contractual relationship with ECHO. VOICE membership is not a criterion for FPA WG membership.
- FPA WG member NGO must designate one active committed individual to be part of the FPA WG who is expected to participate in all WG meetings
- The FPA WG members are expected to actively participate during the meetings and contribute to the work of the group in between the meetings.
- Membership of the group is open to dedicated participants who are able and willing to bring inputs into debates.
- FPA WG member commitment is for four years 2016- 2020<sup>1</sup>

### **The required commitment of a FPA WG member:**

- To defend the general interest of all ECHO NGO partners as related to the FPA
- To provide and share input among the group either spontaneously or in response to requests
- To collect, organize and analyse any difficulties working with the FPA, as well as any planned or potential changes to the FPA, from the view point of ECHO NGO partners
- To be the contact representing ECHO NGO partners to which DG ECHO may refer when wanting to discuss any planned or potential changes to the FPA

## **THE RECONSTITUTION OF THE WORKING GROUP**

### **Why is there a process of reconstitution for the Watch Group?**

For the group to remain always efficient it needs to be periodically renewed, especially given the labour-intensive nature of participation in the group work. In order to keep the group strong and active it is important to give the opportunity to bring in new sources of experience and expertise, and fresh perspectives to the work. At the same time ensuring a certain level of continuity is important to uphold the effectiveness of the group and build on achievements and experience to date.

In addition the reconstitution process gives a chance for the group to review its composition to reflect the changes in the make-up of the body of ECHO partners.

The regular renewal of the FPA Watch Group is therefore stipulated in the group's Terms of Reference.

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<sup>1</sup> Subject to WG approval of updated terms of reference. Current terms of reference state a 3-year term, but 4 years would provide continuity and fit better with the cycle of development and potential introduction of a new FPA.

- **The Reconstitution process**

All ECHO NGO partners will be contacted with a view to recruiting WG members. VOICE will collect the applications. Attention will be given by the secretariat to a balanced representation, taking into account the size, expertise and geographical location of NGOs. The FPA Watch Group will also have a balance between VOICE and non-VOICE members as well as new and old WG members to ensure continuity. All ECHO partners will be asked to approve the composition of the group, so that the Group will continue to be a legitimate interlocutor for ECHO.

- **How to get involved**

Please fill out the attached participation Form to apply as a Watch Group member and explain your motivation to participate and anticipated contribution. Those who are already members of the Watch Group are also kindly asked to fill out the form too. The deadline for applications is **15 October**.

## **THE FPA WATCH GROUP**

### **An overview of the WG 2012-2015**

Since 2012, the Watch Group had 37 NGO members (including 7 non-VOICE members and IFRC as an observer) from 17 different countries. The Group held 9 meetings during the three years whereas the Task Force, a body leading the work of the Group, met 25 times in between the meetings.

Key activities and achievements of the group in 2012-2015:

Consultation with ECHO on FPA supporting documents	<ul style="list-style-type: none"> <li>• Single Form Guidelines</li> <li>• FPA Guidelines</li> <li>• KRI and markers</li> </ul>
NGO feedback to ECHO on FPA implementing environment	<ul style="list-style-type: none"> <li>• Survey report on new funding mechanisms (HIPs, Worldwide Decisions) based on WG questionnaire</li> <li>• Survey report with recommendations on e-tools</li> <li>• Active dialogue with ECHO on consortia, including input to FAQs on consortia</li> </ul>
Ongoing dialogue and monitoring on key topics	<ul style="list-style-type: none"> <li>• Liquidation and audit processes</li> <li>• Stock management</li> <li>• Visibility &amp; Communication</li> </ul>
Influencing the FPA 2014 renewal	<ul style="list-style-type: none"> <li>• Sharing with ECHO key messages, and documents relevant to FPA.</li> <li>• Negotiation for the 2014 FPA aiming at: <ul style="list-style-type: none"> <li>✓ Simplifying procurement and reporting requirements</li> <li>✓ Increasing flexibility in projects amendments and budget adjustment</li> <li>✓ Ensuring more predictability notably for the liquidation period</li> </ul> </li> </ul>

### **FPA Watch Group 2015**

- **Objectives:**

- To represent all ECHO NGO partners in monitoring, review and consultation of all matters relating to the FPA
- To work towards a common interpretation and consistent application of the FPA between DG ECHO and its partner NGOs.

- **Structure:**

- A committed, representative group of about 30 ECHO partner NGO representatives.
- A Task Force that functions as the executive of the Watch Group, responsible for ensuring effective work of the group by implementing the decisions of the WG.

- **Ways of work:**
  - The Watch Group members attend Watch Group meetings (on average 3 per year in Brussels) and participate in info exchange in between meetings by email.
  - The Watch Group members are the primary source of comments, feedback and examples, concerning practicalities of implementation of FPA by NGOs. Hence the Watch Group members should actively seek examples and give comments on FPA related issues in preparation of WG's collective input to ECHO
  
- **Financial questions:**
  - WG members will be responsible for covering the costs of their participation. Some travel costs may be covered depending on project funding.
  
- **Terms of Reference:**
  - The work of the group is based on its [Terms of Reference](#) approved by the VOICE Board.
  
- **The role of VOICE:**
  - Since 1999, VOICE has played the role of facilitator of the FPA WG, facilitating the meetings and being responsible for communication of the group with ECHO and ECHO partners. But membership in the WG is not limited to VOICE members. VOICE will continue to serve the interests of all ECHO partners through representation, advocacy and administrative support to the WG.