

## **Gender Equality Working Group (GEWG)**

### Terms of Reference (ToR)

**Mandate** The CanWaCH Gender Equality Working Group (GEWG) exists to strengthen the capacity of Canadian actors and their global partners. The GEWG serves as a **technical advisory group and resource** to the global cooperation sector, with a particular focus on gender transformative and rights-based approaches in programming within the global health context.

**Functions & Responsibilities** The GEWG will provide advice and support to CanWaCH staff and will provide leadership within the broader CanWaCH partnership. This advice and leadership will be focused on:

- Encouraging collaboration across CanWaCH membership to advance shared objectives on gender equality and health
- Creating opportunities for dialogue among CanWaCH members and associates to build common ground, increasing leadership on best and innovative practices to advance gender equality and health
- Providing input into mapping gender equality capacity across CanWaCH membership, identifying strengths, challenges and opportunities for learning and collaboration
- Participating in and leading gender equality learning opportunities, including workshops and developing online tools focused on gender transformative approaches in health programming
- Advising on the development of principles of gender equality and gender-transformative health programming for the CanWaCH network, in consultation with CanWaCH members and associates
- Exploring emerging opportunities for joint research, learning and advocacy on gender equality and gender-transformative health programming
- Working with other CanWaCH working groups including the Stakeholder Engagement and Policy Working Group (SEPWG), the Metrics Working Group (MWG), and the Public Engagement Working Group (PEWG) to ensure issues related to gender equality is a cross-cutting lens applied to all CanWaCH work

**Date Established** June 2018

**Last Revised** November 2021

**Coordination** The CanWaCH Secretariat will be responsible for all group administration. The GEWG membership may appoint members to administration positions (such as Chair or Co-Chair) or to subgroups.

## **Membership & Requirements**

The GEWG consists of both standing and ad hoc members.

### **Standing Members**

Applications to join the group are accepted on a rolling basis, with new members accepted at the discretion of the Secretariat, in consultation with current members. The GEWG is composed of individuals representing, as much as practically possible, a diversity of CanWaCH partners by organization size, language, region within Canada, programming focus, and location.

To be a member of the GEWG, an individual must be:

- An employee or consultant from a CanWaCH member organization in good standing; or
- An individual associate of CanWaCH in good standing; or
- An individual invited to join the GEWG at the discretion of the CanWaCH Secretariat.

Standing members typically represent senior thought leaders and practitioners who possess significant expertise across disciplines including gender equality programming, expertise in gender equality research, policy, advocacy, monitoring, evaluation and learning. They are also typically a decision-maker for their affiliated member, or have the capacity to influence decision-making in regards to gender transformative programming. However, members are ultimately appointed to the GEWG on the basis of their individual expertise and not their affiliation. As such, members must possess the knowledge and skills to contribute independently to the objectives of the group.

Standing membership will change from time to time, up to a reasonable number, as determined by the GEWG. Standing members are expected to attend meetings consistently and actively and are expected to participate in at least 60% of meetings. On an annual basis, the Secretariat will confirm with members who do not meet this criteria that they intend to remain a member. Individuals who are unable to contribute in this way may be invited by the Secretariat to participate as ad hoc members instead.

### **Ad hoc Members**

In order to achieve the objectives of the GEWG, ad hoc members may be invited to participate in GEWG meetings for a period of time, to lead or contribute to specific projects, initiatives, subgroups, or discussions. CanWaCH may approach individuals or organizations to invite them to participate or nominate a candidate with relevant expertise. The number of participating ad hoc members will vary based on the activities and needs of the GEWG.

## **Chair/Co-Chairs**

- The GEWG aims to have two co-chairs, drawn from the membership of the GEWG
- Chair/co-chairs will serve a minimum of 1 year terms, up to 3 years
- Previous co-chairs will be invited to continue as past-chairs for a limited period of time to support the transition of the newly elected co-chairs
- A GEWG member is not to serve as a co-chair for more than 3 years. If

they wish to become co-chair again in the future, it cannot be consecutive to their previous term.

- Election of chair/co-chairs:
  - Co-chairs will be elected by the GEWG based on interest and group consensus
  - On an annual basis (April), the CanWaCH Secretariat will confirm if chair/co-chairs will remain in place, soliciting nominations for new chair/co-chairs as needed
- Duties of the chair/co-chairs:
  - Chairing monthly meetings of the GEWG
  - Providing leadership towards the mandate of the GEWG and ensuring its success
  - Consulting with CanWaCH staff on admitting new members to the GEWG
  - Connecting with CanWaCH staff to develop meeting agendas and deliverables
  - Providing strategic advice and feedback to CanWaCH staff between GEWG meetings on areas of the CanWaCH work plan related to gender equality
  - Representing the GEWG and speaking on behalf of its members, as needed and as mandated by the GEWG

**Meeting Frequency** Monthly, with additional meetings as required.

**Meeting Format** The GEWG is a virtual working group. Meetings take place via videoconference, with occasional in-person meetings as required. Collaboration with other CanWaCH Working Groups will be organized where possible and appropriate.