



OPERATING CHARTER OF

THE INTER AGENCY PROCUREMENT GROUP

Preamble.....	1
Membership	1
Membership conditions	1
Criteria	1
Modalities.....	2
Representation of each organisation member	2
Right and duties of members	2
Termination of membership	2
Resignation	2
Termination.....	2
Governance and organisation.....	2
Governance principles.....	2
Confidentiality.....	2
Participation.....	2
Collegiality.....	2
Governing bodies	2
General Assembly (GA)	2
Board	3
IAPG Coordinator	3
Operational functioning.....	3
General considerations	4
Activities of the group	4
Communication and information sharing.....	4

Preamble

The Inter Agency Procurement group, IAPG, is structured and organized around a network of member NGOs. On December 2nd, 2024, IAPG members decided to equip the group with a more structured governance. This document is replacing the document called Governance paper that was previously regulating IAPG governance.

Membership

Membership conditions

Criteria

To become a member of the IAPG, applicants must :

- Be an NGO;
 - International;
 - Engaged in Humanitarian or development programs;
- Commit to regularly attending and participating in debates;
- Have operations in several countries;
- Be willing to actively participate and to share information.

Modalities

Joining the group requires an application via the form available on the IAPG website or by contacting the coordinator. The application must be validated by the board.

Once validated, any new member, represented by its most senior procurement staff, shall agree to a hearing in front of all members to the next members' meeting.

The applying organisation will have to detail the reason of its wish to join IAPG and what it sees as its added value to the group and what it is aiming at getting from the group.

Representation of each organisation member

Each member organization should ensure continuity in debates by sending the same staff to meetings. IAPG meetings are for members only, but external stakeholders may be invited depending on the agenda.

Right and duties of members

Members are expected to actively participate in exchanges, working groups, and meetings. Attendance at general meetings is compulsory. Non-compliance may result in membership termination.

Termination of membership

Resignation

A member can voluntarily resign its membership by sending an email to the coordinator who will inform the board accordingly and acknowledges resignation to the requesting member.

Termination

A member can resign by sending an email to the coordinator. Membership may also be terminated after four consecutive missed meetings (after a final reminder from the coordinator to the concerned member).

Governance and organisation

Governance principles

Confidentiality

Information is shared only within the network unless explicitly stated otherwise or where information is to be shared with external sources, members are not obliged to provide information.

The documentation produced by the coordinator and members' contributions are only distributed within the network's focal points, unless explicitly stated otherwise.

They remain the property of the network.

Participation

Member organisations are expected to actively participate to governance milestones.

Collegiality

Governance processes should represent members' interests and ensure accountability

Governing bodies

IAPG is governed by a board, elected by the General Assembly of members. A recruited coordinator is managing daily activities of IAPG, under the supervision of the elected board.

General Assembly (GA)

Members are delegating orientation and decision's power for IAPG to an elected board which reports yearly to the General Assembly.

By exception, decisions related to subjects listed below shall always be submitted to the General Assembly of members:

- Financial commitments' (i.e. financial contributions from members)

- Changes to the governance model
- Decisions by which members would be committed to implement binding principles or documents
- Changes to IAPG mandate.

Each member has one vote.

A member is understood as an organization placing a membership request accepted by the board.

Board

Members are delegating orientation and decision's power for IAPG to an elected board. The board reports yearly to the General Assembly on its actions.

The missions of the board are the below ones:

- It contributes and approves roadmap and strategy of IAPG in close relationship with the coordinator. It agrees on an associated target budget to cover activities.
- In liaison with the coordinator and eventually the host agency, it validates calls for grants in which IAPG must participate, contributes to grant's design / project orientation, as part of the implementation of IAPG roadmap. It also follows up on grants' implementation and co-decides with the coordinator on budget's orientation during grants' implementation.
- It decides on the creation & closure of working groups, eventually upon request of the coordinator or members. It establishes themes / terms of reference / KPI in close relationship with the coordinator.
- It reviews applications of new members.

Composition and appointment process of the board

The board is composed of minimum 5 members, maximum 7 members, elected for a one-year term.

The appointment of the board is done by vote. Board members are elected by a simple majority, i.e. they must receive more than half of the votes cast, excluding blank or spoilt ballots.

When the number of candidates exceeds the number of seats to be filled, it is the candidates who obtain the most votes that are elected.

Board's seat is nominative: should a representative of a member leave his/her position as a member staff, his/her seat will be automatically reopened for candidacy.

Ways of working

The board is meeting once a month. Decisions are made along consensus principle. In case consensus is not reached, majority will be implemented. In the event of a tied vote: the vote is delayed to have an odd number of participants. The quorum for decisions to be made is set to 3 board members.

The coordination is participating to board meeting without voting right. It holds secretary role (Agenda / Minutes)

If a board member is unable to attend, he or she can be replaced by another staff of the member organisation. However, this staff will not get the voting right from the board member. The board member can moreover delegate his/her voting right to another board member.

The board is collectively responsible of the work down. All board members must be contributing.

IAPG Coordinator

A recruited coordinator is facilitating the group works.

He or she provides continued support to IAPG operations:

- Facilitate group meetings & discussions (Invitations, Agenda, Minutes, Speakers, IT management)
- Provide updates on subjects treated in between meetings
- Onboard new members
- Manage IAPG external communication (LinkedIn, Website, Email)
- Meet any donor requirements (reporting)

The coordinator is recruited by the board, after publication of the position opening on suitable websites.

He or she works in close relationship with the board.

Operational functioning

General considerations

The working language of IAPG is English.

The group meets physically twice a year, with follow-up conference calls in between. All are compulsory to attend.

Agenda of the meetings is prepared by the coordinator, in liaison with the board, upon members' suggestion and circulated before the meeting. Any member can suggest modification to the agenda before the meeting.

Members must take it in turn to host and take minutes of meetings. Regular feedback and contributions are asked by the coordinator from members and all members must respond with feedback as and when it is requested.

Activities of the group

IAPG activities can be described as below:

- To share and exchange information related to procurement amongst its members, providing help, advice and support to each other through effective communication channels;
- To support procurement and logistics practitioners and others charged with implementing and dealing with procurement within their organisations;
- To provide and obtain help, support and advice to regulatory and professional bodies in developing appropriate standards and practice in procurement;
- To develop links and/or affiliation with specialised academic and professional sources with the view to promoting a professional procurement qualification which encompasses the extraordinary needs of the overseas focused NGO and international aid agency sector;
- To support / undertake and share the results of relevant research projects, individually, in sub-groups or otherwise;
- To investigate and develop the role of the procurement function in inter NGO joint ventures, bulk buying and similar projects of common interest and benefit to reduce wasteful practice and duplication where it is identified;
- To strive towards an Ethical Procurement Policy;
- To facilitate and promote conferences, exhibitions, seminars and workshops alone or with other individuals, representatives or organisations;
- To facilitate benchmarking amongst members on procurement practices.

Communication and information sharing

IAPG is equipped with several tools to communicate amongst or outside the group.

- Mailing list : members are asked to inform the coordinator of their organisation team's changes to maintain an updated contact list for IAPG
- A SharePoint platform (restricted access) allows for the exchange and sharing of information between members
- Website portal available to members to publish tenders: www.iapg.org.uk
- Teams chat & channel are set for information exchanges