



Terms of Reference of the openIMIS Steering Group

The primary function of the openIMIS Steering Group is to provide advice to support the overall outcomes of the openIMIS Initiative. The Steering Group is expected to provide guidance on the initiative in growing the community of practice, building a robust yet flexible product and increasing implementations of the tool for managing various types of social protection schemes.

Members of the Steering Group ensure that the Initiative's overall vision reflects in its activities, and the direction of the initiative remains efficient and effective. In practice, these responsibilities are carried out by performing the following functions:

- a. Discuss and contribute to the development of the technical roadmap of openIMIS, following recommendations made by the Product Group and Technical Advisory Group;
- b. Support Initiative workflows and actively contribute in the frame of the Governance structure;
- c. Assist partners and members of the Initiative through coordination and collaboration;
- d. Advise on the scope and direction of the Initiative as emerging issues force changes to be considered, ensuring alignment with the agreed vision of the Initiative and key stakeholder groups;
- e. Foster positive communication within and outside of the Steering Group regarding the Initiative and its outcomes;
- f. Engage in political advocacy for the Initiative, e.g. by promoting openIMIS in relevant events.
- g. Support the outreach of the openIMIS Initiative to foster new relationships/partnerships with other donors or relevant stakeholders.
- h. Regularly participate in, and contribute to relevant discussions, forums, proposals and activities of the Initiative;
- i. Regularly participate in the openIMIS Steering Group Meeting



Steering Group Composition

The Steering Group is to be composed of representatives from donor organisations (all), from countries using openIMIS (2), from the Implementers and Developers Committee (2 each)¹, health / social protection financing experts (2), representatives from bilateral, multi-lateral organisations with expertise on health / social protection and/or digitalisation (xx).

Steering Group members may nominate an alternate to represent their organisation. The respective nominees are entitled to discuss and advise on direction and activities of the Initiative. The names of the respective nominees are to be presented in writing (as original or email) to the openIMIS Coordination Desk before the commencement of any meeting of the Steering Group.

A Steering Group member's term is to be two (2) years.

Steering Group Chair and Co-chair

The Steering Group will select a chair and co-chair. The chair and co-chair will serve a period of one year. The chair will preside over and advise on the preparation of the Steering Group Meetings. (The openIMIS Coordination Desk will prepare and coordinate contributions to the Steering Group Meetings, in consultation with the openIMIS Steering Group and the Funder Group.)

Steering Group Meetings

The Steering Group will meet at least once every six months, alternating virtually and face to face.

openIMIS Steering Group Meetings consist of a public meeting (outreach and advocacy) with guests and a closed reflection meeting. Notes from the public meetings are publicly available on the openIMIS Wiki. Notes from the reflection meetings are initially shared with the Steering Group members and the Funders' Group and made publicly available on the openIMIS Wiki only after approval by both, the Steering Group and the Funder Group.

¹ An organisation can be represented only once – either through the Developers or the Implementers Committee



Secretariat

The openIMIS Initiative's Coordination Desk is to act as the secretariat of the openIMIS Steering Group. The secretariat will be responsible for organising the meetings of the Steering Group, to facilitate the setting of the agenda, and to disseminate information to all Steering Group members.

