

**Terms of Reference for the Equal Rights Coalition (ERC) Administrative
Unit / Secretariat**

Role

The role of the proposed administrative unit (“the Secretariat”) will be to provide ongoing support to the full membership of the Equal Rights Coalition (ERC), including Member States, multilateral agencies, and civil society organisations, in various internal processes and tasks related to administration and coordination. It will act as a crucial link between all ERC participants and support them with the governance, communications, and operations of the Coalition, contributing to its continuity and ability to reach its greatest potential in favour of the lives and rights of LGBTI+ people worldwide.

Key roles and responsibilities include establishing mechanisms for the good governance of the ERC; coordination and communications; event planning and support; general administrative support and financial accountability; maintaining an up-to-date register of ERC membership, for both states and civil society; keeping an up-to-date record of their participation; verifying that changes in government management remain in line with ERC principles, and notifying the co-chairs in the event that this condition is not met.

Structure and staffing

- The Secretariat is an independent body, accountable to the Executive Committee, established by the ERC to carry out the below functions
- The Secretariat will maintain administrative independence, in which the State and the civil society co-chairs will guide its work.
- The Secretariat will be housed within a host entity that may be a civil society organization, a multilateral organization, a university, or an independent institute, for a minimum period of 3 years. After this period, the Executive Committee will decide whether a new call for proposals to host the Secretariat will be shared, so that other entities may again bid for this role.
- The Secretariat should have staff dedicated to supporting and advancing the work of the Coalition, given the functions noted below. The staff will mainly hold technical and administrative responsibilities, with public-facing roles carried out by members of the Executive Committee.
- Decisions about staffing should be made in consultation with the Executive Committee and in line with the Coalition’s financial resources and the host entity’s policies. Staff profiles and skills should match the needs and work plan of the Coalition and represent the diversity of its membership.

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An initial estimated budget is available [here](#), which can serve as a point of reference for applicant entities as they develop their own high-level budget.

Principles

- Operates according to the [ERC Founding Principles](#).
- Clear and consistent communications, safeguarding of the organisation's institutional memory, and maintaining the integrity of the ERC governance and leadership structures.

Functions

Planning, monitoring, and evaluation

1. Supporting the Executive Committee to develop an annual coordinated ERC work plan (covering cross-cutting and Thematic Group priorities) to deliver on the strategic plan (including objectives, corresponding activities, calendar, and budget), and to monitor the annual work plan.
2. Supporting the Thematic Groups with the development and monitoring of their individual, specific work plans underpinning the coordinated ERC annual work plan.
3. Implementing the monitoring and evaluation framework to track the overall progress of the ERC and ability to meet objectives.
4. Drafting the ERC annual report for the approval of the Executive Committee.

Coordination among ERC members

5. Facilitating engagement in the ERC by States, other affiliated international and regional bodies, and civil society.
6. Supporting coordination between the Executive Committee and the CSO Core Group.
7. Leading the organisation of regular meetings of the ERC Executive Committee, Coordinating Committee, CSO Core Group, and Thematic Groups.
8. Issuing reports and minutes of all key meetings of the ERC in a timely manner, ensuring communications across all members in languages supported by the ERC (minimum English and Spanish).
9. Coordinating simultaneous interpretation for all meetings.
10. Providing technical support with Zoom (or other platforms) for ERC meetings and webinars.

Governance

1. Supporting all co-chairs with coordinating elections for the Thematic Groups and CSO Core Group.

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2. Supporting handover between outgoing and incoming co-chairs and carrying out an orientation for new co-chairs.
3. Designing and delivering an orientation process for new Member State and CSO representatives that join the ERC.

Internal and external communications

11. Assisting Member States in the drafting of official statements.
12. Managing the ERC website.
13. Issuing regular communications to all ERC members using the ERC platform (its website and mailing lists) and publishing relevant information for the benefit of the ERC membership.
14. Updating the contact lists of ERC members (Member State, other affiliated international and regional bodies, and civil society).
15. Maintaining historical records of all ERC-related activity and documents.
16. Organising translation of all written documents (depending on resources).
17. Support internal and external communications strategies, including but not limited to the design and implementation of a communications plan, social media management, and dissemination of content.

Support for ERC conferences

18. Providing logistical support to Member State co-chairs and civil society co-chairs for the delivery of ERC conferences (depending on resources).
19. Advising on and developing the content for periodic conferences, facilitating consultation across the ERC to ensure participation and representation of all interests.
20. Coordinating a transparent CSO delegate selection process for conferences.

Financial management

21. Managing the Secretariat budget, including yearly reports to the Executive Committee.

Funding and Budgetary Considerations

1. The Coalition understands that it needs financial and human resources in order to achieve its objectives of increasing support for LGBTI+ movements.
2. Member States will be encouraged and able to make voluntary donations at any time, depending on their possibilities and current context.

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3. These principles will guide the resourcing of the ERC Secretariat:
 - a) The Secretariat should be lean, yet effective.
 - b) It should not replicate functions of the existing bodies of the ERC, but serve to ensure communications, continuity, and participation.
 - c) It should seek out funding arrangements that do not come with complicated reporting.
 - d) It should continue to evaluate the feasibility of voluntary contributions and in-kind contributions from ERC members.

Initially, the funds for the Secretariat will be provided by the pooled funds of a group of ERC donor governments, with responsibility for further fundraising lying with the Executive Committee and Member State governments.