

4.4 Roles and Responsibilities

Observers participate in the CIF meetings primarily in their capacity as representatives of their entire constituencies. They represent the interests of a broader community, not just that of their own organization.

Observers should seek to:

- support coordination of their constituency's perspectives in order to provide value to decision-makers and other stakeholders in the CIF;
- provide input to the CIF to support stakeholder sector engagement in implementation of transformational strategies;
- gather input on their constituency agenda items from broader based respective communities;
- report back to their constituency on the outcomes of the CIF meetings;
- disseminate information broadly to their constituency through existing channels;
- provide a suitably qualified representative and alternate if necessary;
- represent their constituencies at the annual Partnership Forum.

Observer individuals who are selected to attend the CIF meetings are responsible for:

- preparing for meetings;
- coordinating input into meetings in consultation with other Observers;
- consulting with other stakeholders in their constituency;
- representing the interests of their constituency, not just of their own organization;
- complying with agreed consultation guidelines/standards developed by a representative group of their constituency.

In the CIF Committee and Sub-Committee meetings, the scope of Observer participation may include:

- requesting the floor during discussions of the Trust Fund Committees and Sub-Committees to make verbal interventions. Observers from each of the constituency groups are requested to work together to coordinate their interventions so as to maximize the efficiency of the Trust Fund Committees and Sub-Committees proceedings;
- requesting the Co-Chairs to add agenda items to the provisional agenda;
- recommending to the Trust Fund Committee or the Co-Chairs external experts to speak on a specific agenda item.