



**World Health
Organization**

**TERMS OF REFERENCE
OF
WORLD REHABILITATION ALLIANCE
STEERING COMMITTEE**

1.0 Preamble

This Terms of Reference is specific to the Steering Committee of the World Rehabilitation Alliance (WRA). For more information on the WRA, including its objectives, principles, governance and structure, membership and processes, please refer to the WRA [Terms of Reference](#).

2.0 Role

The role of the WRA Steering Committee is to provide leadership and strategic direction to the WRA in relation to its processes and outcomes. The Steering Committee is expected to work closely and collaboratively with the WRA Secretariat and other Steering Committee members.

Each Steering Committee member is a co-Chair of a workstream. Each workstream has an area of focus with corresponding workplan. Steering Committee members are expected to work closely and collaboratively with the other workstream co-Chairs, and provide leadership to members of their corresponding workstream.

3.0 Composition

The WRA Steering Committee has 10 members, comprising of two co-Chairs from each of the WRA's five workstreams. Steering Committee members are appointed by the WRA Secretariat, with the selection process striving for a balanced representation of geographical regions, stakeholder groups, income settings, gender and age. The Steering Committee is chaired by the Secretariat, who may appoint one member of the Steering Committee as the Vice-Chair for a two-year term.

4.0 Responsibilities

4.1 Membership approval

All WRA membership applications are assessed by the Secretariat, with respect to their eligibility as outlined in the Terms of Reference, due diligence and a risk assessment. All findings are then compiled and shared with the Steering Committee for review and approval using a standardized template. Following this, membership applicants are notified of the outcome of their membership application by the Secretariat. Membership status of successful applicants is reviewed every 2 years.

4.2 Workstream co-Chair

Every Steering Committee member is a co-Chair of a workstream. In collaboration with the other workstream co-Chairs, their responsibilities include to:

- Develop the workstream's workplan, in consultation with the Secretariat. This process may involve conducting a needs analysis and stakeholder mapping for the workstream topic, identifying existing advocacy efforts, objectives, key messages, activities, timelines, outputs and indicators. It is important to involve workstream members in the workplan development process.
- Plan, coordinate and chair the workstream meetings, ensuring that each meeting has an agenda with clear objectives, discussion areas and action points.
- Facilitate communication and knowledge sharing within the workstream. This includes ensuring balanced participation and contributions of its group members, and precluding influences of individual or organization-specific agendas.
- Coordinate implementation of the workplan and agreed activities, in consultation with the Secretariat.
- Develop measurable indicators, in collaboration with the Secretariat and workstream members, to monitor progress of the workstream over the two-year period.
- Monitor and evaluate workstream activities and processes, including member attendance and participation, division of labour, knowledge sharing, activity progress and outcomes, and adherence to the WRA Terms of Reference. Report any identified concerns to the Secretariat.
- Provide verbal and written reports of workstream progress to the Secretariat and Steering Committee, and during the biennial members meeting.

The messages and activities of the workplan of each workstream will:

- Align with the Rehabilitation 2030 initiative, including its narrative and action areas;
- Be tailored to each context and target audience;
- Take into consideration priorities at global and regional level, and priorities of all stakeholder groups within the rehabilitation sector;
- Follow a life course approach, i.e. not concentrating in specific age groups;
- Incorporate the client perspective, and the voices of those living with rehabilitation needs;
- Align with national priorities and plans, for rehabilitation, and consider other cross-cutting topics and principles that should also be addressed;
- Consider linkages with the advocacy messages and activities of other WRA workstreams as well as other relevant initiatives and organizations, to avoid working in silos and duplication of efforts.

The co-Chairs will not make public statements about WRA activities or on behalf of the Secretariat without previous agreement.

4.3 Steering Committee meetings

Steering Committee members are expected to actively participate in Steering Committee meetings, which are scheduled by the Secretariat every 1-2 months. When necessary, additional sessions may be organized by the Secretariat. Steering Committee meetings will mostly be held virtually, and are chaired by the Secretariat.

Between meetings, Steering Committee members can communicate and provide updates via email and Microsoft Teams.

Steering Committee decisions are made through consensus of committee members. Where a perceived or potential conflict may arise, Steering Committee members should voluntarily declare this conflict to the Secretariat. In the event that a consensus is not reached, the Secretariat makes a decision in consultation with the Vice-Chair.

During meetings, Steering Committee members provide a verbal report on progress and key issues related to their workstream. Steering Committee members represent the members of their workstream, and as such are expected to transmit the consolidated perspectives of their members. Steering Committee members are responsible for following up on agreed action points from each meeting, and for informing their workstream members of relevant decisions and action points. Steering Committee members submit an annual report on their workstream progress to the Secretariat and Steering Committee.

4.4 Biennial members meetings

Jointly with the Secretariat, Steering Committee members coordinate the biennial meetings of the WRA, including development of relevant documentation and logistical support. During the biennial members meeting, one of the co-Chairs of each workstream presents on their workstream's progress and activities.

5.0 Terms

With the exception of the Secretariat, the duration of the term of appointment of the Steering Committee members is for an initial term of 2 years, with the possibility of renewal once.

Steering Committee members carry out their role in a voluntary capacity and do not receive any remuneration for any work related to the WRA. Steering Committee members will cover their own expenses for travel and accommodation associated with Steering Committee and biennial members meetings. Should these costs preclude a Steering Committee member's participation, the member should notify the Secretariat in writing and alternative support will be considered on a case-by-case basis.

WHO also has the right, exercisable in its sole discretion, to terminate any membership, its Steering Committee and/or to terminate any Vice-Chairmanship, in each case, at any time upon providing written notice thereof to the member(s) concerned. Where a Steering Committee member's appointment is terminated, WHO may decide to appoint a replacement member.

6.0 Competencies

The ideal profile of a Steering Committee member includes the following:

- Extensive experience in rehabilitation and/or public health;
- Commitment to the Rehabilitation 2030 initiative mission and objectives, and an understanding of the perspectives and priorities of different stakeholder groups within the rehabilitation sector;

- Demonstrated leadership accomplishments and success as a board member, chair, head of institution or equivalent;
- Demonstrated skills in networking, convening and facilitating groups, achieving balanced inputs and consensus among diverse stakeholders;
- Excellent oral communication skills, including public speaking;
- Expert level of written and spoken English.

7.0 Amendments

These Terms of Reference may be amended from time to time by Secretariat in consultation with the Steering Committee.