

# **Pool Fund Steering Committee (PFSC)**

## **Terms of Reference**

AS OF OCTOBER 27, 2009

**PREAMBLE**

Pursuant to the recommendation of the Health Sector Coordinating Committee's Working Group on Funding Mechanisms (as described in the Pool Funding for Health & Social Welfare Proposal, December 2007) and with the full support of the Government of Liberia, a pool fund has been established for support to implementation of the National Health & Social Welfare Plan. These Terms of Reference serve as the framework within which the Pool Fund Steering Committee (PFSC) will provide oversight to the Pool Fund, consistent with the Joint Financing Agreement (the controlling authority) each contributing donor to the Fund has entered into with the Ministry of Health & Social Welfare. The PFSC shall be supported by a Secretariat managed by the Pool Fund Manager. Any modifications to these Terms of Reference will require the approval of the PFSC.

**ARTICLE 1: RESPONSIBILITIES OF THE PFSC**

- 1.1 The PFSC shall review written proposals and budgets for funding submitted by the Ministry of Health & Social Welfare to the Committee. For each proposal, the Pool Fund Manager shall prepare a separate cover sheet on fiduciary risk and whether specific tracking measures are required. The fiduciary risk cover sheet must explain how risk will be mitigated, including recommending additional resources for supervision if deemed necessary.
- 1.2 The PFSC shall ensure written proposals for Pool Fund allocations are consistent with the National Health & Social Welfare Plan.
- 1.3 The PFSC shall approve, request further information or deny proposals for the use of Pool Funds subject to adherence to Article 1.2 above.
- 1.4 The PFSC shall oversee the implementation of activities under Pool Fund approved programs, including approving major changes in allocations as necessary, with the support of the Pool Fund Manager. Within this function, the PFSC shall review quarterly reports prepared by the Pool Fund Manager that summarize allocations, disbursements and program progress.
- 1.5 The PFSC shall ensure consistency between Pool Fund assistance and other development and health assistance programs in support of national priorities such as the PRS.
- 1.6 The PFSC, through the Pool Fund Manager, shall require that Pool Fund disbursements are in line with Government of Liberia laws, including those governing procurement.
- 1.7 The PFSC shall be appraised of Pool Fund annual audit report findings.

**ARTICLE 2: MEMBERSHIP**

- 2.1 The PFSC shall have four permanent members from the Government of Liberia, the Minister of Health and Social Welfare, the Chief Medical Officer, the Minister of Finance, and the Minister of Planning & Economic Affairs.
- 2.2 Membership shall be open to any donor who has entered into the Joint Financing Agreement with the Ministry of Health & Social Welfare and a group of provisional representatives.\*

---

\* In addition to donors who have signed the JFA with the MOHSW, members also include UNICEF, WHO, UNFPA, USAID, World Bank, Liberian Business Association, and European Commission.

- 2.3 All members of the PFSC will be treated equally with full rights to participation, expression and involvement in decision-making.
- 2.4 The donors shall select annually one contributing donor to act as the Lead Donor for the Pool Fund. The role of the Lead Donor is to serve as PFSC Co-Chair.
- 2.5 The Minister of Health & Social Welfare shall serve as Chair of the PFSC.
- 2.6 'Ad hoc' observers or advisers may be invited by the PFSC on a case-by-case basis. The NGO Monitoring and Steering Group (MSG) shall be invited to nominate one international and one national NGO to attend as observers.

### **ARTICLE 3: MEETINGS**

- 3.1 The PFSC shall meet monthly. Invitations and call for agenda items shall be sent two weeks in advance of the meeting. The Chair or Co-Chair may call emergency or extraordinary meetings as necessary to address critical issues. Any PFSC member may suggest the need for an emergency meeting to the Chair or Co-Chair.
- 3.2 The Minister of Health & Social Welfare shall propose the agenda for PSFC meetings. Members may submit additional agenda items to the Secretariat at least one week in advance of the scheduled meeting. The Secretariat will send meeting announcements, along with agendas and all relevant meeting materials, to PFSC members at least one week in advance of the meeting.
- 3.3 The discussion and outcome of each meeting will be recorded in Agreed Minutes. The Agreed Minutes will be drafted by the Secretariat and a draft will be sent to all PFSC members for their approval/comments within one week after the meeting. The members will inform the Secretariat of their approval/comments within five working days of receipt of the draft. The Secretariat shall understand no reply to mean that the member agrees with the draft minutes.
- 3.4 The PFSC may conduct business only when at least half of the members are present, including both the Chair & Co-Chair. If no quorum exists for a meeting, an urgent meeting with the same agenda will be called within one week.
- 3.5 Members absent from a meeting may elect to submit their expressed positions on particular decisions electronically (either email or telephone conference call) prior to or during the meeting. No post meeting submissions will be allowed.
- 3.6 The PFSC shall seek to reach all decisions by consensus.
- 3.7 The PFSC may establish sub-committees, working groups, advisory panels or other similar groups to carry out specific tasks and report back to the PFSC for action or decision.