



QUAKER PEACE & SOCIAL WITNESS



ECUMENICAL ACCOMPANIMENT PROGRAMME IN PALESTINE AND ISRAEL (EAPPI) GROUP

TERMS OF REFERENCE

Updated 1 Jan 2014

1) Summary of Purpose

In partnership with all programme stakeholders, to set policy and determine priorities for the implementation and co-ordination of the Ecumenical Accompaniment Programme in Palestine and Israel (EAPPI) for Britain and Ireland. This is to be done within the context of overall QPSW policy, within the EAPPI framework proposed by the World Council of Churches and on the basis of the agreement of November/December 2002 between QPSW and Churches Together in Britain & Ireland (CTBI).

2) Membership

On the basis of the agreement between QPSW and CTBI, the Group will include up to six members appointed by Quaker Peace & Social Witness Central Committee (QPSW CC) and one representative of each of /CTBI, the Church of Scotland and Christian Aid, and one representative of the Baptist Union of Great Britain, the Methodist Church and the United Reformed Church together, who will be invited to join the Group by QPSW CC. With the agreement of QPSW Central Committee in May 2009 the EAPPI Group also includes a representative of the Catholic Agency for Overseas Development (CAFOD). The other stakeholders' representatives will have delegated authority to make decisions on behalf of the churches/agencies they represent. The number of members should preferably not exceed 10.

The Group will appoint a Clerk and an Assistant Clerk from their number, the clerk to come from those Friends appointed by QPSW CC. It is agreed that the Assistant Clerk role may be filled by any member of the partners.

QPSW Central Committee may appoint one of its number to receive all minutes and papers of the group and to attend at least one meeting a year as a two-way Link between the Group and Central Committee. Though the Group may not co-opt, it may invite other Friends or specialists to attend specific meetings for particular agenda items or to give advice. The Group will be serviced by a member of the QPSW staff team, and other QPSW staff may be invited by the Clerk to attend as appropriate for items on the agenda. Meetings will not normally take place without a

QPSW staff member being present, except by agreement with the General Secretary or Assistant General Secretary. Minutes will be agreed in and by the meeting, in accordance with Quaker practice and circulated to Group members. Minutes and papers are normally considered confidential to the Group unless marked for wider circulation.

QPSW will cover the cost of the Group's meetings other than the travel expenses of representatives of the other stakeholders.

3) Frequency of Meetings:

The Group will normally hold meetings between 3 and 6 times a year, at a time, and in a manner and place, to suit Group members. The Group may meet more or less frequently, but this must be agreed by the Group as a whole, in consultation with the appropriate Assistant General Secretary.

Decisions which must be made between meetings may be taken by the Clerk on the advice of the relevant staff and in consultation with the Assistant Clerk and with other Group members as appropriate. Such decisions will be formally minuted at the next meeting of the Group.

4) Duties and Responsibilities

- A. To agree, prioritise, oversee and review as needed the work plan of the Programme, ensuring that the work is manageable, achievable and commensurate with the human and financial resources available.
- B. Detailed duties are as follows:
 - To set priorities for the co-ordination and implementation of the EAPPI for Britain & Ireland.
 - To approve the annual EAPPI work plan and a job description for the Ecumenical Accompaniers to be recruited in Britain and Ireland.
 - To provide contacts & networks to assist with the recruitment of the EAs, the dissemination of their writings and the organisation of their speaking engagements in order to ensure as wide an ecumenical base for the project as possible.
 - To monitor the work undertaken through receiving regular reports.
 - To formally link the project to the World Council of Churches through CTBI. To support the day to day informal links between project staff in the WCC and QPSW.
 - To help broaden the base of the involvement in and support for the project in Britain and Ireland by seeking to involve new partners.

- To advise QPSW Central Committee and CTBI on policy questions relating to the project within the framework outlined under section 1.
- C. In response to minutes passed from Meeting for Sufferings, to advise QPSW Central Committee whether it might be appropriate for the work plan to incorporate specific new areas of concern in the Group's area of responsibility.
- D. To make submissions to the governments of Britain and Ireland and other decision-makers in accordance with agreed procedures, and make recommendations to QPSW Central Committee on public statements within the Group's area of responsibility. Submissions to the Scottish Parliament or Welsh Assembly should be made in consultation with General Meeting for Scotland or the Meeting of Friends in Wales, as appropriate.
- E. To agree the editorial policy for newsletters and other communication materials produced by those working on the programme.
- F. To use, as appropriate for the group, the modes of working set out in *A Framework for Action 2009 – 2014* and summarised below.
Empowering and supporting British Friends by:
- i. exploring, testing and challenging ideas and good practices coming from individuals and meetings and sharing them widely;
 - ii. gathering and researching information, networking and supporting networks to take action, acting as a hub for information and exchange;
 - iii. being a forum for debate, with Quakers and others, to build knowledge and courage;
 - iv. expressing a Quaker voice and acting as advocates on national issues,
 - v. providing up-to-date materials, training, advice and information,
 - vi. working with Quakers in other countries, the Quaker Council for European Affairs, Quaker United Nations Office, Friends World Committee for Consultation and, as appropriate, other churches and faiths,
 - vii. exploring partnership arrangements, including ones where the lead is taken by meetings and other Quaker bodies.
- G. To collaborate with other QPSW Central Committee Groups and processes as appropriate.

5) Accountability

On the basis of the agreement between QPSW and CTBI, the Group is accountable to QPSW Central Committee and to CTBI. . It will normally report in writing and in person (through its Clerk) to Central Committee at least once a year, or as directed by Central Committee, in preparation for which it will, using the guidelines provided:

- i. evaluate its work, including work achieved and work in progress and, in the light of that evaluation, will
- ii. assess its priorities for the coming year(s).

In addition, the Group will be expected to provide reports to the Executive Committee of Global Missions Network as required.

From time to time Central Committee will review the group and/or the programme of work to ensure that it is effectively addressing Friends' concerns.

The Group's minutes will be received regularly by Central Committee and the Group may communicate with Central Committee by specific minute on matters of advice or action, and should always do so when major decisions with significant resource or policy implications need to be taken.

In addition the Group will be expected to provide help with fundraising for its work and reports for other BYM committees or external funding bodies as may be requested from time to time.

6) Use of Quaker Faith and Practice

All Group members are advised to read Chapter 3 of Quaker Faith and Practice, and are reminded that they all share in the responsibility for ensuring that their work is within the spirit of Quaker Faith and Practice, adheres to the constitutional principles set out in Chapters 3 and 8, and is compliant with Britain Yearly Meeting policies.

7) Committee Handbook

All members will be supplied with a copy of the BYM Committee Handbook, and its use is encouraged.

8) Authority

The Group will work within these terms of reference, as approved by minute QPSWCC 09/52 of Quaker Peace & Social Witness Central Committee held 15th – 17th May 2009 and further as agreed by QPSW Central Committee as a between meetings measure in January 2014.