

## LHIF MEMBER CHEAT SHEET

**LHIF Plenary Meetings are held on the 4<sup>th</sup> Thursday of every month from 3:30-5:00pm.**

*The location changes and is announced in advance of the meeting via Outlook invite.*

### Obligations of All LHIF Members:

- **Ensure attendance at monthly Plenary Meetings, missing no more than 2 consecutive months.** Each member can send one person to the Plenary Meeting; this should be either the organization's Representative or their designated LHIF Alternate. Lack of attendance may result in loss of membership.
- **Respond to all LHIF "SIGN-OFF" requests within the given deadline.** Sign-off must come from either the organization's Representative or their designated LHIF Alternate, and may be provided via email (preferred), verbally, or through SMS. There is no need to provide an actual signature.
  - LHIF-logo documents require two-thirds of members to actively sign-off and the remaining members to not object. Objectives must be lodged by the given deadline.
  - Member logos will not be included on LHIF documents unless expressly indicated and agreed.
- **Respond to LHIF "ACTION" requests 90% of the time and to LHIF "FEEDBACK" requests on a regular basis** (at least 50% of the time). Member feedback is essential for LHIF to be able to continue its work!
- **Contribute to the development and implementation of LHIF strategic goals, priorities, and messages.** Participate actively in LHIF's annual Strategic Planning Workshop, pro-actively feed in to the development of LHIF messages and initiatives, raise LHIF talking points in bilateral meetings with relevant stakeholders, and encourage use of LHIF messages and products at the regional and HQ level.
- **Respect the Confidentiality of LHIF Discussions and Documents:**
  - All information shared by individual members in LHIF meetings or email discussions is to be maintained confidential by all LHIF members, unless expressly indicated for wider sharing.
  - Members shall only share LHIF-logo documents to the designated audience.
  - With the exception of "FYI" emails, LHIF emails are intended for LHIF member organizations ONLY, and shall not be shared with non-member organizations.
  - LHIF emails, documents and updates addressed specifically to Country Directors or otherwise marked as sensitive shall be treated with caution and only shared as necessary with senior staff.
- **Assign technical staff to participate in LHIF sub-groups** as relevant and feasible. LHIF currently has two official sub-groups: the **Advocacy Focal Group** and the **LHIF Protection Group**. Additional sub-groups may be created at member request, with the agreement of the Plenary.
- **Provide timely inputs and updates to LHIF information and data requests**, such as visas/work permit updates, 3Ws, contact lists, and surveys.

**Representation:** Members are consulted in advance of official meetings as far as possible. Members are also encouraged to pro-actively raise questions/issues for LHIF to bring to monthly HCT and Inter-Sector meetings, and the regular meetings that LHIF holds with the RC/HC and UNHCR Representative. LHIF strives to have at least 2 SC members and the Country Coordinator in all official meetings. LHIF has 3 seats in the HCT which are filled by the serving SC members, and the Country Coordinator also attends. The CC attends Inter-Sector.

**Donor Roundtable:** LHIF holds a quarterly roundtable discussion with Governmental Donors, to which each member may send one representative and raise any questions/issues of interest or relevance.