



**Lebanon Humanitarian INGO
Forum (LHIF)
Governance Framework**

www.LHIF.org

June 2016

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Lebanon Humanitarian INGO Forum (LHIF) Governance Framework

1st version: October 2013, 2nd: June 2014, 3rd: April 2015, 4th: June 2016

CHAPTER 1 INTRODUCTION

1.1 BACKGROUND

The Lebanon Humanitarian INGO Forum (LHIF) was formed in October 2012 to provide a common platform for advocacy among international non-governmental organizations (INGOs) responding to the Syria Refugee Crisis in Lebanon, and to facilitate representation of INGOs within the Humanitarian Country Team (HCT). The LHIF expanded both its mandate and membership throughout 2013, looking more broadly at the overall humanitarian situation in Lebanon, formally adopting coordination as part of its mandate, and establishing a Secretariat in October 2013. The LHIF Governance Framework replaced the initial LHIF by-laws in October 2013, and is reviewed and revised as necessary following LHIF's annual all-member strategic planning workshop.

1.2 MANDATE

LHIF is an independent coordinating body composed of international NGOs operating in Lebanon that facilitates the work of its members to address the needs of the most vulnerable.

1.3 PURPOSE AND VISION

Purpose: LHIF's purpose is to provide a joint platform to facilitate members' humanitarian work, and help members to efficiently and effectively address key issues of common interest.

Vision: LHIF aspires to be an inclusive, representative and independent forum that is out in front on key humanitarian issues and recognized as a leading actor in the humanitarian community in Lebanon, helping to enable a functional, integrated response architecture that better identifies and serves the most vulnerable.

CHAPTER 2 CORE FUNCTIONS, STRUCTURE AND MEMBERSHIP

2.1 CORE FUNCTIONS

LHIF's core function is to facilitate coordination among members by:

- Identifying strategic issues;
- Advocating for common positions with a unified and consistent voice to influence policy and decision making;
- Sharing information; and
- Engaging and Representing the forum with external stakeholders.

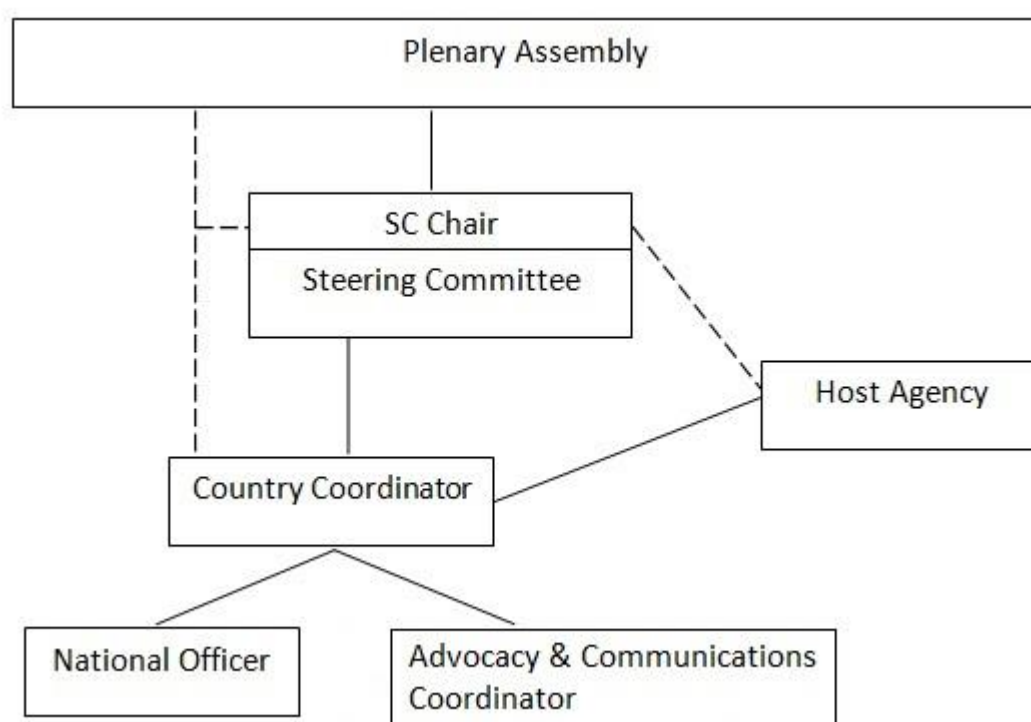
In addition to the above, LHIF facilitates representation of INGOs in response leadership bodies and works to enhance engagement of NGOs in response planning and coordination mechanisms. LHIF also supports members to address common administrative challenges to INGO operations. At the initiative and under the leadership of members, LHIF may also spearhead joint initiatives to better meet response needs.

2.2 STRUCTURE

LHIF includes a Plenary Assembly, a Steering Committee, agreed Sub-Groups, and a Secretariat. The Plenary Assembly is an information-sharing and consensus-building forum, and is the strategic decision-making authority for LHIF. The Steering Committee (SC) is empowered with tactical and operational decision-making authority to move forward strategic decisions made by the Plenary Assembly, and has primary responsibility for representation. One Steering Committee member is elected as the SC Chair to serve as the team leader. The Secretariat, under the leadership of the Country Coordinator, supports the fulfillment of LHIF's purpose, vision, and core functions.

MANAGEMENT STRUCTURE

The LHIF Management Team is comprised of the Steering Committee members and the LHIF Country Coordinator, under the leadership of the SC Chair. The Management Team meets regularly according to a schedule agreed by its members, and at a minimum of once per month off-set with the Plenary Assembly meeting.



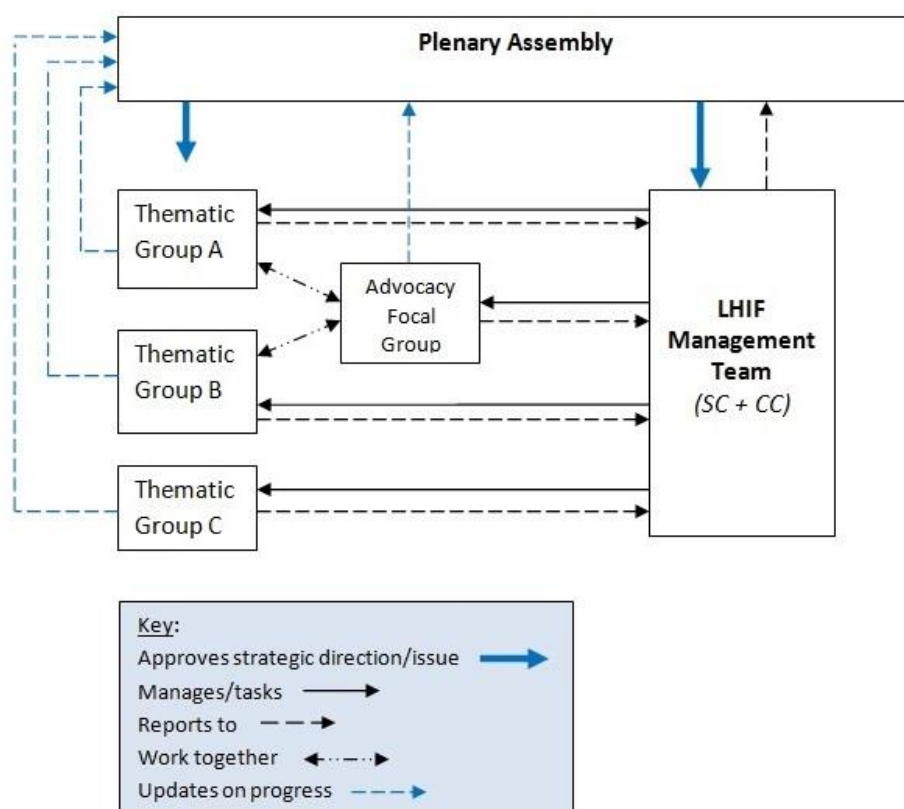
SUB-GROUPS

Thematic sub-groups of LHIF can be established by any group of members, with the approval of the Plenary, and shall be open to all members.

- Formed based on thematic issues in the LHIF strategic directions, advocacy strategy, or emerging issues as tasked from Plenary; disbanded with agreement of Plenary when the issue is resolved, handed-over to another mechanism, or no longer an LHIF priority.
- Members should be comprised of technical sector experts to provide analysis and recommendations on the issue and/or agency-appointed focal points to carry forward action on the issue. Group members must be appointed by the organization's Plenary representative or alternate.
- Sub-groups should be co-chaired by at least one LHIF member (either together with the LHIF Secretariat or together with another member), who is responsible to provide updates to the Plenary. At least one LHIF Steering Committee member is responsible for actively following each sub-group, in order to provide oversight of progress and plans.

- Sub-groups meet on a schedule as agreed by the group members. The LHIF Secretariat will support meeting facilitation. Non-Members may attend sub-group meetings by invitation only, pre-approved by one of the co-chairs.

The LHIF Advocacy Focal Group (AFG) is a permanent sub-group comprised of dedicated advocacy staff and/or individuals with strong advocacy background/experience from within LHIF member organizations. The AFG develops and carries forward the LHIF advocacy strategy, based on the LHIF strategic directions. The advocacy strategy must be approved by the Plenary. The AFG may also address emerging issues as tasked by Plenary or the Steering Committee, and highlight emerging issues for potential LHIF action to Plenary or Steering Committee. The AFG meets at least monthly and is chaired by the LHIF Advocacy & Communications Coordinator.



2.3 MEMBERSHIP CRITERIA

Any International NGO that fulfills the following criteria may request admission to LHIF:

- Registered as an international NGO in Lebanon or in process of registration.
- Registered as an NGO in a foreign country.
- Signatory to the Code of Conduct of the Red Cross/Red Crescent Movement and NGOs in Disaster Relief.
- Operating in humanitarian sectors in Lebanon.
- Currently implementing projects in Lebanon.

Applications for admission to the LHIF shall be submitted to the LHIF Country Coordinator for review of requirements and presentation to the Plenary Assembly. Membership shall be approved by securing a two-thirds (2/3) vote from the current members. The membership application form is included as Annex 1 to this Framework.

CHAPTER 3 THE PLENARY ASSEMBLY

3.1 MEMBERSHIP AND AUTHORITY OF THE PLENARY ASSEMBLY

The Plenary Assembly is comprised of all LHIF members and is the strategic decision-making body of LHIF. Each member organization will nominate two staff members to represent in the Plenary Assembly, a Representative and an Alternate. These staff members must be vested by the organization with decision-making and voting authority. Representation is generally expected to be at the Country Director level.

3.2 MINIMUM REQUIREMENTS OF ALL LHIF MEMBERS

- Ensure attendance of the Representative or Alternate at regularly scheduled Plenary meetings, missing no more than 2 consecutive months in extenuating circumstances.
- Respect Confidentiality as per Chapter 8 below.
- Respond to LHIF “Action” and “Sign-off” requests within the given deadline.
- Respond to LHIF “Feedback” requests on a regular basis (at least 50% of the time).
- Provide timely inputs to LHIF member mapping and contact list updates.
- Assign technical-level staff to participate in LHIF sub-groups as relevant and feasible.
- Contribute to the development, approval, and implementation of LHIF strategic directions, advocacy strategy and agreed initiatives.
- Raise LHIF talking points in bilateral meetings with relevant stakeholders, and encourage their use by the organization at the regional and HQ level.

3.3 MEMBER FEES

Members are required to pay an annual fee of \$300 USD. Fees shall be paid to the LHIF Host Agency, upon receipt of invoice. Fees shall be utilized by the LHIF Secretariat in accordance with the LHIF Strategic Directions or agreed priorities, with approval from the Steering Committee.

3.4 MEETINGS OF THE PLENARY ASSEMBLY

- Meetings of the Plenary Assembly are open to all INGOs who are members of the LHIF.
- Each member organization may have one representative present at meetings of the Plenary Assembly (either their Representative or Alternate).
- Meetings shall be held at least once per month.
- Each member organization will sign in on arrival.
- Any member may request special meetings of the Plenary Assembly.
- Meetings of the Plenary Assembly are held in English. Minutes of the Plenary Assembly are circulated in English.
- Meetings of the Plenary Assembly will be chaired by the SC Chair, or another SC member in his/her absence.

3.5 DECISION-MAKING

- Any member may raise an issue to the Plenary Assembly and request that it be adopted.
- Two thirds (2/3) of the Plenary Assembly must be present for quorum. Decisions voted by three quarters (3/4) of the votes within quorum are binding. If there is more than one representative from an organization present, only one may vote. In general, votes will be conducted by a simple count and raising of hands, except for elections which will be conducted by secret ballot. However, any member may request that a particular vote be conducted by secret ballot by alerting the chair.
- If a vote is required in between Plenary meetings or if a meeting does not have quorum, strategic decisions may be taken by obtaining a two-thirds (2/3) vote of all members via email or phone.

- Formal branded documents and positions require two-thirds (2/3) of members to actively sign-on and no objections to be raised by remaining members (no response is considered as no objection). Usage of members' logos in addition to the LHIF logo on approved documents will be on a case-by-case basis, in consultation with the membership, depending on what will add most value. Formal documents that do not receive 2/3 sign on + no objections, will be released with the logos of the signing members only ("opt-in"). Sign-on may be provided verbally or in writing to the LHIF Country Coordinator or Advocacy & Communications Coordinator.
- Formal sign-on is not required for routine/ongoing update and coordination issues, but members will be consulted in advance on any new issues or content.
- The LHIF Country Coordinator shall be responsible for managing voting and sign-on processes, with the support of the Secretariat staff.

3.6 DISCONTINUITY OF MEMBERSHIP

Members may have their membership in LHIF revoked under the following circumstances:

- If their membership fees remain unpaid 6 months after the invoice date.
- When a decision is taken by a two-thirds (2/3) majority vote of the full members of the Plenary Assembly that the actions of a given member are not in line with this Framework or are detrimental to the overall efforts of the LHIF.
- When a member does not participate in meetings for two consecutive months without a valid reason (subject to a two-thirds (2/3) vote of quorum in the Plenary Assembly).
- When the member voluntarily withdraws.
- When a member gives out confidential information discussed in Plenary Assembly or any LHIF Sub-Committee meeting to a third party (subject to a two-thirds (2/3) vote of quorum in the Plenary Assembly).

CHAPTER 4 THE STEERING COMMITTEE

4.1 COMPOSITION OF THE STEERING COMMITTEE

The Steering Committee is an elected body comprised of five (5) LHIF members that is empowered with tactical and operational decision-making authority and has primary responsibility for representation. Organizations elected to the Steering Committee are represented in the SC by their Representative; SC responsibilities shall not be delegated to the Alternate. In the case that the Representative of a member organization on the Steering Committee leaves or withdraws, they will be replaced by the organization's Alternate. If the Alternate is not able to take up the position, an ad hoc election will be held for a new SC member to complete the term.

One member of the Steering Committee is selected by the Plenary Assembly to serve as the Chair. The SC Chair presides over and ensures the smooth functioning of the Steering Committee, maintains continuity of LHIF leadership and representation, and serves as a sounding board and guide for the LHIF Country Coordinator.

4.2 ELECTION OF STEERING COMMITTEE MEMBERS

Members of the Steering Committee are elected by the Plenary Assembly every six (6) months. There is no limit on the number of terms that a SC member can serve. Election of the Steering Committee shall endeavor to ensure that the elected members are representative of the overall LHIF membership, in particular with respect to coverage of the core humanitarian sectors as relevant to Lebanon (i.e., WASH, Shelter, Health, Food Security, Basic Assistance, Protection, Education, Livelihoods, and Social Stability).

ELECTION PROCESS FOR STEERING COMMITTEE MEMBERS

A. Call for nominations

- Any LHIF member may self-nominate or be nominated by another member.
- At least two (2) weeks prior to the election, members are invited to submit nominations. All nominations should include the following information:
 - (1) Name of the Organization
 - (2) Name and title of the Primary Representative, and the number of years s/he has been with the Organization
 - (3) Organization's top 3 humanitarian sectors of intervention in Lebanon
 - (4) Organization's geographic areas of work in Lebanon; and
 - (5) Year the organization's Lebanon program began.
- If an organization is nominated by another organization, the LHIF Country Coordinator will confirm with the nominated organization their willingness to serve on the Steering Committee (if elected) prior to finalizing the nomination.

B. Communication of list of candidates: The complete list of nominees and the information outlined in point A above will be circulated to all LHIF members prior to the election.

C. Plenary assembly members vote

- Elections are organized either during a regular Plenary Assembly meeting or online, as agreed by the LHIF Management Team and informed in advance to the members.
- If conducted online, ballots must be submitted by the given deadline (at least 48 hours will be provided for voting). If conducted during a meeting, ballots may be submitted during the meeting or via email to the Country Coordinator by Close-of-Business on the same day of the election.
- At least two-thirds (2/3) of members must submit ballots for the election to be valid.
- In order to help achieve maximum consensus and representation, LHIF Steering Committee elections will utilize a simple ranked voting system. Each LHIF member will rank the nominees in order to their preference for the nominee to serve on the Steering Committee (1 = first choice, 2 = second choice, etc.). Each member must rank all nominees and no nominees may be given the same ranking.
- Following submission of ballots, the LHIF Country Coordinator will tabulate the votes: nominees will be assigned points based on their ranking (e.g., if there are 6 nominees in total, a nominee would receive 6 points for every time they were ranked 1st, 5 points for every time they were ranked 2nd, and so on, with 1 point being awarded if the nominee was ranked last or if the ranking was left blank). All points will be tallied, and the nominees with the top five (5) point scores will be elected to the Steering Committee.

D. Communication of results

- Results of vote will be communicated by the LHIF Country Coordinator to all LHIF members within 24 hours of closure of voting.

SELECTION PROCESS FOR STEERING COMMITTEE CHAIR

The SC Chair is selected by the full Plenary Assembly for the SC term of 6 months. In order to ensure continuity of leadership, eligibility to serve as the SC Chair is limited to individuals who have served on the Steering Committee for the previous 6 months.

Any Steering Committee candidate who is eligible may be nominated to serve as the Chair. The Country Coordinator will confirm candidates' willingness to serve as Chair in advance of the election. Selection of the Chair will take place simultaneously with the Steering Committee election and use the same ranking method. The individual elected to the Steering Committee who has the highest score from the separate Chair ranking will serve as the Chair.

4.3 DISCONTINUITY OF STEERING COMMITTEE MEMBERSHIP

When a decision is taken by a two-thirds (2/3) majority vote of the full members of the Plenary Assembly that a Steering Committee member is not actively engaged or has violated this Framework, the organization and its representative will be asked to stand down from the Steering Committee.

4.4 RESPONSIBILITIES OF THE STEERING COMMITTEE

STEERING COMMITTEE

- Accountable to the membership for oversight of the forum.
- Expected to pro-actively participate in the Steering Committee and in wider LHIF meetings and activities, take the lead on LHIF initiatives, and maintain broad consultation with the LHIF membership to ensure relevant knowledge of common/different positions.
- Primary responsibility for representing LHIF with external stakeholders, and ensuring impartial, effective and consistent representation. Represent LHIF on the Humanitarian Country Team (HCT) and other leadership bodies; attending and advocating on behalf of the LHIF rather than as individual organizations. Recognizing that the individual organizational perspective of Steering Committee members may at times be relevant and important to convey, SC members must clearly preface any such comments that are made in a representational meeting as being only on behalf of their own organization.
- Provide leadership on the direction and strategy of LHIF, respecting the need for continuity on direction and strategy across subsequent Steering Committees and ensuring that the work of the Secretariat is within the strategy and priorities approved by the Plenary; ensure the LHIF agenda represents and is driven by the members, not any single member or the Secretariat; promote accountability of LHIF to its members and affected populations; hold and attend regular LHIF Management Team meetings; follow up with the Country Coordinator on implementation of action points
- Empowered to make tactical and operational decisions to move forward the LHF strategy, advocacy work plan, and other strategic decisions made by the Plenary Assembly; Decisions via consensus and if not then via majority vote
- Oversee the work of LHIF sub-groups and the LHIF Secretariat, in accordance with Plenary-approved strategy and priorities and Host Agency financial and administrative policies; provide strategic guidance to the LHIF Country Coordinator; approve LHIF proposal and budget submissions; review of Budget vs. Actuals
- Supervise LHIF Country Coordinator. Hiring and termination of the Country Coordinator is on approval of the Steering Committee.
- Steering Committee members shall endeavor to maintain constructive relationships with external stakeholders, including, but not limited to, UN agencies, donors, national NGOs, and relevant government departments.
- Steering Committee members commit to not receiving organizational benefit from information shared or received as a Steering Committee member without ensuring that the same information benefits all LHIF members. Steering Committee members are also required to declare any potential conflicts of interest and recuse themselves from discussions or decisions on external oversight bodies in which their own organization has a financial or reputational stake.

ADDITIONAL RESPONSIBILITIES OF THE STEERING COMMITTEE CHAIR

- Serve as the team leader of the SC and ensure that SC members understand and fulfill their individual and collective responsibilities, are accountable to the membership, and work in accordance with the strategic decisions of the Plenary Assembly.

- Chair Plenary Assembly and LHIF Management Team meetings, and ensure that required decisions are legitimately made; call special or extraordinary meetings of the Plenary or Management Team as/if required.
- Help ensure that the SC is meeting its representational responsibilities and support the Country Coordinator to maintain the team approach for representation.
- Serve as secondary contact for urgent and/or emergency issues and co-focal point – together with Country Coordinator – for managing LHIF relationships and communications with donors, diplomats, the UN, and other key stakeholders.
- Act as a sounding board and guide for the Country Coordinator in management of LHIF communications, activities, and the operations of the Secretariat. Serve as the focal point for supervision and performance management for the Country Coordinator. Lead recruitment process for new Country Coordinator when necessary.
- Provide confirmation to the Secretariat for major budget changes and for new/unforeseen financial expenditures in excess of \$1000; approval of bid analysis and vendor selection as necessary; co-sign any binding LHIF documents together with the Country Coordinator.
- Exempted from the obligation of serving in sub-groups or leading LHIF initiatives.

CHAPTER 5 OBSERVER STATUS

The purpose Observer Status is to provide a mechanism for LHIF to formally engage with the full range of INGOs in Lebanon who are interested to coordinate and collaborate, and to ensure that LHIF initiatives and messages benefit from the expertise of INGOs who are not eligible to join. Observer Status will also be extended to a representative from ICRC and the elected focal point of the Lebanon Local NGO Forum.

5.1 OBSERVER CRITERIA

Any International NGO that fulfills the following criteria may apply for Observer Status to LHIF:

- Registered in Lebanon or in process of registration;
- Registered as an NGO in a foreign country;
- Implementing projects in Lebanon directly or through partners; and
- Interested to coordinate actively with other international NGOs; but
- Not eligible to join LHIF because the NGO is not:
 - Signatory to the Code of Conduct of the Red Cross/Red Crescent Movement and NGOs in Disaster Relief; or
 - Operating in humanitarian sectors in Lebanon.

Requests for Observer Status shall be submitted to the LHIF Country Coordinator for review of requirements and presentation to the Plenary Assembly. Observer Status shall be approved by securing a two-thirds (2/3) vote from the current members. Applicants must submit an application clearly outlining their organizational mission and work in Lebanon. Additional documents may be requested by Plenary, in particular related to the organization's existing codes of conduct.

Observer Status may be extended on a case-by-case basis to other organizations, including – on an exceptional basis – organizations who may otherwise be eligible for LHIF membership, if the Plenary agrees/approves that their inclusion as an Observer has an added value to LHIF.

5.2 BENEFITS OF OBSERVER STATUS

- Invited to attend part of regular LHIF Plenary Meetings (at least half of the meeting time will be reserved for LHIF members to discuss advocacy and other issues that may not be relevant for observers).

- Included in designated LHIF email lists for information circulation, information gathering and consultation on issues as relevant.
- Included in LHIF advocacy initiatives around I/NGO operational space.
- Invited to participate in initiatives around expanding I/NGO engagement in the response.
- Invited to join LHIF Sub-Groups as/if relevant.

Observers may feed in to, but do not have the right to vote, sign-off on, or object to LHIF initiatives or products. This does not preclude LHIF from inviting Observers to sign-on to formal LHIF products, if agreed by Plenary (in which case the preferred modality will be for the logo of all signing organizations to be included, together with the LHIF logo if 2/3 sign-off is received).

5.3 RESPONSIBILITIES OF ORGANIZATIONS WITH OBSERVER STATUS

- Appoint a designated Representative at the Country Director or Deputy Director level.
- Ensure attendance of the Representative at regularly scheduled Plenary meetings.
- Respect Confidentiality as per Chapter 8 below.
- Respond to LHIF “Feedback” requests on a regular basis (at least 75% of the time).
- Provide timely inputs to LHIF member/observer mapping and contact list updates.
- Assign technical-level staff to participate in LHIF sub-groups as/if relevant.

5.4 OBSERVER FEES

With the exception of ICRC and the focal point of the Lebanon Local NGO forum, Observers are required to pay an annual fee of \$100 USD. Fees shall be paid to the LHIF Host Agency, upon receipt of invoice. Fees shall be utilized by the LHIF Secretariat in accordance with the LHIF Strategic Directions or agreed priorities, with approval from the Steering Committee.

5.5 DISCONTINUITY OF STATUS

Observers may have their status revoked under the following circumstances:

- If their observer fees remain unpaid 6 months after the invoice date.
- When a decision is taken by a majority vote that the actions of an observer are not in line with this Framework or are detrimental to the overall efforts of the LHIF.
- When the observer fails to participate in LHIF meetings and/or information gathering.
- When the observer voluntarily withdraws.
- When an observer gives out confidential information discussed in Plenary Assembly or any LHIF Sub-Group meeting to a third party.
- When the observer becomes eligible to be a full LHIF member.

CHAPTER 6 THE LHIF SECRETARIAT

6.1 PURPOSE AND COMPOSITION OF THE SECRETARIAT

The purpose of the LHIF Secretariat is to support the fulfillment of LHIF’s purpose, vision, and core functions. The Secretariat provides strategic, technical, and logistical support to LHIF’s coordination and advocacy work and helps to ensure the best use of opportunities, resources, and expertise to further LHIF’s influence on humanitarian policy and practice.

The LHIF Secretariat is comprised of a full-time Country Coordinator and additional full- or part-time staff as deemed necessary by the Steering Committee and Plenary Assembly, as funding allows (currently an Advocacy & Communications Coordinator and a National Officer). The job description of the LHIF Country Coordinator (see Annex 2), and any changes to it, shall be agreed by the Plenary Assembly upon recommendation from the Steering Committee. The activities of other Secretariat staff shall be governed by job descriptions as prepared by the Country

Coordinator and approved by the Steering Committee. LHIF shall, to the greatest extent possible, draw on available expertise, resources, and support from LHIF members.

6.2 RESPONSIBILITIES OF THE SECRETARIAT

The Secretariat functionally reports to the Steering Committee with respect to LHIF activities and initiatives, and staff performance management. The Secretariat reports to the Country Director of the Host Agency with respect to operational management of LHIF grants and contractual issues, as outlined in the Host Agency Agreement.

Primary Responsibilities of the Secretariat include:

- Develop and manage LHIF strategies, initiatives and activities as approved by the Plenary Assembly and under the guidance of the Steering Committee.
- Facilitate the development of common positions among members, and produce common advocacy and coordination documents.
- Facilitate regular Plenary and sub-group meetings.
- Facilitate and ensure consistent LHIF engagement in response leadership and planning mechanisms, such as the HCT and Inter-Sector.
- Organize and/or attend meetings with external stakeholders, ensuring that members are consulted in advance, represented during, and receive notes afterwards.
- Ensure on-going information sharing amongst LHIF members and from external stakeholders to LHIF members, maintaining updated contact lists and member mapping.
- Develop proposals/budgets and ensure timely reporting, in coordination with the Host Agency and in accordance with Host Agency procedures (with SC approval/non-objection of submissions).
- Ensure smooth administrative and financial operation of LHIF, in accordance with donor requirements and Host Agency policies, and in consultation with the SC and/or Host Agency as relevant.

The LHIF Country Coordinator provides core support to LHIF in managing LHIF initiatives and activities, developing common positioning on key humanitarian issues, representing members internally and externally, and furthering advocacy with donors, the diplomatic community, UN agencies and Government Representatives. Key responsibilities of the LHIF Country Coordinator include:

- managing all operational aspects of the LHIF Secretariat, both internally (budgets, staff, reporting, proposal development, etc.) and in relation with external stakeholders;
- providing technical expertise on and managing coordination and advocacy activities agreed on by the LHIF Plenary Assembly and Steering Committee;
- supporting the Steering Committee to impartially represent LHIF externally, in accordance with LHIF's team approach, and directly representing LHIF with external stakeholders as delegated by the Steering Committee;
- serving as the primary contact for urgent and/or emergency issues and co-focal point – with the SC Chair – for managing LHIF relationships and communications with donors, diplomats, the UN, and other key stakeholders;
- serving as the LHIF budget holder, empowered with financial approval authority for all planned/foreseen expenditures and for unforeseen expenditures below \$1000;
- managing LHIF Secretariat staff, in accordance with host agency personnel policies;
- serving as the co-signatory with the SC Chair on any binding LHIF documents; and
- serving as a member of the LHIF Management Team meetings (without voting rights within Steering Committee decisions).

6.3 LEGAL STATUS AND HOSTING OF THE SECRETARIAT

LHIF is an informal group of independent, international organizations and does not have its own organizational registration or independent legal status. The LHIF Secretariat is legally, administratively and financially hosted by a member INGO under a Host Agency Agreement that is signed by the Host Agency, the LHIF Country Coordinator, and the SC Chair. The responsibilities of the Host Agency includes:

- Legal responsibility for oversight of grants, budget, personnel and contracts (with right to overhead on LHIF grants)
- Ensure financial, administration and logistics support to the LHIF Secretariat as per support provided to other agency programs in-country
- Responsible for financial monitoring and oversight; final approval of all budgets and expenditures in accordance with organizational policies and procedures, based on requests from LHIF Country Coordinator and confirmation from the Steering Committee as required (LHIF budget lines to be treated as restricted funds that cannot be re-allocated by the host agency without Steering Committee approval)
- Responsible for administrative/contractual management of LHIF Secretariat personnel in accordance with organizational policies and procedures (visas, benefits, leave, etc.); hiring and termination of LHIF staff may not be undertaken independently by host agency (in cooperation with the decisions of the Steering Committee for the Country Coordinator, and the Country Coordinator for other Secretariat staff).
- Responsible for supporting the LHIF Secretariat with proposal/budget development, submission, monitoring and reporting, and for jointly managing donor relationships on LHIF grants with the LHIF Country Coordinator.
- Does not represent LHIF unless elected to serve on the Steering Committee (no restriction on serving or obligation to serve).

CHAPTER 7 REPRESENTATION

- The full Steering Committee holds official responsibility for representing LHIF with external stakeholders, and ensuring impartial, effective and consistent representation.
- LHIF takes a team approach to representation, with the representative authority and operational depth of SC members bolstered with the organizational neutrality and policy support of the Country Coordinator. The Management Team will thus endeavor to ensure that at least 2 Steering Committee members and the LHIF Country Coordinator attend all official meetings, as far as possible.
- The Country Coordinator represents LHIF with local, regional and global NGO fora, and with other bodies and stakeholders as delegated by the Steering Committee.
- Steering Committee members and the Country Coordinator will only make public statements or commitments (written or oral) on behalf of the LHIF based on discussions, positions, and issues pre-agreed in or by the Plenary Assembly.

CHAPTER 8 CONFIDENTIALITY

All information shared by members or observers of LHIF regarding, e.g., funding flows, funding requests, donor relations, personal contacts with stakeholders, confidential policy positioning, etc. is to be maintained confidential by all LHIF members, observers and Secretariat staff. This will be respected even when a member or observer withdraws from LHIF.

CHAPTER 9 ADOPTION AND EFFECTIVE DATE

- This Framework replaces the By-Laws approved on 4th October 2013, and takes precedence over all previous decisions of the LHIF.
- This Framework will be reviewed at least annually, with changes approved by the Plenary.
- This version was approved by the Plenary Assembly as of 25th August 2016.

ANNEX 1

Lebanon Humanitarian INGO Forum (LHIF) Membership Application

Please submit this form together with a brief covering letter that outlines the organization's programs in Lebanon and motivation for joining LHIF to: Coordinator@LHIF.org

Name of Organization	
Country of foreign/HQ registration	
Registration status in Lebanon <i>(please include the date of registration and registration number or date the application for registration was submitted and MOI receipt number)</i>	
Is the applying organization a Signatory to the Code of Conduct of the Red Cross/Red Crescent movement and NGOs in disaster relief? (Yes/No)	
Location of main office in Lebanon	
Geographical coverage of Lebanon programs <i>(tick all that apply)</i>	<input type="checkbox"/> Beirut <input type="checkbox"/> Mt. Lebanon <input type="checkbox"/> Bekaa <input type="checkbox"/> Baalbek-Hermel <input type="checkbox"/> Akkar <input type="checkbox"/> North Lebanon (Tripoli +5) <input type="checkbox"/> South Lebanon – Sour/Saida <input type="checkbox"/> Nabatieh
Sectors of programming in Lebanon <i>(tick all that apply)</i>	<input type="checkbox"/> Food <input type="checkbox"/> Multi-Purpose Cash <input type="checkbox"/> NFIs

	<input type="checkbox"/> Shelter <input type="checkbox"/> WASH <input type="checkbox"/> Health <input type="checkbox"/> Nutrition <input type="checkbox"/> Education <input type="checkbox"/> Protection <input type="checkbox"/> SGBV <input type="checkbox"/> Child Protection <input type="checkbox"/> Livelihoods <input type="checkbox"/> Social Stability <input type="checkbox"/> Municipality Support
<p>Does the organization also have development programming in Lebanon that is unrelated to the Syrian Refugee Crisis or the Lebanon Crisis Response Plan? (Yes/No, if yes please provide a brief summary in the covering letter)</p>	
<p>Active projects over the past 6 months and projected for coming year, included estimated number of beneficiaries</p>	<p><i>Please provide a brief summary in the covering letter.</i></p>

Notes:

- Approval of membership applications requires a two-thirds vote of members.
- New applications will be voted on at the next Plenary Meeting following submission. Plenary Meetings are held on the 4th Thursday of each month.
- There is a \$300 annual fee for membership in the LHIF.

ANNEX 2

LHIF COUNTRY COORDINATOR – TERMS OF REFERENCE

The Country Coordinator of the Lebanon Humanitarian INGO Forum (LHIF) provides strategic and technical guidance to the LHIF Steering Committee and Plenary, spearheads joint LHIF advocacy and operational initiatives, and ensures consistent LHIF engagement with response leadership and planning mechanisms. The Country Coordinator leads the work of the Secretariat and represents LHIF internally and externally as necessary to support lobbying with key donors, UN agencies and Government Representatives.

KEY RESPONSIBILITIES

- Manage and provide strategic and technical expertise on joint advocacy and operational initiatives agreed on by LHIF members;
- Support the LHIF Steering Committee in representing LHIF in different fora and meetings in Lebanon and abroad;
- Facilitate and ensure consistent LHIF engagement in response leadership and planning mechanisms, such as the Lebanon Crisis Response Plan (LCRP), HCT, and Inter-Sector;
- Lead LHIF Secretariat, including management of activities, staff, administration and finances.

SECRETARIAT

- Monitor and propose specific revisions as necessary to LHIF Governance Framework and Host Agency Agreement, for approval of the LHIF Steering Committee, Host Agency, and/or Plenary.
- Oversee the LHIF Steering Committee election processes.
- Undertake annual LHIF Strategic Planning, oversee implementation of and report on the agreed Strategic Directions.
- Manage LHIF membership and observer processes and fee collection.

In close coordination with the LHIF Host Agency:

- Manage LHIF Secretariat staff and consultants.
- Manage LHIF Secretariat budget and expenditures.
- Develop proposals, extensions and modifications to ensure ongoing funding for the LHIF Secretariat and LHIF initiatives.
- Timely reporting on LHIF funding and proposals.

Directly or via management of Secretariat staff:

- Organise and facilitate LHIF Plenary Meetings, LHIF Steering Committee Meetings, and the meetings of agreed LHIF sub-groups.
- Record and disseminate minutes of internal and external meetings to the LHIF members
- Maintain an up-to-date Contact List of all LHIF member and observer representatives, alternates, and issue focal points
- Facilitate improved information sharing and exchange by ensuring that relevant reports, announcements, developments, etc. are circulated to all LHIF members
- Pro-actively reach out to non-member INGOs who meet LHIF membership criteria
- Plan and coordinate LHIF-sponsored trainings and workshops
- Maintain a “bird’s eye” mapping of LHIF member and observer sector, donor, beneficiary, and geographic coverage (to be updated quarterly)

COORDINATION & ADVOCACY

- Support LHIF members in developing and formulating common positioning, messaging and strategies on key humanitarian and operational issues.
- Spearhead and manage joint advocacy and operational initiatives, as agreed by members.
- In cooperation with the LHIF Steering Committee, oversee the LHIF Advocacy & Communications Coordinator and Advocacy Focal Group in the development and implementation of LHIF advocacy strategies, identification of potential advocacy opportunities and consolidation of joint statements and talking points from LHIF.

LHIF Governance Framework

- Follow and undertake analysis on issues relevant to the LHIF Strategic Directions; synthesize and provide briefings on key concerns for LHIF members.
- Research and draft policy, position and background/analysis papers on LHIF issues, as tasked by the Steering Committee or Plenary, and support LHIF members in identifying recommendations for moving forward.
- Ensure members are kept up-to-date on developments and consolidate member feedback to the UN, donors and government on issues related to the response strategy, management, coordination, and leadership.
- Attend relevant sector working groups, inter-agency, and other coordination meetings.
- Facilitate enhanced NGO engagement in coordination mechanisms through advocacy for NGO leadership positions, orientations for NGO staff, and other support as needed.
- Develop and maintain working contacts with relevant external stakeholders (e.g. RC/HC, UN agencies, donors, diplomats, MOSA, Red Cross, national NGOs, etc.)
- Organize any ad-hoc meetings or events with policy makers and relevant stakeholders in consultation with the LHIF SC to advance humanitarian issues raised by the LHIF.

REPRESENTATION

- Support the LHIF Steering Committee in jointly representing LHIF in meetings with donor governments, the Government of Lebanon, the United Nations, national NGOs, and other external stakeholders, to convey views of the LHIF members. Coordinate and attend LHIF meetings with external stakeholders; consolidate key issues and talking points from LHIF members in advance of meetings; record and disseminate notes to all LHIF members following meetings.
- Facilitate and ensure consistent LHIF representation in response leadership and planning mechanisms, such as the LCRP Steering Committee and HCT.
- Represent LHIF in the Inter-Sector Working Group, and other coordination and planning mechanisms as delegated.
- Act as liaison and represent LHIF with the Syria INGO Regional Forum (SIRF), ICVA, InterAction, and other local, regional and global NGO fora.
- Draft and disseminate to various audiences any LHIF statement / position / press release agreed on by the LHIF. If relevant and agreed, organize press conferences and manage media relationships.