



The Yemen HPF is a financing mechanism under the overall authority of the HC, supported by an Advisory Board and a Humanitarian Financing Unit (HFU), which allows donor contributions to be allocated to projects within an agreed planning, monitoring and reporting framework.

The HPF Advisory Board (AB) represents the views of donors to the Fund, as well as the UN and the NGO community and provides guidance and advice to the HC on strategic and policy issues. The AB will also provide a forum for representatives and the HC to discuss funding gaps and share information on funding coverage. AB participants will represent their respective communities and not individual agency opinions. Representation on the AB should be at the country representative or head of country office level. Equal gender representation is to be striven for among members.

### Membership

- Humanitarian Coordinator (as Chairperson, non-rotating)
- 3 representatives of donors (for contributing donors, rotating)
- 3 representatives of participating UN Agencies (with cluster responsibilities, rotating)
- 3 representatives of the NGO community (international and/or national, rotating)
- OCHA Head of Office (as Secretariat, non-rotating)
- Humanitarian Forum Yemen (as Observer, non-rotating)

Observers may contribute to discussions at AB meetings. They do not have voting rights.

Observers may not contribute to discussions when the AB is sitting for presentations by clusters on projects recommended for funding. They can however provide feedback to the AB in relation to procedural/decision process issues.

A minimum quorum of two third of the members is necessary in order to go ahead with a meeting of the Advisory Board.

### Selection of Members & Rotation Process

#### Eligibility of Members

1. For UN agencies: Humanitarian UN agencies only with cluster responsibilities
2. For donors: must be a donor to the HPF in the year the nomination is made (not required to be top 3 donors to the HPF)
3. For INGOs and NNGOs: must be an eligible partner to the HPF (having successfully completed the capacity assessment process)

UN agencies, donors and NGOs all select three representatives as Board members. Board members should not act in their individual capacity but represent their broader constituency. Board members make a commitment to attend all AB meetings, to provide comments by email or on online platforms as required, and should be authorised by their constituents to make decisions during AB meetings.

#### Nomination Process & Rotation

- Members are expected to commit to one year's participation; with continuity of membership to be discussed with their respective constituency should they want to stay on the AB for an additional year.
- Rotation of members is expected to take place annually in the last quarter of the year – through an election or nomination process for each individual group (UN, NGO and donor). Each representative group will determine individually how the selection of their members should be done (i.e. through established coordination mechanisms [UNCT, coordination body for constituency], or ad-hoc mechanisms [email exchange]). The HFU should be notified of any upcoming election/nomination process, as well as of the outcome.

### Specific Responsibilities of the Advisory Board

1. Advise the HC on the strategic focus of the HPF; work with the HC to ensure that the objectives of the HPF are met by reviewing allocation strategies to ensure they are in line with set objectives.

2. Analyse risks that may affect the achievement of set objectives, including by making sure the Humanitarian Financing Unit (HFU) is sufficiently equipped to manage the HPF, and advise the HC on risk mitigation strategies.
3. Support the HC in mobilising resources for the HPF and broadening the donor base.
4. Advise the HC on the transparency and equitability of the overall HPF process; review processes with the objective of ensuring that the management of the Fund abides by agreed upon guidelines.
5. Participate during the development of the Allocation Strategies, at cluster presentations for project recommendations, and any other stage as may be required by the HC. AB member(s) may attend the project pre-selection and technical review meetings as observer(s).
6. Ensure accuracy of HPF information products: The AB will review HPF Annual Reports and other information products to ensure they are accurate and truthfully reflect achievements.
7. If required, and in consultation with OCHA's Funding Coordination Section (FCS), request from the HC that reviews are undertaken of specific aspects of the Yemen HPF's performance.
8. Hold, at minimum, quarterly meetings including an *Annual General Meeting* in the last quarter of the year in which overall strategic issues will be discussed and decided, policy considered, and donor pledges sought.
9. Recommend reviews of the HPF Yemen Operational Manual, as may be required.