A picture containing company name

Description automatically generated

Representatives Charter

**Version history**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date Adopted | Facilitator | Note |
| 1.0 | September 2022 | TBC |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Document controls**

|  |  |
| --- | --- |
| Action | Responsibility |
| Approval of document | Secretariat |
| Implementation | Secretariat, Staff and PPN Representatives |
| Review | Secretariat |
| Date of next review | September 2024 |

# Introduction

This charter outlines the role, responsibilities and rights of PPN Representatives.

# Role of a PPN Representative

A PPN Representative shall:

* Attend and participate fully in meetings of their Linkage Group and Board or Committee, including any subgroups to which they may be appointed.
* Bring forward the issues of the Linkage Group to the Board or Committee for their consideration, including placing items on the Agenda.
* Work openly and collaboratively with the Linkage Group to identify issues, research, policy proposals etc.
* Communicate regularly (at least as frequently as meetings are held) with the Linkage Group on matters such as:
  + Dates of Board or Committee meetings.
  + Agendas for Board or Committee meetings.
  + Reports and Feedback from Board or Committee meetings.
  + Items which require their input or are of interest.
* Network and work strategically with other Board or Committee members for the benefit of the Linkage Group and of PPN, including being able to compromise while retaining the core objective.
* Attend and participate fully in the Plenary, Representatives Forum and Representative Training.

# Responsibilities of the PPN Representative

A PPN Representative shall:

* Assist in the organisation of and preparation of Linkage Group Meetings and effective two-way communications with Linkage Group members (with the support of the resource worker).
* Prepare thoroughly for, attend and participate actively in Linkage Group and Board or Committee.
* Participate in meetings solely on behalf of PPN, leaving any personal, business or political interests outside.
* Work openly and collaboratively with all Linkage Group members to identify issues, research, policy proposals etc., respecting the diversity of views expressed.
* Put forward opinions and views of Linkage Group to The Board or Committee and feedback clearly using plain Englishto the Linkage Group.
* Attend relevant training or networking events organised by PPN or the Committee.
* Be open and honest in dealings with all stakeholders.

# Rights of the PPN Representative

A PPN Representative shall:

* Have active engagement from the Secretariat, Linkage Group and Plenary, including timely responses to issues.
* Be heard and respected at both the Linkage Group and Board or Committee, with an appreciation that they are a volunteer.
* Be supported by both Linkage Group and Board or Committee members.
* Receive relevant training to enable them to participate effectively on the Board or Committee.
* Receive expenses for attending Board or Committee meetings including any subgroups and relevant training.
* Receive an induction pack for the Board or Committee on taking up appointment to include:
  + Terms of reference.
  + Standing orders and procedures.
  + Meeting schedules, locations and times.
  + Contact details for all Board or Committee members.
  + Access to technical support where required.
* Receive as much notice as possible of meetings and associated documentation in advanceas permitted by the relevant standing orders of the committee or board.
* Have meetings conducted in a way that facilitates participation, open discussion and transparent decision making.