



MIMU Advisory Board

1. BACKGROUND

The Myanmar Information Management Unit / MIMU is a service of the United Nations Resident and Humanitarian Coordinator to support the information management needs of humanitarian, development and peace-focused actors across Myanmar for analysis and decision-making.

The MIMU purpose, underlying principles, key strategies and deliverables, governance and reporting mechanisms are described in the MIMU Terms of Reference (November 2019).

The MIMU Advisory Board provides an integral link for the MIMU to its main user groups, specifically non-governmental agencies, United Nations agencies and donors, and offers strategic advice to the MIMU. This unique position has allowed the MIMU to develop an extensive foundation of information and information management tools linked to a wide variety of agencies with activities across Myanmar.

In providing a common but broadly owned service, the MIMU promotes acceptance of its data and information products by the wider community of development, humanitarian and peace actors in the Myanmar context.

This document replaces the previous Terms of Reference for the MIMU Advisory Board (December 2018).

2. ROLE OF THE MIMU

Information management (IM) seeks to ensure the availability of relevant and appropriate information in a timely manner to support decision-making.

To this end, MIMU safeguards the common data and information repository for development, humanitarian and peace actors in Myanmar through gathering and compiling data from various sources on relevant sectors, countrywide, and making this information accessible to the wider group of stakeholders. MIMU works closely with the various government departments and agencies active in IM across different sectors/geographic areas.

MIMU also plays a key role in the use of geospatial data standards among United Nations and non-governmental agencies and government departments through promoting open availability and interoperability of data through the practical application of information standards, providing dedicated support in emergency preparedness and response, and supporting analysis and wider development monitoring processes.

3. MIMU ADVISORY BOARD

3.1 Authority of the Advisory Board

MIMU and the MIMU Manager come under the direct supervision of the UN Resident and Humanitarian Coordinator. Administrative and operational oversight is provided by the UNDP through MIMU use of UNDP's administrative, financial, human resources, procurement and other operational processes. MIMU compliance with UNDP procedures is overseen by the MIMU Project Board.

The MIMU Advisory Board was established in November 2012. It provides strategic guidance to the MIMU from the perspective of its key stakeholder groups, namely the United Nations Country team (UNCT), the Humanitarian Country Team (HCT), the Cooperation Partners' Group (CPG), the INGO Forum and local NGO networks.

The MIMU Advisory Board does not hold any legal responsibility or authority for the MIMU or its activities.

3.2 Role of the MIMU Advisory Board

The Advisory Board is not involved in day-to-day management issues regarding the MIMU or the MIMU Manager (these come under the management remit of the UNRCHC). Any decisions required within the MIMU Advisory Board will be based on consensus with final decisions resting with the UN Resident and Humanitarian Coordinator as the overall supervisor of the service.

The MIMU Advisory Board will:

- 1) Provide guidance on the MIMU's strategic direction and priorities
 - a) Support definition of a statement of mission and purpose (ToR) articulating the MIMU's goals, means, and primary constituencies it serves;
 - b) Provide advisory inputs to the MIMU's Strategic Plan outlining its medium-term direction and priorities;
 - c) Monitor the MIMU's progress to ensure implementation against this Strategic Plan in a reasonable timeframe and that it is adapted as required in line with significant shifts in the operating environment;
 - d) Provide advisory support as needed to the MIMU Manager.
- 2) Proactively engage with stakeholders to promote the MIMU
 - a) Provide regular feedback to their constituency on developments in the MIMU and promote closer working linkages in key processes and initiatives;
 - b) Advocate for appropriate levels of funding and resourcing of the MIMU;
 - c) Enhance the MIMU's public standing and position in inter-agency initiatives through clearly articulating its mission, accomplishments, and goals to the public and garnering support from the various actors of the humanitarian and development communities.
- 3) Ensure data integrity
 - a) Maintain an overview of the extent to which the MIMU retains legal and ethical integrity and accountability (i.e. adhering to legal standards and ethical norms relating to the operating environment);
 - b) Promote an understanding of data integrity and accountability within their constituency.

4) Build and maintain a competent Board.

- a) Orient new Board members, and arrange selection through the appropriate stakeholder groups to replace members who are unable to fulfil their Advisory Board responsibilities;
- b) Periodically and comprehensively evaluate the Advisory Board’s performance in relation to its own Terms of Reference and make adjustments where needed to ensure it remains proactive, responsive and strategic in its support to the MIMU.

3.3 Membership of the Advisory Board

The Advisory Board is comprised of representatives of the various stakeholder groups which are the main users of the MIMU’s services. Representatives will be sought through the most active and representative forum of the concerned stakeholder group/constituency, and are expected to keep this same constituency informed of developments and initiatives of the MIMU.

In its focus on the perspective of the wider donor stakeholder group, current MIMU donors are not included in the MIMU Advisory Board but are able to influence the MIMU’s direction and progress through processes of proposal development and progress reporting.

Advisory Board Membership

Stakeholder group	# Representatives	Selection by/ feedback to
UN agencies	3	UNCT/HCT
International NGOs	3	INGO Forum
Myanmar NGOs	3	Myanmar NGO Coordination fora
Donors	1	Cooperation Partners’ Group (not a current MIMU donor).
MIMU Project Board	1 ex-officio observer	UNDP Resident Representative as Executive of the MIMU Project Board.
Chairperson	UN Resident and Humanitarian Coordinator	

3.4 Frequency of Advisory Board Meetings

The Advisory Board will meet twice a year (anticipated as May/June and October/November) with the possibility of additional ad-hoc meetings when required. Outputs from the Advisory Board meetings will also be taken into account as relevant in the MIMU Project Board meetings.

Advisory Board meetings will be chaired by the UN Resident and Humanitarian Coordinator or his/her previously designated Alternate in the event of non-availability.

The MIMU Manager provides the Secretariat function which includes calling meetings, providing updates and information on the MIMU's activities and on any issues to be discussed in advance of the meeting, and preparing minutes of Advisory Board meetings.

4. SELECTION OF ADVISORY BOARD MEMBERS

4.1 Qualities of Advisory Board members and Alternates

Advisory Board members should be:

- **Supported** - put forward by a supporting constituency (i.e. recognized and, as far as possible, representative groupings of donors, HCT, UNCT, INGOs and Myanmar NGOs).
- **Committed** - to the mission of the MIMU.
- **Available** - able to contribute the time necessary to be an effective Board member (i.e. active participation in meetings, support in raising the MIMU's profile, providing regular feedback to the constituency which has put them forward as a member of the MIMU Advisory Board).
- **Supportive** - committed to making decisions in the interests of the MIMU while mindful of the constituency they represent.
- **Relevant to the MIMU's mission** - providing a range of expertise to facilitate the MIMU achieving its mission.

Advisory Board membership should be reviewed annually by each stakeholder group to ensure that selected Board members and Alternates continue to be available, interested and supported to contribute as Board members.

4.2 Alternate Chair and Board members

At the outset, the Chair as well as each Board member will designate an Alternate who can fully assume these responsibilities when the Chair or selected Board member is unavailable. This Alternate role can only be assumed by the individuals who were initially designated.

The Board member/Chair is responsible to ensure that their Alternate is informed of the need to participate in the Advisory Board meeting, and is fully updated on relevant developments and issues so as to contribute meaningfully to Board discussions.

Alternates will be copied in on all documentation and correspondence with Advisory Board members.

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