

Document No 7

WORKING GROUP ON GOVERNANCE, ACCOUNTABILITY AND STAFF POLICY: MANDATE AND PROCESS

I. Mandate

The working group on governance, accountability and staff policy is mandated by the WCC central committee:

After extensive discussion, the central committee approved by consensus...to instruct the executive committee to create a working group on governance, accountability and staff policy. (WCC Central Committee, Minutes of the Fifty-Seventh Session, Geneva, February 2008, p. 71)

Further clarification of the task was given at the executive committee meeting in Lübeck, Germany in September 2008:

The executive committee approved by unanimous vote:

- to ask the general secretary to ensure that preliminary work for the anticipated “working group on governance, accountability and staff policy” is presented to the officers for decision at their meeting in December 2008, prior to which the members of the executive committee shall be consulted by email. This preliminary work should include the terms of reference, agenda, timeline, criteria of membership and suggestions for membership of the working group.
- to ask the general secretary to prepare terms of reference for an external management consultant, to be hired by the officers in December 2008. This consultant is expected to begin work in January 2009 and to work through the central committee meeting in September 2009.
- to ask the general secretary to ensure that the scope of work for the working group take full account of the relevant documents and discussions of this current executive committee, including the reports of the presidents and the search committee.
- to ask the general secretary to ensure that the first meeting of the working group takes place before the executive committee in February 2009, and that the group presents a preliminary report to the executive committee at that time.

(Minutes of the Executive Committee of the World Council of Churches, Lübeck, Germany, September 2008, p. 49 – *reference only valid after minutes are published*)

II. Composition

The working group shall be composed of the following:

- a) Four (4) members of the WCC central committee, and/or from the member churches

(preference has been given to members who are not on the executive committee or the search committee and have legal and/or institutional experience).

<i>Rev. Canon Nangula E. Kathindi</i>	<i>Anglican Church of Southern Africa</i>
<i>Bishop Taranath S. Sagar</i>	<i>Methodist Church in India</i>
<i>Dr David Robin Goodbourn</i>	<i>Baptist Union of Great Britain</i>
<i>Ms Anne Glynn-Mackoul (on search committee)</i>	<i>Greek Orthodox Patriarchate of Antioch and All the East</i>

b) Two (2) former members of WCC governing bodies

<i>Rev. Clifton Kirkpatrick</i>	<i>PCUSA/ CC and executive committee member (Harare to Porto Alegre)</i>
<i>Ms Brigitta Rantakari</i>	<i>Evangelical Lutheran Church of Finland, Moderator of the Finance Committee (Canberra to Harare)</i>

c) One (1) advisor from the specialized ministries

(to be named by the members of the WCC round table core group representing the specialized ministries – ICCO has expressed some interest)

d) One (1) management consultant (to be named by the officers)

(two proposals were received from ICCO and Sweden; there is also the possibility of exploring a former leading staff of KPMG to be hired as a “neutral” external consultant)

e) One (1) resource person

(the former leading staff of KPMG mentioned above could also be envisaged as a resource person, both to the group and as advisor to the general secretary)

f) WCC staff as needed

The WCC general secretary will coordinate, monitor and facilitate the work of the group.

III. Management consultant

The management consultant will be hired by the WCC officers in December 2008. S/he will begin work in January 2009 and work through the central committee meeting in September 2009.

The consultant shall:

- a) Accompany the working group in its mandate and advise it as is necessary
- b) Advise the staff group dealing with the staff rules and policies
- c) Accompany and facilitate the work of staff in completing the internal management policies and procedures documents.

IV. Terms of Reference

The group will:

- a) Review matters of governance in the WCC Constitution and Rules
- b) Clarify and make specific roles and functions of governing bodies
- c) Clarify lines of accountability
 1. Between governing bodies
 2. Between governing bodies and consultative bodies
 3. Between the governing bodies and management
- d) Clarify lines of accountability within the management

- e) Facilitate the completion of the work started on staff rules and policies

The proposals and recommendations from the working group to the Central Committee can be in the form of recommendation for amendments to the WCC Rules, improvements of staff rules, policies as necessary or guidelines where appropriate.

V. Time Line

Mid-November 2008:	Consultation with the executive committee members on a draft for the WCC Officers
December 2008:	Officers to approve the terms of reference and membership of the working group Management consultant to be hired
End January 2009:	First meeting of the working group
February 2009:	Progress report to the executive committee
February-May:	Intensive work among members of the group by email.
May 2009:	Second meeting of the working group (before Officers meeting)
May/June 2009:	Officers to receive a report
June to Mid-July:	Executive committee members invited to offer their comments by e-mail
Mid-July	Documents finalized by the group in preparation of the central committee meeting

VI. Resource documents

- a) Excerpts from Presidents' report, as presented to the executive committee, Lübeck, September 2008
- b) Doc. 13 "Towards a Working Group on Governance, Accountability and Staff Policy: A discussion starter" from the executive committee meeting in Lübeck
- c) Doc. 19 "Search Committee – Discussion on Issues to be forwarded to Executive Committee"
- d) Report of the Programme Committee Core Group Meeting held in Geneva, 17-19 May 2008
- e) WCC Constitution and Rules
- f) GEN 06_REV 2 "Constitution and Rules – Nominations Committee" (CC document, Geneva, February 2008)
- g) GEN 06_ADD "Proposed additional revision to Rule XII" (CC document, Geneva, February 2008)
- h) WCC Staff Rules

APPENDIX

Other possible names for the membership of the working group

AF	Most Rev. Dr Robert Aboagye-Mensah	Methodist Church Ghana
AS	Rev. W.P. Ebenezer Joseph	Methodist Church Sri Lanka
CA	Rev. Dr Paul Gardner	Moravian Church in Jamaica
EU	Rev. Aaro Rytkönen Ms Marloes Keller Mrs Margarita Nelyubova Fr Heikki Huttunen	Evangelical Lutheran Church of Finland Protestant Church in the Netherlands Russian Orthodox Church (Moscow) Orthodox Church of Finland
LA	Rev. Carlos Duarte (on search committee) Dr Magali Nascimento Cunha	Iglesia Evangélica del Rio de la Plata Igreja Metodista no Brasil
ME	Dr Audeh B. Quawas Rev. Dr Safwat El-Baiady	Greek Orthodox Patriarchate of Jerusalem Evangelical Presbyterian Church of Egypt, Synod of the Nile
NA	Rev. William Ingram Rev. Dr Larry Pickens	Presbyterian Church in Canada United Methodist Church
PA	No suggestions because of cost implications	