



# Guidance Note on the Scaling Up Nutrition (SUN) Movement Executive Committee renewal process 2024

April 2024

# Introduction

This document provides guidance to all SUN Movement stakeholders interested in joining the SUN Executive Committee (ExCom). It offers detailed insights into the responsibilities of ExCom members, the anticipated level of commitment, eligibility criteria, selection procedure, and the timeline for the ExCom's renewal process.

## What is the role of the SUN Movement Executive Committee?

The SUN Movement Strategy 2021-2025 SUN 3.0 recognises the central role of the ExCom in the global governance of the SUN Movement to address all forms of malnutrition. The ExCom plays a crucial role by fostering collaboration among stakeholders, supporting country leadership, and coordinating the resources of all Movement participants to support national priorities. The Executive Committee is expected to:

- **Represent the regions, networks and thematic areas most relevant to the SUN Movement** and to **work together** in an accountable way to address malnutrition in all its forms;
- **Act on behalf of the Lead Group** to oversee the development and implementation of the Movement's strategy and its operating modalities;
- Ensure that the SUN Movement is **rooted in country structures, responsive to country needs and supported by a global system that is equally country-focused**; special attention shall be paid to fragile and crisis-affected countries;
- **Value the contribution of all stakeholders** to address all forms of malnutrition and to promote nutrition and food security as a **shared responsibility** of all stakeholders;
- **Stimulate safe, inclusive and ethical behaviour based on the Principles of Engagement** within the SUN Movement and in relations with all stakeholders.

See the Terms of Reference and Rules of Procedure of the Executive Committee [here](#) and expected time commitment below.

## Who can become an Executive Committee member?

The ExCom has 16 seats with voting rights that can be filled by individuals representing their respective regions, networks, thematic areas of expertise and young people. Among the 16 initially nominated ExCom members, two Co-Chairs are elected, of which one has to be from a SUN country.

The SUN Coordinator and UNOPS as the organization hosting the SUN Movement Secretariat, are both non-voting ex-officio members of the ExCom. The table below presents an overview of the distribution of seats among SUN Movement stakeholders.

## Overview of the SUN Movement Executive Committee Seats

SUN stakeholders / constituency	Seats	Description
<b>Co-Chairs</b>		
Elected from among SUN country representatives	1	Co-Chairs are elected from amongst the ExCom membership by members of the ExCom.
Elected from any other stakeholder group	1	
<b>SUN Country Member Representation<sup>1</sup></b>		
Asia Region	1	SUN country government focal points representing their respective region - see footnote 1
Anglophone Africa Region	1	
Francophone Africa Region	1	
Latin America and Caribbean	1	
Countries in Humanitarian Contexts	1	See footnote 1 for current composition
Additional regional, sub-regional and national representation from SUN Countries	3	National, regional or sub-regional stakeholders from SUN Countries (for example, civil society or business alliances, academia, parliaments or regional organizations).
<b>SUN Network Representation</b>		
SUN Business Network	1	Each network shall define an inclusive and transparent process to nominate its representative and alternate within the agreed timeframe. Network seats should be filled by individuals who hold convening and decision-making authority within their Networks. (see Rules of Procedure, rule 40.4)
SUN Civil Society Network	1	
SUN Donor Network	1	
UN-Nutrition	1	

<sup>1</sup> **Anglophone Africa:** Botswana, Ethiopia, Eswatini, Gambia, Ghana, Lesotho, Liberia, Kenya, Malawi, Namibia, Nigeria, Sierra Leone, Tanzania, Uganda, Zambia, and Zimbabwe.

**Asia:** Bangladesh, Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Viet Nam, Timor-Leste and four Indian states (Jharkhand, Uttar Pradesh, Maharashtra, Madhya Pradesh); Kyrgyzstan, Papua New Guinea, and Tajikistan.

**Francophone Africa:** Benin, Burkina Faso, Cameroon, Côte d'Ivoire, Djibouti, Chad, Comoros, Gabon, Guinea, Guinea-Bissau, Madagascar, Mali, Mauritania, Mozambique, Niger, Rwanda, Sao Tome, Senegal, Togo.

**Latin America and the Caribbean:** Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Peru and Panama.

**Humanitarian Settings:** Afghanistan, Burundi, Central African Republic, Congo, Democratic Republic of Congo, Haiti, Somalia, South Sudan, Sudan, and Yemen.

SUN stakeholders / constituency	Seats	Description
<b>Expert Seats<sup>2</sup></b>		
Humanitarian Expert	1	Expert in programming or coordinating initiatives across the humanitarian/development nexus, ideally with a specialized focus on nutrition interventions. Experienced in operating within humanitarian contexts, with a deep understanding of the complexities and challenges inherent in such environments.
Climate and Nutrition	1	Expert in climate and nutrition action, ideally experienced in developing and implementing programming, policies, and financing strategies with a sound understanding of nutrition as a key driver and outcome of food systems.
Finance	1	Finance expert with experience in more than one of the following finance sub-speciality areas in the context of nutrition or a nutrition-sensitive sector (especially agriculture, health, or WASH): <ul style="list-style-type: none"> <li>• Public financial management reforms</li> <li>• Expenditure tracking (from external or internal resources)</li> <li>• Results based budgeting/financing</li> <li>• Public-private partnerships</li> <li>• Tax policies/investment incentives</li> </ul>
Youth	1	Youth (under 30 years of age) with demonstrated ability and commitment to convening youth representatives from across SUN stakeholder and sectoral groups.
<b>Non-voting Ex-Officio members</b>		
SUN Movement Coordinator	1	
Representative of UNOPS	1	UNOPS is the legal host of the SUN Movement Secretariat

## What is the level of effort and engagement expected from Executive Committee members?

ExCom members are expected to commit approximately **5-7 days per year** (non-remunerated) to prepare for and attend meetings. ExCom members are expected to establish an effective process to consult with and debrief their regional counterparts or stakeholder groups before and after each ExCom meeting.

<sup>2</sup> Expert Seats are open to nominees from all stakeholder groups. Members of academia from SUN countries are especially encouraged to apply.

During their two-year term, ExCom members will meet 8 times (**4 times per year**). Meetings typically take place on-line and last **2.5 hours**. Should it be deemed necessary, extraordinary or extended sessions may be proposed.

Once a year, ExCom Members are invited to attend an **in-person retreat**, which historically have taken place in Geneva. The SMS has sponsored ExCom participants from SUN Countries to attend these retreats.

While ExCom members do not have any legal or fiduciary responsibilities, their active participation is critical. **Failure to attend two out of four sessions within a one-year period will be treated as a resignation,**

Simultaneous interpretation to and from French and Spanish is provided at quarterly meetings and annual in-person retreats. ExCom members also receive unofficial translations of documents wherever resource and time permits. To allow all ExCom members to interact with each other, and in line with the Terms of Reference of the ExCom, **English is considered as the common working language of the ExCom.**

ExCom members can also identify **resource staff** to accompany them to (virtual) ExCom meetings as silent **observers** should they find it beneficial to their preparations and follow-up.

## **What is the role of “Alternates” of Members of the Executive Committee, and how will they be selected?**

Each regular ExCom member is invited to identify an “**Alternate**”, designated to represent the ExCom member (and vote) in case of absence.

Alternates shall hold a position of authority within their respective organisations and be of sufficient seniority to act on behalf of the regular ExCom member as required.

## **How does the nominations process work?**

Qualified SUN Movement stakeholders are invited to complete the [online application form](#) (also available on paper [EN]) and submit the following supporting documentation to [excom@scalingupnutrition.org](mailto:excom@scalingupnutrition.org):

- Letter of endorsement from stakeholder group / government, confirming that the candidate will act on behalf of its constituency / organization on the ExCom ([Template letter available](#))
- Curriculum vitae – CV
- OPTIONAL: statements of stakeholder support for the candidate’s nomination (for example, from peer SUN Government Focal Points, professional partners or collaborators whom the candidate is proposing to represent at the ExCom)

Through their application package candidates will be assessed based on the following:

- Alignment with the required ExCom profile as set out in the Terms of Reference demonstrated by:
  - **Understanding** of and personal **commitment** to the **SUN Movement** and its principles, of engagement;
  - **Previous experience** participating in **governing** bodies, **leadership** roles and **strategic processes**;
  - Experience in **representing and convening** different stakeholder groups;

- Where possible, evidence of support from their peers to represent them in the ExCom.
- Ability to **actively participate and interact** with ExCom demonstrated by:
  - Working level of English (desired) or proficiency in French and Spanish;
  - Letter of endorsement from organization / government, confirming support for their active participation in ExCom meetings and ability to travel as required.
- **Relevant experience in nutrition or nutrition related-sectors** as demonstrated in general by years working in the nutrition or nutrition-related sectors and more specific experience in:
  - Domestic, donor or innovative resource mobilization
  - Supporting national, subnational and/or community-based nutrition programming
  - Advocacy for nutrition

**Additional factors** also considered as part of the evaluation process:

- Gender parity
- Wherever possible, preference will be given to candidates from SUN Countries
- Retention of 20-30% of current ExCom membership in order to preserve institutional memory.

## How will the new Executive Committee members be selected?

The renewal process of the ExCom is led and overseen by a Lead-Group steered **“Full Renewal Committee” (FRC)** (see Terms of Reference). The SUN Movement Secretariat will support the FRC in this process, by providing administrative and secretarial assistance. The FRC will review all received nominations for ExCom membership and recommend the renewed composition to the Lead Group Chair for approval.

Once the Call for Nominations is closed and all applications submitted, the SUN Movement Secretariat will compile all nomination dossiers on behalf of the “Full Renewal Committee” (FRC). The FRC will review all nominations against a set of criteria in line with this guidance note and take into account the need for geographical diversity as well as for retaining institutional memory in the new ExCom. The FRC will then propose the ExCom composition to the full membership of the Lead Group for endorsement<sup>3</sup>.

## How and when will the Executive Committee Co-Chairs be selected?

Two Co-Chairs will be elected from among the new ExCom membership by secret ballot during the first meeting of the renewed ExCom. One of the Co-Chairs should be a SUN country representative and the other Co-Chair could come from among any other ExCom seat. Once the Co-Chairs are appointed, the seats on which they were originally nominated will be filled with the second highest scoring candidates for the seats in which they were originally selected.

## What are the key dates for the renewal of the Executive Committee 2024?

Date	Activity / Event
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<sup>3</sup> In the exceptional circumstances that there is not a sufficient number of candidates matching the criteria, the FRC may propose an interim solution.

<b>15 April - 17 May</b>	Call for ExCom Nominations
<b>20-31 May</b>	<ul style="list-style-type: none"> <li>• Nominations reviewed by the SUN Movement Coordinator and the ExCom members of the ExCom Full Renewal Committee (FRC)</li> <li>• Draft membership proposal sent to Lead Group members of the FRC</li> </ul>
<b>3-7 June</b>	Lead Group members of the FRC review ExCom membership renewal proposal
<b>10 June</b>	FRC meeting to discuss and validate ExCom membership proposal
<b>13 June</b>	Lead Group Chair receives validated ExCom membership proposal for review
<b>21-28 June</b>	Lead Group to approve ExCom membership proposal
<b>1 July</b>	New ExCom composition is publicly announced
<b>18 July</b>	First meeting of the ExCom (transition meeting)

## Do you have more questions?

In case you have further questions on the process, please feel free to contact us at [excom@scalingupnutrition.org](mailto:excom@scalingupnutrition.org)

## ANNEX 1: Template Letter of Endorsement

*This is a template letter of endorsement, please adjust as you see fit. When finalized, please send the letter signed by your government / organization / employer to [excom@scalingupnutrition.org](mailto:excom@scalingupnutrition.org)*

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### **Subject: Endorsement of SUN Movement Executive Committee application**

Co-Chairs of the SUN Executive Committee,  
c/o SUN Movement Coordinator /Secretariat  
Palais des Nations,  
Geneva, Switzerland

**[Day/Month] 2024**

Dear Co-Chairs of the Executive Committee,

With this message I would like to confirm that I, **[full name of signatory of this letter]**, fully support the nomination of **[Full name of ExCom candidate]** as member of the SUN Movement Executive Committee (ExCom) and, in case selected, to represent **[region/network/expertise/organization]** for the next two years in the Executive Committee of the Scaling Up Nutrition Movement.

In addition, I confirm full support to enable our representative to participate in at least four SUN Movement Executive Committee meetings virtually and time to travel for one face-to-face meeting per year. I take note of the other commitments as spelled out in the SUN Movement Executive Committee's Terms of Reference.

Yours sincerely,

**[(Digital) Signature by representative from your / government / organization/  
constituency]**

**[typed full name of signatory of this letter, function, affiliation]**

**[Place, Day/Month 2024]**



## ANNEX 2: Template for ExCom Nomination Support Letter

As set out in the ExCom [Terms of Reference](#), ExCom members are expected to represent the respective countries, organizations and networks of the Movement. This requires ExCom members to commit to establish ways to systematically receive input to the sessions of the Executive Committee from its network or constituency and for systematically sharing information and decisions by the Executive Committee to its network or constituency.

As such, indications of support from the broader stakeholder community that ExCom candidates would represent can provide a strong signal of the candidate's ability to fulfill the role as effectively as possible.

While providing evidence of such support is not mandatory, it will be highly regarded during the selection process. Proof of support for an ExCom candidate's nomination can take various forms, such as supportive emails, video messages from stakeholders, or signed letters of endorsement.

To facilitate this process, we are providing a template for your convenience, which can be used and or customized to suit as needed. Once finalized, kindly forward it to [excom@scalingupnutrition.org](mailto:excom@scalingupnutrition.org).

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Co-Chairs of the SUN Executive Committee,  
c/o SUN Movement Coordinator / Secretariat  
Palais des Nations,  
Geneva, Switzerland

[Day/Month] 2024

### **Subject: Support for SUN Movement Executive Committee application**

Dear Co-Chairs of the Executive Committee,

With this message I / we would like to confirm that I / we, **[full name of signatory of this letter]**, fully support the nomination of **[Full name of ExCom candidate]** as a member of the SUN Movement Executive Committee (ExCom).

I / we support **[Full name of ExCom candidate's]** proposal to represent **[describe the stakeholder group, e.g. Latin American and Caribbean Region]** on the SUN Movement Executive Committee.

[Add any additional rationale / motivation as required]

Yours sincerely,

**[Digital signature]**  
**[Name]**  
**Title**  
**Affiliation]**



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