



## Draft terms of reference for Refugee Advisory Panel to Rainbow Migration October 2024

These draft terms of reference present ideas by Rainbow Migration. This draft will be discussed with the selected Panellists and a final terms of reference agreed by them and Rainbow Migration.

### Purpose

The purpose of the Refugee Advisory Panel is to give advice and feedback on operational and strategic matters to Rainbow Migration's management team. Panellists will use their professional and personal knowledge and experience of migration and LGBTQI+ rights to inform decisions to be taken by the management team and board of trustees.

### Composition

Panellists will have experience of migration that is relevant to Rainbow Migration's mission to support LGBTQI+ people through the asylum system. They will also have experience of seeking asylum as an LGBTQI+ person or knowledge of what this process is like.

Panellists must also support Rainbow Migration's vision, mission and values.

As the Panel will operate in English, panellists must also be comfortable communicating in English both verbally and in writing.

### Relationship with Rainbow Migration

The costs of the Panel will be paid for by Rainbow Migration but the Panel and its members are independent of the charity. Panellists cannot act as representatives Rainbow Migration unless agreed in advance.

The Refugee Advisory Panel is a consultative body with which Rainbow Migration staff and trustees will consult. As it is not part of Rainbow Migration's formal operating structure, it does not have power to make decisions on behalf of or for Rainbow Migration. The advice and opinions of the Panel will be taken into account but Rainbow Migration staff and trustees will make decisions.

Decisions taken by Rainbow Migration staff and trustees are informed by, and within the parameters of, our constitution, organisational strategy, legal and regulatory



requirements, commitments to funders, our values, budget restrictions, and the external environment (including what other charities are or are not working on), in addition to recommendations from the Refugee Advisory Panel and other stakeholders where relevant.

The panel will have a facilitator who is independent (i.e. not an employee) of Rainbow Migration, but paid for by Rainbow Migration.

Rainbow Migration staff and trustees cannot also be Panellists.

### Responsibilities

- Attend 'principal forum' meetings once a quarter, for 2-3 hours, and contribute opinions
- Read papers in advance of these meetings
- Contribute to development and monitoring strategies, operational plans, budgets and procedures or processes
- Contribute to our wider work on lived experience involvement, including identifying gaps and new opportunities
- Take part in online/remote meetings (i.e. by Zoom or telephone) from a private space where you cannot be overheard and where you have a reliable connection

The schedule for the principal forum meetings will be determined by the schedule for Rainbow Migration's Trustee Board and management team meetings. Rainbow Migration's trustee board meets once a quarter usually in February, May, August and November. The management team meets once a month. The Refugee Advisory Panel meetings will be once a quarter to occur before the management team meeting that is before each trustee board meeting.

Not all topics discussed by the management team or Trustee Board will come to the Refugee Advisory Panel, particularly when matters are confidential or subject to data protection restrictions. Confidential matters are often related to HR or finance.

### Optional activities

In addition to the quarterly principal forum meetings, there will be optional activities from time to time which are not obligatory to take part in. This could include, for example, reviewing the structure of our website, giving feedback on the content of our fundraising materials, advising on how to communicate with service users, suggesting what we should say about government policy, providing input into organisational policies, or helping recruit staff.



Rainbow Migration will inform Panellists when such opportunities arise and will explain the selection process for participants if not all Panellists can take part.

## Required commitment and expected behaviours

Induction:

- Attend a full-day induction in London<sup>1</sup>
- Online induction meetings (up to 1 hour for each meeting)
- Reading Rainbow Migration policies and procedures

Activities

- Panellists are expected to commit to a minimum of 1 year
- Panellists, like all staff and trustees, must be committed to Rainbow Migration's mission, vision and values
- Meetings will be held on Thursday afternoons two weeks before each quarterly management team meeting<sup>2</sup>. Each will be 2 to 3 hours long including breaks. It is expected that the meetings will normally be online and on a weekday afternoon, and that there will be an in-person meeting once a year
- Preparation time may vary depending on the agenda for the meeting, ranging from 1-3 hours
- Panellists will need to review documents or emails and provide feedback within a week (and understand that at times feedback will be needed quicker than that)

Behaviours

- Refugee Advisory Panel discussions and information shared with the Panel should be kept confidential
- Panellists are not obliged to share email addresses and phone numbers with one another. If someone shares their contact information with you, it should not be passed on.

## Training and support

Training will be organised for Panellists as and when needed, and course costs covered by Rainbow Migration. Training may be for the whole Panel or for individuals to help meet their specific needs or personal development objectives.

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<sup>1</sup> First one tentatively scheduled for Wednesday 29 or Thursday 20 January.

<sup>2</sup> Tentative 2025 dates: 17 April, 17 July, 9 October.



Rainbow Migration will pay for group reflective practice to take place either after every Principal Forum meeting or after every other Principal Forum meeting. An external facilitator will be provided. There may be a joint reflective practice session with the management team once a year. Attendance at reflective practice sessions is optional.

Rainbow Migration does not expect Panellists to discuss past trauma and will take care to avoid sharing triggering materials. However, if any individual requires psychological support as a result of participating in the Panel, Rainbow Migration will make a referral to a provider and pay for an appointment.

## Payment

### Meetings, preparation and optional activities

A payment of £75 will be made for attendance *in full* at each principal forum meeting. Other activities will be compensated as follows:

£12.50	For involvement in a task or activity such as reading and commenting on an abstract which equates to less than half an hour. For example, reviewing a written document.
£25	For involvement in a task or activity requiring little or no preparation and which equates to approximately one hour of activity or less. For example, participating in a focus group.
£50	For involvement in a task or activity of totalling approximately two hours of activity. For example, a one-hour Zoom call with some pre-reading of papers.
£75	For involvement in a task or activity totalling approximately half a day. For example, participating in a briefing meeting, reading papers and then attending a two-hour workshop.
£150	For involvement in all-day meetings. For example, a strategic planning day.

Panellists must submit an invoice (Rainbow Migration can provide a template) and have a UK bank account that funds can be paid into.

### Communications

Brief communications, such as by email or phone, are not usually compensated unless it includes a request for work lasting 30 minutes or more.

### Training and reflective practice

Rainbow Migration will pay training fees and for group reflective practice, but attendance at these will not be compensated. The exception to this is induction meetings that all Panellists are expected to attend.



### Other expenses

Travel and other costs related to participation in the Refugee Advisory Panel will be reimbursed. These must be agreed in advance and panellists must submit receipts. Alternatively, Rainbow Migration can make bookings or purchases directly.

### If you are receiving benefits

When considering applying for this role, it's important to be aware that any benefits you are receiving might be affected. Taking on additional work could impact your eligibility for certain benefits. To understand how this might affect you, we recommend seeking advice from organisations such as [Citizens Advice](#) or [Turn2us](#). They can provide guidance tailored to your specific situation.