

AIME Governance Structure - Terms of Reference

Purpose

AIME, Alliance to Improve Midwifery Education, was established in 2021 to bring together key partners working towards strengthening quality midwifery education. Its goal is to collectively communicate and coordinate activities at the global level to strengthen midwifery education.

To enable AIME to meet its strategic aims, the operational activities are facilitated through two committee groups: the Steering Group (SG) and the Network Group (NG). The SG oversees the strategic aims including shaping the future direction of AIME and meets at least twice a year to share, monitor and set future activities. Membership of the Steering Group is expected to be the midwifery leads in each organisation to facilitate the high-level decision-making and the engagement required.

The NG meets quarterly and ensures the activities set within the work plan are undertaken in a timely and effective way. Participants of this group may be nominated by their organisation's SG members and membership should be based on their associated job roles and activities with midwifery education globally.

The AIME Steering Group (SG) will:

1. Establish an annual work plan that includes biannual SG meetings.
2. Decide what joint resources, publications, advocacy messages and communications will be developed, including resource dissemination activities. At minimum 1 global webinar and 1 regional workshop per year
3. Establish and oversee the Coordination Group (CG)
4. Review the TOR on an annual basis and update as agreed.
5. Review and update the membership list on an annual basis

Membership of the Steering Group

The founding AIME membership consists of UN partners, leading NGOs, and educational institutes working to improve midwifery education. Seven founding members are **permanent members** of the SG. These are:

- UNFPA, ICM, UNICEF, Laerdal, LSTM, Burnet Institute, Jhpiego

There are two places available on the SG for **rotational members**. These are allocated to:

- 1 additional educational institute and 1 private organisation

Rotational members join the SG for 2 years. Rotational memberships should be requested via an expression of interest to the AIME group and discussed in the SG Q3 meeting to assign for the upcoming year. The decision on rotational members of the SG will be made on a consensus basis and based on the organisation's experience and their ability to strengthen the impact of AIME's strategic aims. It is expected that rotational members can remain in the AIME coordination groups outside of SG membership.

Structure of Steering Group Meetings

- A maximum of two representatives from each of the permanent members (UNFPA, ICM, UNICEF, Laerdal, LSTM, Burnet Institute, Jhpiego) to be in attendance
- Members agree to participate in SG meetings each year and contribute to joint AIME activities.
- For quorum to be achieved, the meeting should include representation from at least 4 different organisations, including either UNFPA or ICM.
- Where a quorum is not achieved, the meeting may progress, but decision-making should be held until a future quorate meeting.
- Members commit to attending meetings and contributing to joint AIME leadership.
- Administrative support will be provided on a 2 yearly basis by alternating organisations (ICM to provide support 2026/2027)

Frequency of Steering Group meetings:

- At least every six months – one online and, if possible, one face-to-face (combined with regional workshops or global conferences). Members are expected to self-fund attendance at meetings.
- Additional meetings can be requested if required
- Chairs to be rotated amongst partners on a bi-annual basis and be decided at the Q3/ 2nd SG meeting for the year ahead
- ICM to remain the chair of the group for 2027-2028

The AIME Coordination Group will:

1. Implement the annual workplan as developed by the SG, including:

- a. Planning and leading the development of joint resources, publications, communications and advocacy activities for AIME
2. Annually map partner activities on midwifery education at global/regional/country level to help coordinate and prioritize future activities and avoid duplication.
3. Implement global webinars and regional workshops for midwifery educators and other key stakeholders on new midwifery education topics/updates and dissemination of new resources/guidelines.
4. Provide expert technical review of key midwifery education resources and communications developed through AIME.
5. From time-to-time, and if deemed necessary, establish working groups to complete individual pieces of work. Working groups to provide updates as required to the chair and provide reporting at the SG meetings

Membership of Network Group

- Maximum of two representatives from UNFPA, ICM, UNICEF Laerdal, LSTM, Burnet Institute, Jhpiego and representation from the 2 rotational group members. Usually, the Coordination Group members are different from the SG members.
- Members commit to attending meetings and contributing to joint AIME activities.
- A minimum of 4 members must be present for the meeting to be quorate
- The chair of the Coordination Group will come from the organisation that is providing administrative support during their 2-year tenure (ICM 2026/2027)

New Members for the Network Group

- New members which express an interest in joining AIME Network Group will be considered for membership in a quarterly basis.
- New members must express their interest, via the EOI process on the AIME Website.
- The EOI will be considered by 3 SG members, and members selected based on the proposed contribution to AIME and alignment with AIME mission and purpose.
- All new members will initially be invited to join the coordination group for 2 years

Frequency of Coordination Group meetings:

- Quarterly (additional meetings can be requested as required)
- Administrative support and chair to be allocated on a 2-year rotational basis (ICM 2026/2027)

Operating Principles for both groups

This section provides information on the decision-making process, frequency of meetings, agenda, minutes and communication.

- Decisions will be made by consensus. The Chair will determine the best method for resolution if consensus cannot be achieved.
- Members are encouraged to consider existing activities within their organisations and encouraged to promote AIME collaboration where possible.
- Meeting attendance is mandatory unless an appropriate delegate can attend who has the required knowledge and authority to make decisions on behalf of the partner representative.
- Minutes will be taken for all meetings to record the discussions and decisions.

Agenda and Minutes

A package will be sent to members three to five business days in advance of a meeting. This package will include the following:

- Agenda for upcoming meeting
- Minutes of previous meeting
- A progress report for any associated projects
- Any other documents/information to be considered at the meeting

Standing Agenda Items

- Attendees, location, date and time
- Check In
- Review/acceptance of past minutes
- Standing Agenda Items (or old business)
- Other Agenda Items (or new business)
- Check Out

Communication

- Communication comprises of agendas, meeting minutes, and supporting information and will be emailed to committee members.
- Communications will be available to committee members and project sponsor.