

PHM Handbook:

On Governance, Operational Protocols and Practices

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This Chapter was approved by PHM Steering Council on 27 April, 2022 during its annual meeting held in Madrid, Spain.

Chapter 1: Why a PHM Handbook: Mandate of Strategic Plan

The PHM Handbook has been developed as part of the mandate derived from the PHM Strategic Plan 2020-2025. We quote below the purpose and description of such a handbook as it appears in the strategic plan.

“Develop a PHM Handbook.

- *To improve onboarding guidance for PHM staff and volunteer activists as well as general transparency and consistency, the handbook will collect existing PHM governance and operational policies as well as information on roles, responsibilities, current representatives/coordinators, and resources.*
 - *Additional information will be documented including Secretariat responsibilities and accountability structures; guidelines for succession planning for key staff and volunteer roles; information on the ICT system and various resources and processes; thematic circle operations and links to best practices; guidelines for country circle functions, including establishing new and renewing existing circles, communication expectations and other responsibilities, and links to resources; and a refreshed mandate for the Advisory Council to address their role working as a collective advisory structure, communications with the SC and other PHM groups, and processes for engaging roles in fundraising, mentoring, and bridge building with other movements and networks..*
 - *This comprehensive and living handbook will support PHM's institutional memory and enhance continuity and coordination of work across groups and time.*
- “Mandate from the Strategic Plan-Pg. 36 section 8, of Strategies and Priority Actions for Strengthening PHM Movement”*

This PHM Handbook is a live document. It would get added on and amended. To keep track of the changes this document has a version number, a date of issue of the latest version, and a section, which lists the amendments approved over time, as well as the date of approval. The sources from which each chapter has been constructed are cited as well as what we know of its approval. The most recently updated version of the PHM Handbook will be available on the website at all times. Earlier versions with substantial differences are archived with the secretariat.