



Expert-By-Experience Committee

Terms of Reference

Last Updated: July 2024

1. Mandate

Justice Centre Hong Kong is here to make sure no one walks alone on the path to protection, justice and a decent life. We provide free specialist legal help to refugees and other displaced persons, while offering tailored welfare and psychosocial support to those affected by trauma and destitution. Through collaborative projects and community building, we work to ensure displaced persons have equitable access to high quality services and a voice in our society.

See attached *Appendix 1* Justice Centre's Theory of Change and *Appendix 2* Strategic Plan 2023-2026.

1. Purpose

Justice Centre is convening the Expert-By-Experience Committee (the Committee) as a means of ensuring that our work is grounded in the lived realities of being a refugee and/or non-refoulement claimant in Hong Kong; and that people with direct experience of these realities are meaningfully engaged in the design of our services, programmes and strategies.

2. Function

The main functions of the Committee are:

- To provide advice on Justice Centre's services, programmes, communications, and strategies, both current and prospective, to ensure their relevance and effectiveness.
- To provide recommendations for organisational development, to improve meaningful participation across Justice Centre's work and operations.
- Where Justice Centre utilises the experience and opinions of refugees and non-refoulement claimants to raise awareness and communicate to supporters, to provide guidance to ensure that we do so in as empowering and respectful manner as possible.
- Represent Justice Centre where desired—in a safe and supported way—in interactions with relevant stakeholders.

3. Meetings

The Committee will meet every two months. Where necessary, additional meetings will be called by Justice Centre's Executive Director and/or Community Partnerships Officer.

4. Membership

The Committee will have a maximum of 10 members, who do not need to be current or former Justice Centre service users.

Justice Centre's Executive Director, in consultation with the Community Partnerships Officer, assumes the responsibility for the recruitment and appointment of Committee members. Care will be taken to ensure representation from a diverse range of backgrounds, experience and expertise.

5. Suggested Areas of Competence and Skills

People with direct experience of being a refugee and/or non-refoulement claimant in Hong Kong, who are confident—or want to build their confidence—so that they can use their knowledge and experience to inform and improve the impact of Justice Centre's work are welcome.

In addition, people should have experience in one or more of the following:

- Accessing professional services in Hong Kong, including legal services, social/welfare services and psychosocial services.
- Participating in NGO activities.
- Influencing, designing/co-designing, or delivering/co-delivering services or activities for refugees and/or non-refoulement claimants in Hong Kong.
- Speaking to different audiences about issues affecting refugees and/or non-refoulement claimants.
- Mobilising and/or organising people to participate in community initiatives.

6. Other

The Committee role is voluntary. Members will receive a stipend when attending meetings in person, to cover related expenses.