

11<sup>th</sup> Annual South-East Asia Red Cross Red Crescent Leadership Meeting 2014

# Draft terms of reference: regional community safety and resilience forum

TOR: regional community safety and resilience forum / **Singapore** / 24-26 March 2014

## Background

Increasing number and complexity of natural and made calamities and their impact on social and economic wellbeing of the most vulnerable require from the RCRC Movement an enhanced capacity and more effective integration across all levels and programme areas.

The Regional Community Safety and Resilience Forums (RCSRF) has been proposed in response to the outcomes of the Annual South-East Asia (SEA) Leaders Meeting 2013 calling for more streamlined networks and deeper integration between Disaster Management, Health and Organizational Development. This integrated Forum will solidify achievements of DM, Health and OD / Youth forums and oversee the implementation of the Regional Road Map and Community Safety and Resilience (CSR) programs in line with the strategic directions identified by SEA Leaders and IFRC CSR framework. In addition this regional platform will ensure that community safety and resilience is constructed from and pursued through a number of interrelated components that are properly integrated and reinforce each other.

## Definition

**Regional Community Safety and Resilience Forum (RCSFR)** is an annual gathering of Heads or Managers of Disaster Management, Health and Organizational Development/ Youth Technical Working Groups. RCSRF is comprised of four forums, namely:

1. A forum amongst Chairs of Technical Working Groups,
2. Regional Forum (Plenary Regional Forum),
3. Technical Working Group meeting and
4. Sub -Technical Working Groups meetings.

They are from 11 NSs (Brunei Darussalam Red Crescent, Cambodian Red Cross, Indonesian Red Cross, Lao Red Cross, Malaysia Red Crescent, Myanmar Red Cross, Philippines Red Cross, Singapore Red Cross, Thai Red Cross, Timor-Leste Red Cross and Viet Nam Red Cross).

**Technical Working Group (TWG)** is a forum meeting between the Heads / Managers of each thematic area (DM, Health, OD and Youth). Each TWG meeting will be held separately as an integrated part of the RCSRF.

**Sub-Technical Working Group** is a thematic forum established by the TWG in accordance with the need to support the programs of each TWG.

## **Purpose**

The main purpose of the RCSRF is to enhance regional integration, coordination, communication and cooperation between SEA RCRC members. It is tasked to translate the results of the strategic policy and direction decisions of the Leaders into the operational action to promote the establishment of safer and resilient communities. This Forum is responsible for escorting the global Community Safety and Resilience agenda as per IFRC strategy 2020, IFRC CSR framework and other agendas including Hyogo Framework for action and Millennium Development Goals.

The terms of references are intended to be supportive to the needs of all of TWG (DM, Health and OD/Youth) and individual National Societies, to ensure alignment with IFRC systems, and simultaneously to be 'synchronized' with the Road Map of CSRF and SEA RCRC Leader strategic priorities.

A long standing purpose is to ensure CSR capacities of individual National Societies are being strengthened and the capability of the region to improve its capacity for CSR is enhanced through regional cooperation.

## **Structure and Membership**

The Regional Community Safety and Resilience Forum is comprised of three Regional Technical Working Groups (RTWG), namely:

- Disaster Management Technical Working Group,
- Health Technical Working Group,
- Organizational Development and Youth Technical Working Group.

## **RTWG members**

- Disaster Management Technical Working Group is composed of Heads / Managers of Disaster Management Divisions of 11 SEA RCRC NS.
- Health Technical Working Group is composed of Heads/ Managers of Health Divisions of 11 SEA RCRC NS.
- Organizational Development and Youth Technical Working Group is composed of Heads /Managers/representatives of Organizational Development and Youth of 11 SEA RCRC NS.

## **RCSRF and TWG Chair:**

- Chair of RCSRFB will be elected among the TWG Chairs for a period of minimum two years and up to maximum four years.
- Chairs of TWG will be elected among the members of each TWG for a period of minimum two years and up to maximum four years.
- Chair of RCSRFB and/or TWG will represent the Forum at regional, global and other events that would be of benefit to all SEA RCRC NS.
- TWG Chairs are responsible in taking a lead in organizing TWG meetings and communicating with other TWG members and IFRC SEARD in relation to their thematic area.

Selection of the chair and nomination of representatives from individual National Society is voluntary. However, the competence profile of each subgroup member shall be in line with the objectives and activity areas of that particular sub group.

### **Secretariat**

- Community Safety and Resilience Unit of South-East Asia Regional Delegation will act as the Secretariat for the annual RCSRFB & TWG meeting as well as thematic meetings (if needed).
- The Secretariat, SEARD Community Safety and Resilience Unit, will provide necessary support in organizing the annual RCSRFB & TWG meeting as per request of the RCSRFB & TWG Chair and host National Society.
- The Secretariat will work as per the directions of the Chair of the RCSRFB & TWG and host National Society.
- The Secretariat, on behalf of the Chair and the host National Society, will support and facilitate to follow-up on the decisions taken ahead of the next meeting.
- SEARD's Head of Community Safety and Resilience Unit will be the focal point for the Secretariat in the SEARD.
- The SEARD will be responsible to cover the meeting's related costs of the Secretariat.

### **Operating guidelines**

#### **Agenda**

##### **Agenda of Committee Forum (Forum among of TWG chairs)**

- Define topics for RCSRFB meeting.
- Develop a schedule of activities of RCSRFB.
- Translate the strategic policies and decisions of the Leader into operational plan etc.

#### **Agenda for RCSRFB Plenary**

The first day will be chaired by the Chair of RCSRFB. The topics are as below:

- Decision and strategic policies put forward by the Annual SEA Leaders Meeting

- Update of progress from each CSR NS
- Information and update presentation from IFRC, ICRC and other partners such as ASEAN, AHA center, UN, International NGO's, etc as well as NDMA
- Other relevant topics proposed by the forum.

The second day will be chaired by the Chair of each TWG (DM, Health, OD/Youth) with participants divided into three TWG (DM, Health, OD/Youth).

- The issues / topics that have been identified in the plenary meeting at the first day as well as other relevant thematic topics.
- The results of the discussions of each TWG will be documented in the minutes of the meeting and presented at the RCSRf plenary.

The third day will be chaired by the Chair of RCSRf. Each TWG will report to the plenary meeting and all TWG members are expected to feedback with inputs/ recommendations. Follow up activities, suggestion and recommendation as well as other relevant inputs will be documented as the RCSRf report.

### **Attendance**

- The Forum Committee (Forum amongst TWG Chairs) will be attended by Chairs of RCSRf, DM TWG, Health TWG, OD/Youth TWG along with representatives of IFRC SEARD Community Safety and Resilience unit.
- RCSRf Meeting will be attended by the following participants:
  - ✓ Each NS will be represented by Head/ Manager of DM, Health, OD and Youth.
  - ✓ Representatives of IFRC South-East Asia Regional Delegation's (SEARDs) Community Safety and Resilience (CSR) Unit will join as facilitator, technical adviser or observer to discuss and decide on issues related to CSR in the region.
- Participants of TWG Meeting are member of each TWG.
- Participants of Sub TWG Forum are selected member who are recruited by each TWG.

### **Duration**

- The Forum Committee is 1 – 2 days event depending on the agenda items.
- RCSRf and TWG meeting will be held during 3 (three) days. If needed, it can be extended by one day for field visit. The first and third days will be allocated for RCSRf and TWG discussions - for the second day.
- Duration and timing for sub TWG meeting will be decided by each sub TWG.

### Venue

- Venue of RCSRFB and technical working group will rotate as per alphabetical order but with the possibility to opt out. In such case the next National Society in line will host the next annual RCSRFB meeting. The host National Society will make all efforts to support organization of the meeting including administrative and logistical issues. It will be assisted by the Secretariat.
- Sub TWG Forum will be held as per needs. Online platforms (Skype, twitter, Facebook etc) are recommended for this meeting.

### Frequency

- The Forum Committee will be conducted once every year. If possible, and required an additional meeting will be organized to follow up or prepare for the Leadership meeting (subject to availability of funds).
- RCSRFB and TWG meetings will be conducted annually after the Leaders' meeting and Forum Committee.

### Working language

- The working language of the RCSRFB meeting will be English.

### Budget and Funding

The funding for the cooperation related activities comes in principle from two sources: in part from the budgets of the Federation's annual country/regional appeals, and in part from the budgets of the individual National Societies of the region. It is intended that the share coming from the National Societies will gradually increase over time.

### Role and Responsibility

The role of **RCSRFB** is to ensure that strategic policy and direction decisions of the Leaders' meeting are followed up and translated into operational plans. Operational plans that are generated by RCSRFB should be subsequently used as a reference for the NSs and will accompany implementation of national CSR programs and services. Update on implementation progress of CRS program in each NS will be shared at the RCSRFB and Leaders meeting. For this reason, in order to sustain better flow of decision making and implementation, the RCSRFB meeting should be held in between the Leaders meeting.

The overall role and responsibility of the **TWG / Sub TWG** is to pursue, facilitate and implement activities in line with the various objectives and activity areas defined in the Regional Road Map adopted by each NSs.

On the basis of terms of references developed by TWG, each TWG formalizes its work to the extent it deems appropriate.

### **RFCSR main activity areas between the meetings**

#### **Provide mechanism support to individual National Societies of the region in meeting their self-development needs in areas of Community Safety and resilience, as below:**

- Risk assessment and identification and the establishment of community-based early warning and prediction.
- Community-based disaster preparedness.
- Advocacy, education and awareness-raising.
- Strong auxiliary relationships with local and national governments
- Partnerships with international, governmental, non-governmental and community-based organizations

#### **Provide support to individual National Societies in disaster management, namely in:**

- Assessment and mapping activities, on the basis of “characteristics of a well-prepared National Society”, for identification of development needs, as well as capacities available to meet these needs.
- Training related activities, such as sharing of syllabus, training materials and trainers, as well as provision/facilitation of training courses and management of training programmes.
- Provision of technical assistance in specific areas, such as Community Based Risk Reduction, etc.
- Support in development and/or quality improvement of overall Risk Reduction plans, policies and strategies.
- Promotion of study visits and staff exchange activities for exposure and knowledge sharing.
- Development of peer links between the Disaster Management units and staff of various National Societies.

#### **SEA regional disaster response and response preparedness capacity being strengthened (for the benefit of individual NS), and the understanding of linkages with the Federation’s global response system is assured.**

- Training and knowledge sharing, as well as application of Federation policies, standards and operational procedures in disaster response, contingency planning, knowledge of the Federations appeal system, etc.
- Promotion of sub-regional/area cooperation and coordination measures in risk reduction including preparedness for response, early warning early action: for example within the context of the Mekong river basin.
- Provision of human, material and financial resources, from one NS to another, in times of disasters.
- Support in development of disaster contingency plans for each National Society.

#### **The RFCSR and TWG being maintained, sustained and further developed.**

- RFCSR and TWG members will communicate via email and hold teleconferences at least once every quarter. Teleconferences will be focused on a specific topic of discussion, rather than an update of overall activities.

- Compilation and quarterly distribution of information updates/progress reports about the RFCSR and TWG, within the cooperation framework, to the SEA National Society leaderships, within the Secretariat structure, and among concerned Participating National Societies (PNS) and other stakeholders.
- Monitor the impact of the efforts of sub-groups contribution to RFCSR and TWG.
- Actively foster coordination, dynamic interaction and exchange among all members.

#### **Provide support to individual National Societies of the region in health related activities.**

- Provide a platform to consolidate health network or groups so that their effectiveness improves, and existing individual stagnating networks receive a boost.
- Assessment and mapping activities, on the basis of “characteristics of a well-prepared National Society”, for identification of needs, as well as capacities available to meet these needs.
- Training related activities, such as sharing training materials and trainers, as well as provision/facilitation of training courses and management of training programmes.
- Support in development and/or quality improvement of long term planning framework (LTPF) as well as overall health-related plans, policies and strategies.
- Promotion of study visits and staff exchange activities for exposure and knowledge sharing.
- Development of peer links between the Health, Disaster Management and other relevant Departments of National Societies.

#### **Support to National Society governance: in legal base, statutory matters, branch development and partnership meetings.**

- Organizational development: assistance to national society counterparts and stakeholders to assess, agree on needs and approach; and support to the implementation of development processes to improve the society’s relevance, performance and impact through sustainable services and programmes.
- Capacity Building: identifying with other core programme delegates/staff and PNS representatives the capacity building that is required; and develop plans to train such personnel to support these activities.

#### **Report and communication**

- Chairs of RCSR and TWG will submit short written reports on their work to the meeting and may be invited to give presentations on the outcomes.
- Minutes of the meeting will be under the responsibility of the host National Society, with the support of the Secretariat of the meeting.

Relevant documentation will be made available in advance and posted on a specific SEA web page for easy access at least one month before the meeting. To access documentation for SEA Leaders Meeting 2014 please go to <https://fednet.ifrc.org/en/communities/communities-of-practice/Home/?clubId=76>.

#### **Expected results**

- **Resilient Region** – increased performance of National Societies in empowering community to be safer and resilient to the impact of disaster, pandemic as well as climate change.

- **Region better prepared** – increased response capacities of National Societies for any future disasters/shocks; enhanced cross-sectoral integration/integrated country level plans and resilience at community level.
- **Strengthened advocacy role** - South-East Asia National Societies are able to influence policies and developments in the field of disaster management.
- **Effective regional networks** - National Societies in the region gradually take the ownership of the RFCSR & TWG network increasing its effectiveness.
- **More responsive SEARD** – National Societies can count on the advice, guidance from the IFRC SEARD Resilience Unit.
- **Increased mutual learning** - National Societies benefit from mutual knowledge and experience sharing.

### **Revision of the Term of Reference**

A review of the Terms of Reference is suggested every year. Amendments to the Terms of Reference must be agreed by member National Societies.