

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

# Terms of reference: South-East Asia leaders meeting

TOR: South-East Asia leaders meeting / **Singapore** / 24-26 March 2014

### Definition

The South-East Asia (SEA) Red Cross Red Crescent Leaders Meeting is a meeting amongst South-East Asia National Societies, which is supported by the SEA IFRC Secretariat. This annual meeting brings together Red Cross and Red Crescent (RCRC) leaders from the South-East Asia (SEA) region, IFRC and ICRC to discuss and decide on issues of interest to the Movement in the region. Participating National Societies (NS) are Brunei Darussalam Red Crescent, Cambodian Red Cross, Indonesian Red Cross (PMI), Lao Red Cross, Malaysia Red Crescent, Myanmar Red Cross, Philippines Red Cross, Singapore Red Cross, Thai Red Cross, Timor-Leste Red Cross (CVTL) and Viet Nam Red Cross.

### Purpose

- To discuss Movement policy and issues of the Red Cross and Red Crescent work among the National Societies, the Federation secretariat and the ICRC and agree on appropriate action and follow up.
- To take stock of the progress of the strategic directions of the Red Cross and Red Crescent Movement and to develop and implement key actions through regional cooperation and networking among the National Societies, the Federation secretariat and the ICRC.
- To ensure that the regional National Society networks and forums are accountable towards the RCRC SEA leaders meeting.
- To get closer to each other and to take advantage of the strength of working together.
- To increase the performance and effectiveness of our work.
- To go beyond the networking for better cooperation and coordination.

### Operating guidelines

#### Agenda

- The first day of the Meeting will focus on SEA NSs working together, with support of IFRC. The agenda for the morning sessions of the second day will centre on SEA NSs engagement with ICRC. This would institutionalise dialogue on the engagement with ICRC within the SEA RCRC Leaders Meeting. Afternoon of the second day would be for round up, recommendations and conclusions.
- To ensure agenda reflects priorities of NSs – the Steering Committee comprising 3 SEA NSs (past, present and next Chairman) together with representatives from ICRC and IFRC will meet 2-3 months before the Annual Leaders Meeting to draft a provisional agenda and set out the format of the meeting.

- A provisional agenda will be shared with RCRC leaders for their inputs not later than 30 days before the next Meeting.
- The agenda will be adopted by the attending SEA RCRC leaders at the beginning of the meeting.
- Use will be made of small working group meetings as well as full plenary meetings. The meeting may request presentations from external guest speakers from other organizations or senior staff from the International Federation, ICRC or National Societies.
- Ad hoc working groups on implementation of specific tasks such as cooperation with ASEAN, learning platform translation project and other can be created during the meeting.

### **Attendance**

- NS president and secretary general.
- Number of observers from NS should be limited to two per NS only.
- IFRC Asia Pacific director of Zone, head of SEA regional delegation, ICRC head of operations for East Asia, South-East Asia and the Pacific, and ICRC regional cooperation delegate.

### **Duration**

The Meeting is a two-day event. Two days will be focused on discussions in accordance with the agenda. A third day may be proposed for a field trip when possible.

### **Frequency**

The Meeting shall be convened annually in March. In the event of a statutory meeting such as the IFRC General Assembly, the Council of Delegates or the Asia Pacific Conference, a second SEA RCRC Leaders meeting will be convened.

### **Working language**

The working language of the Meeting will be English.

## **Tasks and Responsibilities**

### **Host National Society**

- The Meeting will be chaired by the host National Society. The host National Society will rotate as per alphabetical order but with the possibility to opt out. In such a case the next National Society in line will host the next annual RCRC meeting.
- At the 9<sup>th</sup> Meeting 2012, it was proposed that the 11<sup>th</sup> Meeting will be hosted by Singapore Red Cross and then the host National Society will be rotating as per alphabetical order starting with Brunei Darussalam Red Crescent.
- The chairmanship role will be passed to the host National Society at the end of the each Meeting.
- The host NS will be in charge of the invitation, documentation, logistic and correspondence with other SEA RCRC leaders. He/she will be assisted by the secretariat (IFRC delegation).
- **The host National Society will be responsible for the in-country costs for two participants from each National Societies (e.g. accommodation, meals, in-land transportation, etc.).** The IFRC and the ICRC may be requested to help to cover part of such costs if the NS is facing difficulties in fundraising for this event.

## Participating National Societies

The National Societies will bear the travel costs and the per diem to attend the meeting. The IFRC and the ICRC may be requested to consider helping to cover such costs, should the National Society face financial difficulties.

## ICRC

ICRC will be invited to attend the meeting and to participate under the same conditions as before.

Half of the second day will be given over to a dialogue on the engagement with ICRC among the SEA RCRC Leaders.

## Secretariat

- South-East Asia regional delegation will act as the secretariat for the annual SEA RCRC leaders meeting and in between the Meetings.
- The secretariat on behalf of the NS host chairman will support working groups and regional networks to follow-up on the decisions taken ahead of the next meeting.
- The SEARD head of delegation will be the focal point for the secretariat in the regional delegation.
- The SEARD will be responsible to cover the related costs of the secretariat (pre visit, documentation, etc.)

## Steering Committee

- A Steering Committee (previous Chair, current Chair of the meeting, next Chair) will be responsible for the preparation, monitoring, follow up, progress review and implementation.
- The Steering Committee can be assisted upon request by the IFRC SEARD and ICRC Cooperation Delegate.
- The Chair of the Meeting will handover his role and responsibilities to the new chair at the end of the Annual South- East Asia Leaders Meeting.

## Reports and Communication

- Technical networks/forums (organisational development, regional disaster management committee, health and care, and youth) will submit short written reports on their work to the meeting and representatives may be invited to give oral presentations.
- Minutes of the Meeting will be under the responsibility of the host NS, with the support of the secretariat of the meeting (IFRC).
- Minutes will have to be shared with the participants present at the meeting by the Host NS Leader within 60 calendar days for comments and approval.
- Feedback on minutes will be expected within 30 calendar days.
- Documentation will be made available in advance and posted on FedNet Communities of Practice at least one month before the Meeting. To access documentation for SEA Leaders Meetings please go to <https://fednet.ifrc.org/en/communities/communities-of-practice/Home/?clubId=76&c=&q=leaders>.

## Expected Results

- **Region better heard** - region representing, speaking with unified voice resulting in a better influence, impact and improved coordination.

- **Effective regional networks** - National Societies take the ownership of the regional networks increasing their effectiveness.
- **More responsive SEARD** - regional delegations can count on the advice, guidance from the NS SG.
  
- **Increased mutual learning** - National Societies benefit from mutual knowledge sharing.

### **Revision of the Terms of Reference**

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