**10th Annual South-East Asia Red Cross Red Crescent Leaders Meeting 2013**

Terms of Reference

**Regional Disaster Management Committee**

**South-East Asia Leaders / Luang Prabang / 25 – 27 March 2013**

Background

The 16th Regional Disaster Management Committee (RDMC) meeting was hosted by Singapore Red Cross from June 6-8, 2012. All 11 national societies from the region were represented by their senior disaster management representatives. For the first time, an external participant – the executive director of the ASEAN AHA (Agency for Humanitarian Assistance) Centre – joined the meeting.

The meeting was open and participatory with fruitful and concrete discussions resulting in clear recommendations. Constructive feedback was provided on the current ‘state of play’ of the RDMC. Weaknesses were identifed as well as underutilized strengths. Most importantly, discussions focused on how to transform the RDMC into a stronger, more proactive forum led by the national societies with support from their Federation.

The RDMC strongly committed towards a holistic approach to community resilience focusing on integrated cross-sectoral planning. Also, it committed to work closer with both health and OD departments to improve the quality of service to communities which strengthens their resilience.

During the 16th RDMC meeting future direction of the RDMC was defined and translated into the RDMC Road Map for 2012-2015 that was endorsed by all RDMC members.

1. **Definition**

Once a year members of the Regional Disaster Management Committee represented by Senior Disaster Management representatives from eleven National Societies from South-East Asia, namely: 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, together with IFRC South-East Asia Regional Delegation (SEARD) Resilience Unit will meet to discuss and decide on issues related to Disaster Management and overall Risk Reduction in the region.

1. **Purpose**

On the basis of the outcomes of the 16th RDMC meeting, identification of development needs, as well as capacities available to meet these needs, the terms of reference for the regional cooperation focuses on implementation of the RDMC Road Map 2012-2015 The terms of references are intended to be supportive to the needs of individual National Societies, to ensure alignment with the Federation’s systems, and simultaneously to be ‘synchronized’ with the programme/annual appeal, as well as the functions and staff composition, of SEARD Resilience Unit.

A long standing purpose is to ensure disaster management/risk reduction capacities of individual National Societies are being strengthened and the capability of the region to improve its capacity for preparedness for response and response is being enhanced, through regional cooperation.

1. **Operating guidelines**

3.1.Agenda

* + 1. A provisional agenda will be developed with inputs from the RDMC Chair, and sub groups Chairs, IFRC South-East Asia regional delegation and in consultation with RDMC members not later than 21 days before every meeting.
    2. The agenda will be adopted by RDMC members at the beginning of every meeting.
    3. The meeting may request presentations from external guest speakers from other organizations/government representatives (i.e. NDMA, ASEAN etc) or senior staff from the International Federation, ICRC or National Societies.
  1. Attendance

* + 1. National Societies are required to nominate an individual who will represent them, attend the meetings, act as a contact person in the National Society for RDMC correspondence and activities and be responsible for disseminating information about RDMC work to all relevant persons in his/her National Society. S/he shall have a senior role in disaster management in the National Society. The appointed member shall serve for a term of minimum three years. S/he may be re-appointed, or replaced at any time, by his/her National Society.
    2. IFRC SEARD Resilience Unit, in addition to organisational support for the event, participates in the Meeting as technical advisor.
  1. Duration
     1. The Meeting is a three-day event. The first two days will focus on programmatic issues and the last day will be an opportunity for the host National Society to organize a field visit or visit to NS Headquarters.
  2. Frequency
     1. The meeting shall be convened annually in May.
     2. If possible, and required an additional meeting will be organized to follow up or prepare for the leadership meeting (subject to availability of funds).
  3. Working language
     1. The working language of the RDMC meeting will be English.

##### 3.6 Budget and Funding

##### 3.6.1 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.

1. **RDMC sub groups**

# RDMC will be divided into four thematic sub groups as follows:

* + 1. Sub group 1: Disaster Preparedness, Risk Reduction and Climate Change Adaptation.
    2. Sub group 2: Disaster Response and Response Preparedness.
    3. Sub group 3: Disaster Management Information Systems and Knowledge Sharing.
    4. Sub group 4: Regional Cooperation and Coordination.
  1. Other sub groups might be established as the regional cooperation efforts continue to develop, based on a prioritisation of activities.

# Role and Responsibility

# The overall role and responsibility of the individual sub groups is to pursue, facilitate and implement activities in line with the various objectives and activity areas defined in the Road Map. On the basis of terms of references developed by RDMC, each sub group formalises its work to the extent it deems appropriate.

* 1. Membership
     1. Choice of thematic sub groups 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.
  2. Meeting Schedule
     1. Each sub group will decide on frequency and time of its respective sub group meeting, as well as its ways and means of communication. (Provided there is an approved/available budget)
  3. Working language
     1. The working language of the sub groups meetings will be English.

1. **Tasks and Responsibilities** 
   1. Host National Society
      1. The host National Society 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 RDMC meeting.
      2. 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.
   2. Secretariat
      1. South-East Asia Regional Delegation will act as the Secretariat for the annual RDMC meeting and in between the meetings.
      2. The Secretariat, SEARD Resilience Unit, will provide necessary support in organizing RDMC meetings as per request of the RDMC Chair and host National Society.
      3. The Secretariat will work as per the directions of the Chair of the RDMC and host National Society.
      4. The Secretariat, on behalf of the Chair and the host National Society, will support working sub groups to follow-up on the decisions taken ahead of the next meeting.
      5. The SEARD Head of Resilience Unit will be the focal point for the Secretariat in the SEARD.
      6. The SEARD will be responsible to cover the meeting’s related costs of the Secretariat.
   3. RDMC Chair
      1. RDMC Chair will be elected among the RDMC members and by the RDMC members.
      2. RDMC Chair is elected for a period of minimum two years and up to maximum four years.
      3. RDMC Chair will represent the RDMC at regional and other events that would be of benefit to all RDMC members and report back to RDMC members on the outcomes.
      4. RDMC Chair will co-chair the RDMC meeting with the host National Society.
   4. Sub groups Chairs
      1. Sub group chairs will be elected among RDMC members and by the RDMC members.
      2. Sub group chairs are elected for a period of minimum two years and up to maximum four years.
      3. Sub group chairs are responsible for taking a lead in organizing Sub group meetings and communicating with other RDMC members in relation to their thematic area.
2. **RDMC Main Activity Areas between the Meetings**
   1. Provide support to individual National Societies of the region in meeting their development needs in disaster management.
      1. 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.
      2. 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.
      3. Provision of technical assistance in specific areas, such as Community Based Risk Reduction, etc.
      4. Support in development and/or quality improvement of overall Risk Reduction plans, policies and strategies.
      5. Promotion of study visits and staff exchange activities for exposure and knowledge sharing.
      6. Development of peer links between the Disaster Management units and staff of various National Societies.
   2. SEA regional disaster response and response preparedness capacity being strengthened (for the benefit of individual NS), and the understanding of and linkages to the Federation’s global response system being assured.
      1. 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.
      2. 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.
      3. Provision of human, material and financial resources, from one NS to another, in times of disasters.
      4. Support in development of disaster contingency plans for each National Society.
   3. The RDMC being maintained, sustained and further developed.
      1. RDMC 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.
      2. Compilation and quarterly distribution of information updates/progress reports about the RDMC, within the cooperation framework, to the SEA National Society leaderships, within the Secretariat structure, and among concerned Participating National Societies (PNS) and other stakeholders.
      3. Monitor the impact of the efforts of sub-groups contribution to RDMC.
      4. Actively foster coordination, dynamic interaction and exchange among all members.
3. **Reports and Communication**
   1. RDMC thematic sub group Chairs will submit short written reports on their work to the meeting and may be invited to give presentations on the outcomes.
   2. 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 2013 please go to <https://sites.google.com/site/seardbkk2013/>

1. **Expected Results**
   1. 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.
   2. Strengthened advocacy role - South-East Asia National Societies are able to influence policies and developments in the field of disaster management.
   3. Effective regional networks - National Societies in the region gradually take the ownership of the RDMC network increasing its effectiveness.
   4. More responsive SEARD – National Societies can count on the advice, guidance from the IFRC SEARD Resilience Unit.
   5. Increased mutual learning - National Societies benefit from mutual knowledge and experience sharing.
2. **Revision of the Terms of Reference** 
   1. A review of the Terms of Reference is suggested every year. Amendments to the Terms of Reference must be agreed by member National Societies.