

Terms of Reference

14th South- East Asia Red Cross Red Crescent Leadership Meeting Hanoi, 21 – 22 September 2017

1. Definition

This is an annual meeting that 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 Red Cross, 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.

2. Purpose

- 2.1 To discuss policies 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.
- 2.2 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, the ICRC and also ASEAN Secretariat / AHA Center.
- 2.3 To prepare for the statutory meetings in Turkey in November 2017.
- 2.4 To ensure that the regional National Society networks and forums are accountable towards the RCRC SEA leaders meeting.
- 2.5 To get closer to each other and to take advantage of the strength of working together.
- 2.6 To increase the performance and effectiveness of our work.
- 2.7 To go beyond the networking for better cooperation and coordination.

3. Operating guidelines

- 3.1. Agenda (as enclosed)
 - 3.1.1 A provisional agenda will be developed with input from the RCRC leaders, IFRC South-East Asia regional delegation (SEARD) and ICRC not later than 30 days before the next meeting.
 - 3.1.2 The agenda will be adopted by the attending SEA RCRC leaders at the beginning of the meeting.
 - 3.1.3 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.

3.2 Attendance

- 3.2.1 NS president and secretary general.
- 3.2.2 Number of observers from NS should be limited to two per NS only.
- 3.2.3 IFRC SEARD, ICRC Asia desk, cooperation delegate.

3.3 Duration

The Meeting is a two-day event. The first day will be focused on management issues and the second one on governance issues.

3.4 Frequency

The meeting shall be convened once a year. The time and venue will be discussed and agreed at the previous SEA Leadership Meeting.

3.5 Working language

The working language of the meeting will be English.

4. Tasks and Responsibilities

4.1 Host National Society

- 4.1.1 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.
- 4.1.2 The chairmanship role will be passed to the host National Society at the end of the each meeting
- 4.1.3 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).
- 4.1.4 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.

4.2 Participating National Societies

- 4.2.1 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 help to cover such costs, should the National Society faces financial difficulties.

4.3 Secretariat

- 4.3.1 South-East Asia regional delegation will act as the secretariat for the annual SEA RCRC leaders meeting and in between the meetings.
- 4.3.2 The secretariat will work as per the directions of the host NS chairman
- 4.3.3 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.

- 4.3.4 The SEARD head of delegation will be the focal point for the secretariat in the regional delegation.
- 4.3.5 The SEARD will be responsible to cover the related costs of the secretariat (pre visit, documentation, etc.)

4.4 Steering Committee

- 4.4.1 A Steering Committee (previous chair, current chair of the meeting, next chair) will be responsible for monitoring, follow up, progress review and implementation
- 4.4.2 The Chair of the meeting will handover his role and responsibilities to the new chair at the end of the South East Asia Leaders meeting.

5. Reports and Communication

- 5.2 Technical networks/forums (organizational 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.
- 5.3 Minutes of the meeting will be under the responsibility of the host NS, with the support of the secretariat of the meeting (IFRC).
- 5.4 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 2017 please go to: <http://www.rcrc-resilience-southeastasia.org/groups/southeast-asia-red-cross-red-crescent-leaders-meeting/southeast-asia-red-cross-red-crescent-leaders-meeting-14th-annual-south-east-asia-leadership-meeting/>

6. Expected Results

- 6.1 Region better heard - region representing, speaking with unified voice resulting in a better influence, impact.
- 6.2 Effective regional networks - regional national societies take the ownership of the regional networks increasing their effectiveness.
- 6.3 More responsive SEARD - regional delegations can count on the advice, guidance from the SGs.
- 6.4 Increased mutual learning - national societies benefit from mutual knowledge sharing.

7. Revision of the Terms of Reference

- 7.1 A review of the Terms of Reference is suggested every year. Amendments to the Terms of Reference must be agreed by participating national societies