



12th Annual South-East Asia Red Cross Red Crescent Leadership Meeting 2015

Terms of reference: disaster management and risk reduction technical working group

TOR: DM and DRR technical working group / Cambodia / 25-27 February 2015

Background

All of the Leaders of South-East Asia Red Cross Red Crescent National Societies during 10th Annual Meeting on 25 to 27 March 2013 in Luang Prabang has agreed and recommended the integration between Disaster Management, Health and Organizational Development.

Fulfilling the request and result of mentioned leaders meeting, all of participants of the 17 th RDMC and Health Forum which has held in Yangon Myanmar 2013, committed to revitalizing the strategies, approaches and mechanisms for better cooperation and coordination to establish a joint forum which has called as the Regional Forum for Community Safety and Resilience.

Establishment of Regional Community Safety and Resilience Forum (RFCSR) is expected to be the glue for integration forums DM, Health and OD to oversee the implementation of the regional road map and CSR programs refer to the strategic policies generated by the SEA Leader and IFRC CSR framework. The integration of DM, Health and OD also to respond the needs of greater and effective coordination, communication, networking and partnerships within movement (IFRC, ICRC and NSs) in order to performing RCRC as a leading in the implementation of CSR program in the grassroots.

With the formation of Regional CSR Forum, RDMC will melt and become an integral component of the Regional Forum CSR together with OD and Health. RDMC meeting will be transformed into the Disaster Management Technical Working Group, as one of the official agenda at every meeting of the Regional Forum of CSR.

All member of The Disaster Management Technical Working Group must be strongly committed towards a holistic approach to community safety and resilience focusing on integrated cross-sectoral planning as well as implementation. Also, it has to be committed to work closer with both health and OD departments to improve the quality of disaster management services to communities by strengthening their own NS resilience.

By sincerity and high commitment in utilizing maximally productive of DM TWG and Regional Forum for CSR, as well as by the seriousness of all of NSs, we are confident will be able to improving the performance their Disaster Management services and CSR program at all level, from local, national, regional and global context.

Definition

Disaster Management Technical Working Group (DM-TWG) is formally yearly forum as an integrated part of the meeting of Regional Forum of CSR which will be held parallel with others TWG's, OD TWG and Health TWG.

DM TWG will be attended by Head / manager / Senior staff of Disaster Management division / department 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's (SEARD) Community Safety and Resilience (CSR) Unit will meet to discuss and decide on issues related to Disaster Management and overall Risk Reduction in the SEA region.

Thematic Sub-Group of DM TWG is a thematic forum under the DM-TWG which will running continuously and sustainable communication, coordination, and knowledge / experiences sharing mechanism in accordance with the need to support the programs of DM- TWG.

Structure and Membership

1. **Disaster Management Technical Working Group consisting of 4 sub group(Thematic) DM Technical Working Group, namely:**
 - a. Disaster Preparedness /Response and Recovery (DP/RR)
 - b. Climate Change Adaptation /Early Warning and Early Action,
 - c. DMIS/Knowledge Sharing,
 - d. Restoring Family Link /Migration.
2. **Membership**
 - a. Disaster Management Technical Working Group, composed of head / manager of Disaster Management Division from 11 SEA RCRC.
 - b. Thematic Sub-Group of DM TWG , composed of National Societies staff or volunteer who has nominated by each NSs.
3. **DM Technical Working Group Chair**
 - a. DM TWG Chair will be elected among the members of each TWG for a period of minimum two years and up to maximum four years.
 - b. DM TWG Chair will represent the RFCSR and relevant activities at regional, global and other events that would be of benefit to all of SEA RCRC members.
 - c. DM TWG chairs are responsible for taking a lead in organizing TWG meetings and communicating with other TWG members and IFRC SEARDs CSRU in relation to their thematic area.
4. **Thematic Sub-Group of DM TWG Chairs**
 - a. Sub group chairs will be elected among DM-TWG members.
 - b. Sub group chairs are elected for a period of minimum two years and up to maximum four years.

Choice 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

Purpose

On the basis of the outcomes of the 17th 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 Regional CSR Road Map. 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.

Operating Guidelines

Type of meeting forum under DM TWG

Disaster Management Technical Working Group, will be integrated with others TWG and RFCSR meeting. The DM TWG Meeting is a one-day event. It will be conducted second day of Regional Forum of CSR.

Thematic Sub-Group of DM TWG, will be conducted after or in between of DM TWG or anytime based on need and situation.

Channel of communication

Disaster Management Technical Working Group, will be conducted by formal meeting and integrated with RFCSR Meeting.

Thematic Sub-Group of DM TWG, will be used any kind of communication channel such as conference call, Facebook group, yahoo messenger group, google messenger, twitter, etc.

Agenda of DM TWG Meeting

- A provisional agenda will be developed with input from the RFCSR and DM TWG Chair, and sub groups Chairs, IFRC SEARD CSR Unit and in consultation with DM TWG members not later than 21 days before every meeting.
- The agenda will be adopted by DM TWG members at the beginning of every meeting.
- The meeting may request presentations from external guest speakers from other organizations/government representatives (i.e. NDMA, ASEAN, AHA Centre, UN Agency, Int'l NGOs etc) or senior staff from the International Federation, ICRC or National Societies.

Attendance of DM TWG Meeting

- 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 DM TWG correspondence and activities and be responsible for disseminating information about DM TWG work to all relevant persons in his/her National Society. S/he shall have a senior role in disaster management / Risk Reduction 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.

- IFRC SEARD's Community Safety and Resilience Unit, in addition to organisational support for the event, participates in the Meeting as technical advisor.

Duration of DM TWG Meeting

- The Meeting is a one-day event. It will be conducted second day of Regional Forum of CSR.

Frequency

- The meeting shall be convened annually in May or June.
- If possible, and required an additional meeting will be organized to follow up or prepare for the leadership meeting (subject to availability of funds).

Working language

- The working language of the DM TWG and Thematic sub group of DM TWG is 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 Responsibilities

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.

Host National Society

- 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.
- 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.

Secretariat

- South-East Asia Regional Delegation will act as the Secretariat for the annual SF-CSR/DM-TWG meeting and in between the meetings.
- The Secretariat, SEARD Community Safety and Resilience Unit, will provide necessary support in organizing SF-CSR/DM-TWG meetings as per request of the SF-CSR/DM-TWG Chair and host National Society.
- The Secretariat will work as per the directions of the Chair of the SF-CSR/DM-TWG and host National Society.
- 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.
- 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.

DM-TWG DMC Chair

- *DM-TWG* Chair will represent the RDMC at regional and other events that would be of benefit to all DM-TWG and Sub DM TWG members and report back to DM-TWG / Sub group of DM TWG members on the outcomes.
- DM-TWG Chair will lead and chair the DM-TWG meeting..

Sub groups Chairs

Sub group chairs are responsible for taking a lead in organizing Sub group sharing forum and communicating with other Sub group within DM-TWG or other related TWG members in relation to their thematic area.

RDMC Main Activity Areas between the meetings

Provide support to individual National Societies of the region in meeting their development needs in disaster management

- 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 Integrated Community Based Risk Reduction (ICBRR), ICBDRR, CBDP, 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 and linkages to the Federation's global response system being 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 DM-TWG being maintained, sustained and further developed

- DM-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 DM-TWG and thematic sub group forum, 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 DM-TWG.
- Actively foster coordination, dynamic interaction and exchange among all members.

Reports and Communication

- DM TWG thematic sub group Chairs will submit short written reports on their work to the DM-TWG 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

Well prepared region – 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 RDMC 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 Terms 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.