



# 20<sup>th</sup> South-East Asia RCRC Leaders Meeting

Terms of Reference/ 21<sup>st</sup>-22<sup>nd</sup> September 2023

## Background

This is an annual meeting that brings together Red Cross and Red Crescent (RCRC) leaders from South-East Asia (SEA), IFRC and ICRC to discuss and decide on issues of interest to the Movement in SEA. National Societies (NS) members are Brunei Darussalam Red Crescent Society, Cambodian Red Cross Society, Indonesian Red Cross Society, Lao Red Cross, Malaysian Red Crescent Society, Myanmar Red Cross Society, Philippine Red Cross, Singapore Red Cross Society, Thai Red Cross Society, Timor-Leste Red Cross Society and Viet Nam Red Cross Society. This is a NS platform while the IFRC's role (Asia Pacific Region & Bangkok Country Cluster Delegation) is as secretariat, and ICRC (Operations Department Asia & the Pacific and Regional Delegation Bangkok) is invited as a movement partner. This annual platform was initiated by Mr. Phan Wannamethee, Former Secretary General of Thai Red Cross Society, and the 1<sup>st</sup> South-East Asia Red Cross Red Crescent Leaders Meeting was hosted by Thai Red Cross Society in Bangkok in 2003.

The 19<sup>th</sup> Southeast Asia Red Cross Red crescent Leaders meeting was hosted by Brunei Darussalam Red Crescent Society in October 2022, which resulted in the Bandar Seri Begawan Statement. During this meeting the leaders decided from 2023 to meet twice in one year as a minimum, once in person and once virtually.

## Purpose

- To discuss policies and issues of the Red Cross and Red Crescent work among the National Societies, the IFRC 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 sub-regional cooperation and networking among the National Societies, the IFRC secretariat, the ICRC, and also ASEAN Secretariat / AHA Center
- To ensure that the sub-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 coordination and cooperation
- To prepare for international meetings and elections of the Movement
- To update on Movement, regional and global commitments
- To contribute into and follow-up on IFRC board decisions, through the Board representative/s from Southeast Asia

## Expected Results

- Region better heard - region representing, speaking with unified voice resulting in better influence and impact.
- Effective regional networks - regional national societies take the ownership of the regional networks increasing their effectiveness.
- More responsive Asia Pacific Region and Country Cluster Delegation - regional delegations can count on the advice, guidance from the president and secretary general of NS members
- Increased mutual learning - national societies benefit from mutual knowledge sharing.

## Agenda

- A provisional agenda will be developed with input from the SEA RCRC leaders, IFRC Bangkok Country Cluster Delegation and ICRC Regional Delegation Bangkok not later than 30 days before the meeting.
- The agenda will be adopted by the attending SEA RCRC leaders at the beginning of the meeting.
- The meeting may request presentations from external guest speakers from other organizations or senior staff from the International Federation, ICRC or National Societies.

## Participants

The following are the participants for the SEA RCRC leaders meeting:

- NS president and secretary general
- IFRC Asia Pacific Region & Bangkok Country Cluster Delegation
- ICRC Asia Pacific Department
- Observers (no limit in the event of a virtual meeting)
- NS youth representatives or SEA Youth Network focal points

## Venue and Duration

The meeting is a two-day event, hosted by the Cambodian Red Cross Society in Phnom Penh at the Sokha Hotel, Phnom Penh.

## Frequency

The meeting shall be convened bi-annually, once in person and once virtually. The dates and venue will be set as proposed by the host National Society and agreed by all National Society members. The second SEA RCRC Leaders Meeting of that year can also be convened ahead of a statutory meeting such as the IFRC General Assembly, the Council of Delegates or the Asia Pacific Conference.

## 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 every year as per alphabetical order but with the possibility to opt out. In such a case, the next National Society in line (except the National Society which opted in and hosted the meeting the previous year) will host the next annual RCRC meeting.

- The role of chairperson will be passed to the host National Society at the end of each annual meeting.
- The host NS will be in charge of the invitation, documentation, logistics and correspondence with other SEA RCRC leaders. He/she will be assisted by the IFRC secretariat (Bangkok Country Cluster Delegation).
- The host will be responsible for the in-country costs for two participants from each SEA National Society (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 National Society is facing difficulties.

### Invited Southeast Asian National Societies

The Southeast Asian 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 face financial difficulties.

### Secretariat

IFRC Bangkok Country Cluster Delegation will serve as the secretariat for the annual SEA RCRC leaders meeting and in between the meetings.

- The secretariat will work as per the directions of the host NS Chairperson.
- The secretariat on behalf of the NS host Chairperson will support working groups and regional networks to follow-up on the decisions taken ahead of the next meeting.
- The IFRC Head of Bangkok Country Cluster Delegation will be the focal point for the secretariat.

### Steering Committee

A Steering Committee (TROIKA which is composed of previous chair, current chair of the meeting, and the next chair) will be responsible for monitoring, follow up, progress review and implementation

- The Chairperson of the meeting will hand over his/her role and responsibilities to the new chair at the end of the annual South-East Asia Leaders meeting.

### Reporting and Communication

- 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.
- Minutes of the meeting will be under the responsibility of the host NS, with the support of the secretariat of the meeting (IFRC Bangkok Country Cluster Delegation).
- Documentation will be made available in advance and posted on a specific SEA web page for easy access before the meeting.
- The outcome statement, signed by all the National Society members, will be circulated to all members of the meeting by the host society or the IFRC Secretariat and be posted on the meeting platform [www.rcrc-resilience-southeastasia.org](http://www.rcrc-resilience-southeastasia.org)

### Revision of Terms of Reference

A review of the Terms of Reference is suggested every year. Amendments to the Terms of Reference must be agreed by national society members.