



23rd SOUTH EAST ASIA RED CROSS RED CRESCENT LEADERS MEETING Terms of Reference

Background

This is an annual meeting that brings together Red Cross and Red Crescent (RCRC) leaders from South East Asia (SEA), the International Federation of Red Cross and Red Crescent Societies (IFRC) and the International Committee of the Red Cross (ICRC) to discuss and decide on issues of interest to the International Red Cross and Red Crescent Movement (the Movement) in SEA.

The SEA National Societies (NS) members are:

1. Brunei Darussalam Red Crescent Society
2. Cambodian Red Cross Society
3. Indonesian Red Cross Society
4. Laos Red Cross Society
5. Malaysian Red Crescent Society
6. Myanmar Red Cross Society
7. Philippine Red Cross
8. Singapore Red Cross Society
9. Thai Red Cross Society
10. Timor-Leste Red Cross Society
11. Vietnam Red Cross Society

This is a National Society platform while the IFRC's role is as secretariat and ICRC is invited as a Movement component. This annual platform was initiated by Mr. Phan Wannamethee, Former Secretary General of the Thai Red Cross Society and the 1st SEA RCRC Leaders Meeting was hosted by

Thai Red Cross Society in Bangkok in 2003. The 22nd SEA RCRC Leaders meeting was hosted by Malaysian Red Crescent Society in Kuala Lumpur, Malaysia on 23 – 24 September 2025.

Purpose

a. Pillar I: Strategic Alignment with SEA National Societies

- 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 international Red Cross and Red Crescent Movement and to develop and implement key actions through sub-regional cooperation and networking among the NS, the IFRC secretariat, the ICRC
- To contribute into and follow-up on IFRC board decisions, through the Board representative/s from SEA

b. Pillar II: Regional Cooperation

- To strengthen cooperation and leverage the collective strength of working together
- To go beyond the networking for better coordination and cooperation

c. Pillar III: Accountability

- To ensure that the sub-regional NS networks and forums are accountable towards the RCRC SEA leaders meeting

d. Pillar IV: Representative Global Commitment at National, Regional and Global Levels

- To update on Movement, regional and global commitments

e. Pillar V: ASEAN – Operational Effectiveness

- To improve the performance and effectiveness of humanitarian efforts in the region
- To annually review progress of the IFRC/ASEAN Memorandum of Understanding, together with senior officials from the ASEAN sectoral bodies and the ASEAN secretariat, including the ASEAN Coordinating Centre for Humanitarian Assistance in Disaster Management (The AHA Centre)

Expected Outcomes

	SEA Youth Forum	SEA RCRC Leaders' meeting
Date	7-8 September 2026	8-9 September 2026
Meeting	5 th Meeting	23 rd Meeting
Outcome	Empowered NS youth leaders to drive humanitarian action	Strengthen disaster preparedness and promote community resilience among NS in SEA

Objectives	• Empower youth and Southeast Asia Youth Network (SEAYN) to drive Movement priorities • Strengthen understanding and rollout of Youth Engagement Strategy (YES) 2.0. • Facilitate peer exchange on key themes • Develop a youth-led Outcome Statement and Action Plan • Establish monitoring for youth initiatives • Elevate youth voices in decision-making	• Take stock the progress of the strategic directions of the Red Cross and Red Crescent Movement • Ensure the sub-regional NS networks and forums are accountable • Provide updates on Movement, Regional and Global commitments
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Agenda

- A provisional agenda will be developed with input from the SEA RCRC leaders, IFRC and ICRC Regional Delegation 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 IFRC, ICRC or NS

Participants

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

- NS President, Secretary General or Representatives
- IFRC Asia Pacific Regional Director and Head of Delegation of the country of hosting NS
- ICRC Asia Pacific Regional Director and Head of Delegation of the country of hosting NS
- Observers with specific approval from the Troika
- Two NS youth representatives and SEA Youth Network focal points

Venue and Duration

The meeting is a 2-day event, from 8 – 9 September 2026, hosted by the Myanmar Red Cross Society in Yangon at Wyndham Grand Hotel.

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 NS and agreed by all NS 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 NS. The host NS 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 NS 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 NS 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. The NS will be assisted by the IFRC secretariat
- 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 NS is facing difficulties

Southeast Asia National Societies

The SEA NS will be responsible for the following:

- Prepare and chair sessions within the SEA Leaders meeting
- Present on key updates from the previous year as relevant to SEA
- Cover 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 NS face financial difficulties).

Secretariat

IFRC 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 will support working groups and regional networks to follow-up on the decisions taken ahead of the next meeting
- The IFRC Head of Delegation for the country of host NS will be the focal point for the secretariat joint support committee to the SEA Leaders meeting

Troika Committee

A Troika Committee (TROIKA which is composed of previous chair, current chair of the meeting, and the next chair) will be established to ensure continuity between SEA Leaders meetings and follow-up on key decisions and commitments. Responsibilities include monitoring, follow up, progress review and preparing the agenda for the next meeting and drafting of the outcome statement.

- The Troika will meet virtually as needed (at least twice per year) to prepare for the Leaders meeting. The Troika meeting invites will be sent by the current chair
- The troika will establish a drafting committee comprised only of Troika society representatives (1 each) which is responsible for the development of the outcome statement of the SEA Leaders meetings. The chair of the Troika will be from the host society and responsible to present the outcome statement by the end of the meeting. A representative from IFRC secretariat will be assigned to support the committee.
- 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

- Agreed technical networks 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 IFRC secretariat
- 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 NS 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

Revision of Terms of Reference

A review of the Terms of Reference is can be made annually as needed. Amendments to the Terms of Reference must be agreed by all SEA national society members.