

## Meeting Details

**Date:** 16 February, 2016, 13:00 - 14:00 (GMT)

**Participants:**

Brent Carbno (Ericsson Response) - Lead  
Caroline Teyssier, Katarzyna Chojnacka (Global ETC Support Cell)  
Rodolphe Jacquier (Action Contre la Faim)  
Gilles Hoffmann, Samantha Ries (Government of Luxembourg)  
David Hartshorn (GVF)  
John Isaksson (MSB)  
Oscar Caleman (WFP)

## Agenda

1. Discussion of the ToRs
2. Next steps

## Minutes

### 1. Terms of Reference

- The proposed ToRs were generally accepted by the Working Group (WG), but a few changes / additions were suggested:
  - General Mandate should include the 'resilience' component, and define what it comprises such as government resilience, country / community resilience.
- It was suggested that this WG should draw parallels with other ETC2020 WGs, especially Training WG, as well ETC2020 Projects, like the Philippines and Haiti. Training is part of preparedness, but the WGs should not duplicate the efforts.
  - It might be beneficial to conduct calls between various WGs or even a face-to-face meeting. The Global ETC Cell is also making the linkages between the different groups to ensure there is no duplication.
- It was suggested that the roles of the WG are better defined or even broke down into smaller thematic groups.
- The issue was raised how the risk countries were selected, as with the effects of El Nino the high-risk countries are likely to change. It was clarified that the data base "Inform" (<http://www.inform-index.org/>) was used to select the countries but the group can decide to add a country - such as Ethiopia - to the list if required.

### 2. Next steps

- Brent Carbno and Caroline Teyssier will finalize the ToRs based on inputs received and distribute to the group again.

- The proposed twice-monthly meetings was accepted, however, the frequency should be adjusted on demand. The next meeting of the Preparedness WG to be held on 2 March 2016, at 2pm GMT.