

Meeting Details

Date: 1 March, 2016, 15:00 - 16:00 (GMT)

Participants:

Brent Carbno (Ericsson Response)
Caroline Teyssier, Katarzyna Chojnacka (Global ETC Support Cell)
David Hartshorn (GVF)
Alan Kuresevic and Luc Hastir (SES)
Joe Burton (US Department of State)
Oscar Caleman (WFP FITTEST)
Elaine Burroughs (Save the Children)
Simon Genin (UNICEF)

Agenda

1. Summary of the first call and endorsement of the ToRs
2. Discussion on sub-categories and their activities
3. Identification of synergies with other tactical working groups and pilot projects
4. Next steps
5. AOB/Next call

Minutes

1. Terms of Reference

- The Terms of Reference (ToR) for the Preparedness Working Group (WG), which were distributed prior to the meeting, were approved by the group unanimously.

2. Discussion on sub-categories and their activities

- Brent Carbno and Caroline Teyssier had discussed the possibility of forming four focus areas:
 - **Human capacity**, including internal staff rosters e.g. existing partners roster, list of local capacity per category and region, etc. This thematic subgroup could work closely with the Training WG
 - **ETC operational capacity**, including capacity of WFP, as the lead agency, plus all ETC members. This group will focus on the ETC's capacity in terms of personnel and equipment, ETC's operational procedures and guidelines, as well as ETC procedures related to external partners joining in etc.
 - **Community resilience**, including government capacity e.g. National Disaster Management Offices, overview of procedures related to importation of equipment, etc. but also civil / military protection. This sub-group will also work on including GSMA Humanitarian Connectivity Charter and Satellite Crisis Connectivity Charter into community resilience

- **Solutions**, focusing on technical solutions used by the ETC members. This sub-group might just become the Solutions WG – to be confirmed with Jon Winder, Plan International, who agreed to lead that topic. .

3. Identification of synergies with other tactical working groups and pilot projects

- The Preparedness WG and Training WG will work closely together
 - Capacity building often means training e.g. GVF is involved in the Training WG and could share the knowledge with Preparedness WG
 - Training WG is meeting in Germany, 2 – 3 March for their first face-to-face consultation; the group will discuss potential synergies with other working groups, including Preparedness WG
- The WG will confirm the establishment of the Solutions WG, to be led by Jon Winder from Plan International and make sure there is no duplication with what the preparedness WG is discussing:
 - Save the Children International is interested in contributing human capacity as well operational capacity as part of the solution subgroup or Working Group
 - Once available ToR of the Solution WG should be shared with members of other working groups to identify potential synergies
- ETC2020 project in Haiti is looking at building resilience e.g. working with the government, which offers opportunities for working together with the Preparedness WG. The country profile the group worked on will be shared with that group for feedback and endorsement.

4. Next steps

- A document outlining the various subgroups and their scope will be distributed for feedback; organisations will be able to sign up to subgroups of their choice
- The next meeting of the Preparedness WG to be held on 30 March 2016, at GMT

5. AOB

- A few years ago there a similar (smaller in scope) initiative on preparedness was undertaken by the ETC and it could be useful to compare the ToRs and learn from this experience. UNICEF will share the documentation with the group.