Preparedness Tactical Working Group ToR

General Mandate

- To support the ETC network in its role to better prepare the response community (i.e. local people, humanitarians, private sector and governments) to respond and recover from emergencies.

Roles and Responsibilities

Role:

- The Preparedness Tactical Working Group is integrating two areas ETC identifies as priority: Response Readiness and Government and community resilience. The group will look after preparedness activities required to implement the ETC 2020 strategy.

Value propositions identified by the ETC:

- "We Ensure that ETC responders are able to provide predictable, effective international and local response within 24 hours, through training SOPs stockpiles and funding, leveraging the agency capacities, preferences, and synergies available through the ETC network."

- "For government entities active in emergencies needing to communicate internally, with humanitarian actors, or with crisis affected populations, we ensure a service level of 24 hour restoration of essential communications channels either by certified government or commercial systems or by direct service provision through our membership and partners."

Responsibilities:

- Set up a formal Emergency Management System to coordinate: SOPs; Staffing Pool (Roster); Equipment and prepositioning; and ETC training.
  - Define operational procedures for ETC network deployment and revise SOPs accordingly including clear exit strategy
  - Have depository of all partners engagements and pre-agreements in place
  - Set up an ETC roster with clear ETC profiles
  - Liaise with the Training Working Group to ensure identified trainings support the ETC staffing profiles;
  - Identify prepositioned stock (virtual and actual) and define prepositioning strategy and management of this stock

The ETC provides timely, predictable and effective Information Communications Technology services to support the humanitarian community in carrying-out their work efficiently, effectively and safely.

- Revise the ETC Service Catalogue (an equipment catalogue should be considered as attachment to ease capacity-building and training)

- Identify key areas to increase country resilience and Government ICT capacity to respond

- Set up a Country ICT Profile template to be rolled out for High-risk countries

- Liaise with Pilots projects implementing some of these activities (eg: Haiti; Nepal, Philippines).

- Identify missing requirements to enable ETC to implement preparedness activities

- Identify funding opportunities to support ETC preparedness activities.

Outcomes:

- Roll-out plan for preparedness activities and actions for high-risk countries.

- Prevent global intervention by supporting country resilience and working ahead of emergency times with Government when possible; and

- Enable the ETC and its network to be ready to respond to 9 L3s (of which 6 concurrent) per year across the globe.

Membership

The group will be composed of ETC member organizations as well as subject matter experts from beyond the membership as required. Participation in the ETC2020 Preparedness Working Group is voluntary, though strongly encouraged. ETC members can nominate focal points from their organization, who will make a worthwhile contribution.

Governance & Accountability

The ETC2020 Preparedness Working Group will liaise with the tactical Working Groups on Training, CwC and Tactical/Governance and pilot projects. Activities and outcomes will be reported to the ETC Plenary members.

Meetings & Working Methods

Chair

The Chair will convene the ETC2020 Preparedness Working Group meetings and report progress to the ETC Plenary. If the designated Chair is not available, then a substitute member of Working Group will be sought to be Acting Chair and will be responsible for convening and conducting the meeting. The Acting Chair is responsible for informing the Chair as to the salient points and decisions raised or agreed at that meeting.

Agenda Items

All ETC2020 Preparedness Working Group agenda items must be forwarded to the Working Group Secretary by close of business 7 working days prior to the scheduled meeting. The ETC2020 Preparedness Working Group agenda, with attached meeting papers will be distributed at least 3 working days prior to a scheduled meeting. The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Any Other Business' (AOB) if necessary and as time permits.

Minutes & Meeting Papers

The minutes of each ETC 2020 Preparedness Working Group meeting will be prepared by the Working Group Secretary. Full copies of the minutes, including attachments, shall be provided to all ETC2020 Preparedness Working Group members no later than 7 working days following each meeting. By agreement of the Working Group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled meeting. The minutes of each ETC2020 Preparedness Working Group meeting will be monitored and maintained by the Working Group Secretary as a complete record and published online.

Frequency of Meetings

The ETC2020 Preparedness Working Group should meet twice monthly. Further information may be necessary if the Working Group agrees to consider out-of-session decisions.