Global ETC Preparedness and Resilience

Working Group – Terms of Reference (TOR)

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Goal

The Global Emergency Telecommunications Cluster (ETC) Preparedness Working Group (WG) encourages collaboration between ETC partners on preparedness activities.

Objectives

The key objectives of the working group are to:

- Advance the global ETC preparedness and resilience objectives of the ETC strategy at global, regional and national levels.
- Serve as a forum for open exchange of information on preparedness and resilience initiatives that ETC partners are undertaking.
- Align ETC preparedness and resilience efforts to the Sustainable Development Goals (SDGs), the Sendai Framework for Disaster Risk Reduction (DRR), and pertaining regional and national goals.
- Define preparedness and resilience projects, and partners that are best placed to implement them. Where necessary, engage existing or new partners that can support ETC preparedness and resilience activities.
- Drive activity implementation, review contents of materials produced by the ETC partner network, and provide a forum to monitor and evaluate ETC preparedness and resilience work.

Governance

The working group will be chaired by the Preparedness Officers from the Global ETC team. The Global ETC team will be the Secretariat of the working group. Decisions will be reached by consensus, with the chair serving as final decisionmaker on recommendations and actions, where necessary.

Membership

Membership of the working group is open to all ETC partners and donors. Other related entities may be invited to join based on their work in the area of preparedness.

Meeting frequency

The working group will meet quarterly via teleconference. Where capacity and funding permit, face-to-face meetings may be scheduled. Ad-hoc meetings may be called outside of the programmed schedule, if required.

Reporting

Meeting minutes will be produced for each working group meeting. Progress updates of the working group will be shared at Global ETC Plenary meetings and through standard ETC reporting mechanisms, as required.

Funding

The working group will operate on a self-funded basis, however, support from partners and donors will be sought to conduct preparedness activities.

Annex - ETC preparedness activities

This annex mentions areas where the ETC Preparedness Working Group may focus; it is not a definitive list.

1. **Mapping local context**
   a. Map humanitarian, private sector, governmental (including disaster management agency) stakeholders, and identify ETC focal points within the stakeholder network.
   b. Populate ICT country profiles and regional profiles as a preparedness resource for the humanitarian community.
   c. Identify existing preparedness and resilience initiatives and identify new opportunities that ETC partners can support.
   d. Engage regional and country-level stakeholders within the ETC partner network to harness local knowledge.
   e. Create an online platform to share relevant preparedness data including ICT country profile information and maps.

2. **Assessment, capacity building and relationship development**
   f. Assess in-country ICT capacity and processes and identify preparedness and resilience gaps and strengths across government, private sector and humanitarian community.
   g. Conduct projects that address regional and country-level preparedness and resilience needs, including collaborative preparation of project proposals and related resource mobilisation for project delivery.
   h. Support the strengthening of country-level emergency ICT coordination mechanisms (normally led by national government bodies) ie. national clusters.
   i. Support strengthening of local ICT working groups for coordination between humanitarian agencies.
   j. Conduct and/or support training, workshop and simulation exercises that build the resilience and enhance preparedness capacity of government, private sector and the humanitarian community.
   k. Establish/strengthen relationships with local stakeholders including government, NDMO, regulators, private sector (with a focus on service providers), military/civil protection, local NGOs.

3. **Advisory, guidance and advocacy**
   l. Provide guidance on the development of standard operating procedures (SOPs), and national emergency telecommunications plans aligned to country-level disaster management plans.
   m. Provide technical advice and recommendations on the improvement of emergency telecommunications systems.
   n. Support the operationalisation of charters in support of emergency telecommunications such as the GSMA Humanitarian Connectivity Charter, Satellite Crisis Connectivity Charter, and principles enshrined in the Tampere Convention.
   o. Conduct advocacy work to expand awareness of the ETC and partner activities and events related to emergency preparedness with a technology perspective.