

Regional Steering Group & National Focal Teams Strengthening Member Engagement and Regional Governance GNDR South East Asia and East Asia

1. Rationale & Justification

The ability of GNDR members to work together within the different countries and SE EA region is dependent on effective engagement and interaction among members within the region, supported by appropriate national and regional GNDR structures and associated governance arrangements.

To date, effective engagement and interaction has been hampered by a number of challenges, including:

- A lack of an appointed body at the national level to represent and facilitate collaboration and communications between national members, including where appropriate, supporting and coordinating the implementation of GNDR activities
- In countries where Views from the Frontline (VFL) and Action at the Frontline (AFL) have been implemented, National Coordinating Organisations were selected primarily for the purpose of coordinating the programme implementation without necessarily drawing in other GNDR members in knowledge exchange and policy advocacy initiatives.
- Communication and outreach to national and regional members and other stakeholders is hindered by lack of an effective appointed representative structure that can support collaboration among the GNDR membership.

After the 2015 round of regional debate and Asia Pacific consultation to assess the implementation of the GNDR Strategy 2012-2015, the formation of a Regional Group was recommended to strengthen collaboration at the regional level. At the Global Summit in April 2016 in Bangkok, representatives from the region set as priority the formation of GNDR National Focal Points/Teams to keep members consulted in GNDR matters and engaged in national and regional platforms as a key element in implementation of the GNDR Strategy 2016-2020.

The following draft ToRs outline the tasks, responsibilities, selection criteria, structure and modus operandi for Regional Steering Group (RSG) and National Focal Points/Teams.

2. Forming the GNDR SE EA Regional and National Structures

The Regional Steering Group (RSG) will comprise of representatives from countries within the SE EA region with relevant representation from the GNDR Secretariat and Global Board.

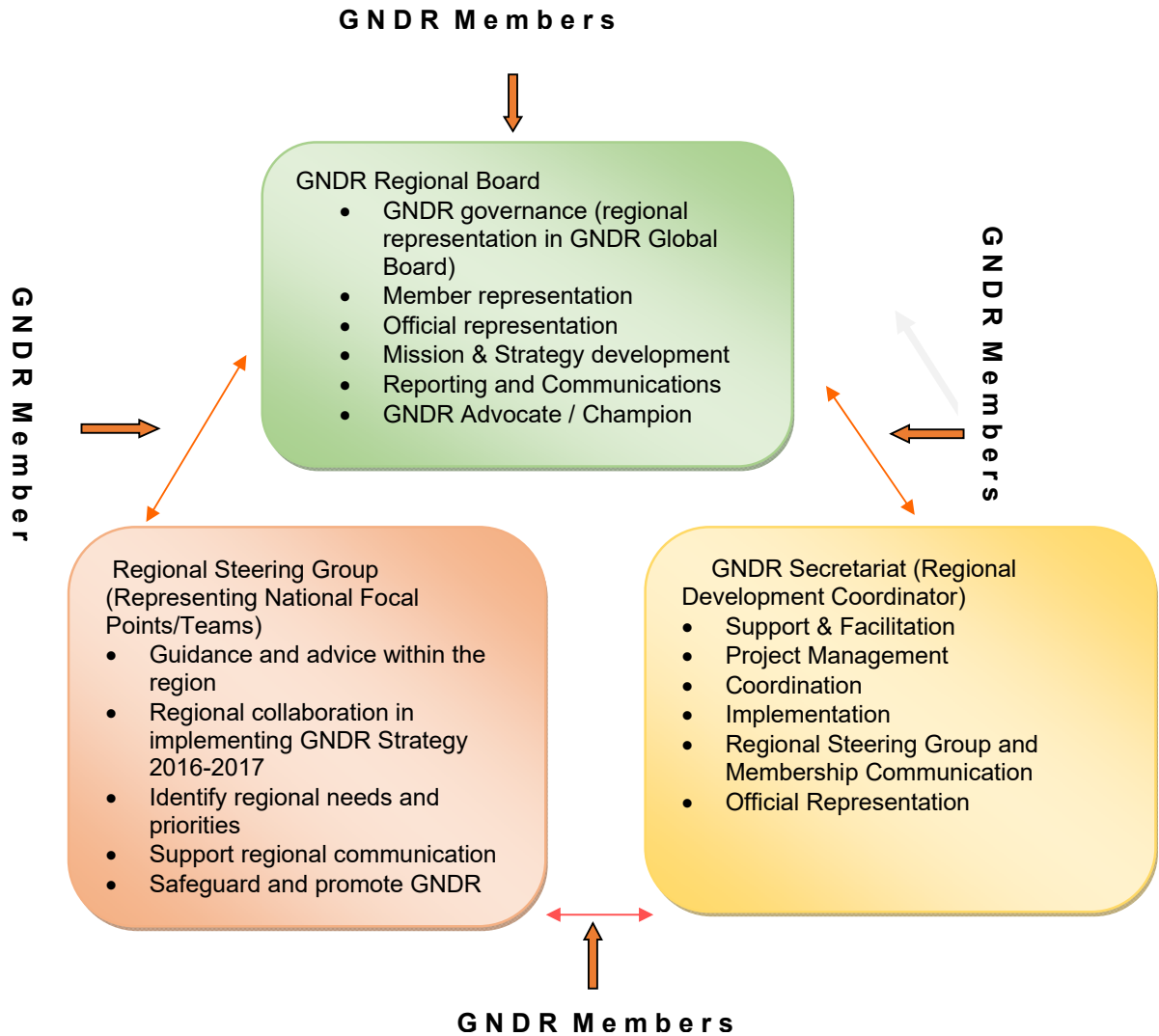
The Regional Steering Group members shall be appointed from civil society organisations that are registered members of GNDR and fulfil the required selection criteria (see Section 5 below). GNDR National Focal Points/Teams shall designate its representative to the Regional Steering Group

The Global Board regional representative and the Regional Development Coordinator will serve as members of the RSG.

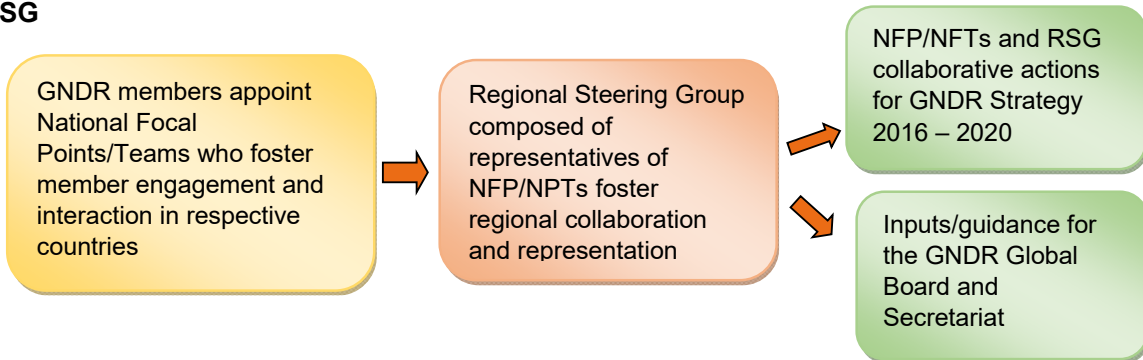
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The National Focal Points/Teams shall be appointed by GNDR members in the countries in the SE EA region. Each country will select its representative to Regional Steering Group.

Headline functions and lines of responsibilities of Regional Governance Structure



Process of Strengthening Regional Governance through Formation of NPT/NFTs and RSG



3. RSG Main Tasks & Responsibilities

The main tasks of the GNDR Steering Group are as follows:

- Help identify and share information on critical issues, events, challenges and developments within the region and associated countries;
- Support and encourage collaboration and cooperation between GNDR members within the region
- Provide relevant ideas, advice and guidance in support of achieving GNDR objectives and work plans;
- Help identify the needs, priorities and concerns of GNDR members within the region
- Support the formulation and implementation of GNDR strategic objectives and priority actions, including communications of progress towards GNDR objectives and work plans to GNDR members;
- Support GNDR Secretariat / Board members with external communications and media relations at a regional level
- Ensure GNDR Board / Secretariat staff are informed and responsive to critical issues and developments impacting on the effectiveness of GNDR work within the region;
- Provide advice on the composition of country groupings with regions and sub-regions;
- Advise on development of collaborative agreements, strategic alliances and partnerships with relevant state and non-state actors and networks in the region;
- Advise on the most cost-effective and appropriate communications channels amongst members, including support to the development of a regional communications strategy;
- Keep GNDR informed of potential conflicts of issues and issues of inappropriate practices amongst the GNDR membership in the region;
- Support the GNDR Secretariat and Board in encouraging GNDR members to engage in work plans actions and events;
- Advise on potential regional financial resources within the regions and options for the development of a GNDR regional fundraising strategy;
- Hold quarterly conference calls and regional face-to-face meetings / workshops as required (unless there are exceptional circumstances);
- Encourage the recruitment of new civil society members to register with GNDR;
- Help the GNDR Secretariat with membership applications and registrations at a regional level, including support with vetting of applicant organisations.

4. National Focal Points/Teams Tasks & Responsibilities

The main tasks of the National Focal Points/Teams in their respective countries are as follows:

- Represent GNDR members in their respective countries in the Regional Steering Group
- Help to identify the needs, priorities and concerns of GNDR members within the country
- Support and encourage collaboration and cooperation between GNDR members within the country and surrounding regions

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- Communicate with GNDR members in their country and inform the RSG about their national reality and specific issues, positions or opportunities raised by national members
- Help the GNDR Secretariat with external communications and media relations at a national level in support of GNDR global, regional and national strategic objectives;
- Feed back to their country members of any issues, positions or opportunities discussed during RSG meetings and share the outcomes and/or minutes of those meetings;
- Provide relevant advice and share ideas with Regional Advisory Group members based on their national reality;
- Provide general support and guidance at the country level for the effective formulation and implementation of GNDR objectives, work plans and priority actions;
- Support the communication of progress towards GNDR objectives and work plans to fellow national GNDR members
- Keep the RSG informed of potential conflicts of interest and/or issues of inappropriate practices amongst the GNDR membership in their country;
- Advise on development of collaboration agreements and alliances between GNDR and national platforms, coalitions and associations, as relevant for the country;
- To maintain a watching brief and safeguard the name and interests of GNDR within the country;
- Support the RDCs in the development of national maps of civil society networks, coalitions and actors relevant to supporting GNDR's Strategy;
- Participate in quarterly conference calls and regional face-to-face meeting / workshops as agreed by the RSG
- Encourage the recruitment of civil society members in their country to register with GNDR;
- Help the GNDR Secretariat with membership applications and registrations, including support with vetting of applicant organisations;

5. RSG and NFP/NFT members' selection criteria

- RSG and NFP/NFT members must be a civil society organisation (i.e. not an individual person) although a nominated person will be required as the organisational contact point;
- Must be a full registered member of GNDR within the respective region and country;
- The organisation contact point of the NFP/NFT and RSG member must be available and willing to contribute time and energy - supported by a signed letter of support from a person with authority (e.g. Board, CEO, director, etc.) of the relevant civil society organisation;
- Must be a well-respected and active CSO, with operational experience of DRR and resilience;
- Preferably the RSG and NFP/NFT member will have prior experience of working with GNDR e.g. attending GNDR regional meetings / events; participant in the *Views from the Frontline/Actions at the Frontline/Frontline* programme, etc.
- The organisation must have the sufficient capacities and communications infrastructure to take on this role;

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- Have online connectivity and able to communicate in English as the working language of the region;
- Should understand the challenges of resource mobilisation within the region;
- Have good relationships and connectivity with other civil society actors, networks and associations at the national and/or regional levels;
- Have good working relationships with government actors and intergovernmental bodies at least at the national level and preferably at the regional level;
- A commitment to work in an open, transparent, participatory and collaborative manner;
- NFP/NFT is optimally made up of 1 to maximum of 3 CSOs. If there are presently more than 1 GNDR individual members affiliated with the CSO, only 1 member of the CSO can be appointed to the NFP/NFT.

6. RSG and NFP/NFT Modus Operandi / Management:

- NFP/NFT members appoint a representative to the RSG. Representation to the RSG may be on a specified rotation basis.
- NFP/NFP and RSG members are voluntary positions requiring the goodwill, time and commitment of individual member organizations.
- As the RSG functions, a Chair and Vice Chair shall be appointed from within the RSG members to encourage participation and maintain good working relationships among the RSG members. In the interim period, the GNDR Regional Board Representative shall chair the RSG meeting. The RDC shall provide facilitation and communications support.
- Support the GNDR Secretariat / Board with the identification, nomination and appointment of GNDR's regional-representative Global Board;
- Individual members of the RSG may be assigned specific tasks as appropriate to support the effective functioning of the group;
- The NFP/NFTs and RSG shall hold quarterly conference calls – scheduled preferably ahead of the GNDR Global Board quarterly conference call;
- The NPT/NFTs and RSG shall have a term of office of 4 years within the period of GNDR Strategy 2016 – 2020. Review will be conducted after 2 years of functioning.