CID Humanitarian Network Terms of Reference (ToR)

ToR to be reviewed in 12 months time.

Background

The CID Humanitarian Network, formerly known as the Non-Governmental Organisation (NGO) Disaster Relief Forum (NDRF), was formed in the early 1990s as a coordinating body for humanitarian and emergency response, particularly in the Pacific. This mandate was later extended to include major humanitarian emergencies, promotion of best-practise, associated training and professional development opportunities, funding mechanisms, and to present a collective civil society voice on humanitarian issues.

Increasing complexity, politicisation, militarisation, and scrutiny of humanitarian work has stimulated an increase in professionalism within the sector, and the forum remains a group where humanitarian agencies, and agencies working in related fields, can develop and share their skills and perspectives.

The CID Humanitarian Network is unique in that it enables a collective civil society response and position on humanitarian issues, including liaison with government. Membership of the CID Humanitarian Network is diverse, with work across a range of areas including; disaster risk reduction, protracted crises, humanitarian effectiveness, protection issues, and civil-military engagement. It is an open forum (providing observer or guest status requirements are met) and all CID members who meet the required membership criteria are encouraged to engage with the CID Humanitarian Network, and contribute to the goals of the forum. The size and relative informality within the New Zealand sector, and close proximity to significant influencers (e.g. government departments and other stakeholders), allows the CID Humanitarian Network to remain operationally agile and efficient.

*For more information please see **Annex 1 – NDRF History***

Organisational status

The CID Humanitarian Network is a standing committee of the Council for International Development (CID) and as such is recognised within CID's constitution. CID provides operational and secretariat oversight of the CID Humanitarian Network.

Aim

The CID Humanitarian Network aims to provide New Zealand NGOs with a forum for co-ordination and shared learning for best practice in international humanitarian assistance. As a component of CID, the Humanitarian Network also advocates and presents a collective civil society voice to government and the media on humanitarian issues.

Objectives

1. To identify, contribute to, and inform priorities, policy, and practice in humanitarian assistance in the Pacific and globally, through collective engagement with the New Zealand Government.

2. To manage information flow between New Zealand NGOs, the New Zealand Government, and other stakeholders in order to better coordinate operations and resourcing to meet humanitarian needs in emergency response, recovery and risk reduction.

3. To advocate and raise awareness with government, the media and general public about potential, current and on-going humanitarian situations, as well as increase understanding of civil society's unique and particular role and approach in humanitarian assistance.

4. To promote inter-agency co-ordination, collaboration and learning, build professional capacity, and promote best practice in all phases of humanitarian assistance, preparedness, response, and recovery and bridging the humanitarian-development divide.

5. To promote the integration of Disaster Risk Reduction and climate change adaptation activities into sustainable development practice, and ensure coordinated transition across the disaster management cycle.

*For more information on definitions please see **Annex 2 – Terminology***

*For more information on media guidelines please see **Annex 3 – Media Guidelines***

Membership

Member Status
CID Humanitarian Network membership is open to New Zealand based NGOs with an involvement in international disaster response activities, humanitarian assistance, disaster management, disaster risk management, and disaster risk reduction, subject to the following criteria:
1. A current full member of the Council for International Development (CID).
2. Payment of any CID Humanitarian Network membership fees.
3. Capacity to deliver and/or support humanitarian assistance and disaster management.
4. Have either gained CID Code Signatory Status, or be in the CID Code compliance self-assessment process, and specifically comply with obligations under section *B.5 Emergency Management.*[1]
5. Ability to have productive and participatory engagement at CID Humanitarian Network meetings.

Members wishing to resign from CID Humanitarian Network will provide written notification.

Observer Status
Observer status is available to Associate Members of CID. These may be organisations not eligible to be a full CID member, for example Crown Research Institutes, academic institutions, or other International organisations working in a humanitarian-related space.

To obtain observer status the organisation must:
1. Become a CID Associate Member, which includes reference to or endorsement of global humanitarian standards.
2. Payment of the membership fee nominated by CID.
3. Have verified involvement or link to humanitarian activities (via application process).

Guests
Guest status is available for identified and invited organisations that are engaged in international humanitarian assistance, but not eligible to become either Full or Associated CID members. Such organisations (such as MFAT), or individuals, can be allocated a standing invitation to attend meetings.

Organisations with Observer or Guest status have no voting rights. However, the CID Humanitarian Network actively encourages Observers and Guests to engage and contribute to the objectives of the CID Humanitarian Network.

The right of an observer to join the whole CID Humanitarian Network quarterly meeting (i.e. including the members-only section) needs to be requested and approved by CID in conjunction with the network Chair. This will be considered at a meeting on a case-by-case basis.

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[1] Compliance with B.5 Emergency Management requires incorporation of the principles of the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief into the organisations work, as well as adherence to the Sphere Humanitarian Charter, as well as consideration for various IASC (Inter-Agency Standing Committee) charters. The 2019 CID Code Review may expect the member to integrate Core Humanitarian Standards into these obligations as well.

Membership shall be terminated:
1. Following termination of CID membership.
2. By failure to pay the annual subscription.
3. By a serious breach of the CID Code as determined through the Code complaints procedures on the recommendation of the Code of Conduct Committee.

Operating Principles

Chairperson and deputy chairperson:
1. The role of the Chairperson and Deputy Chairperson is to provide leadership and guidance to the Humanitarian Network, in support of and in alignment with the CID Strategy.
2. Nominees for the Chairperson and Deputy Chairperson should be from member organisations, and will be nominated and seconded by CID Humanitarian Network members. The CID Humanitarian Network members then elect the Chairperson and Deputy Chairperson from the nominated candidates.
3. Nominations will be in accordance with position descriptions. Member organisations will also strive for diverse representation across the CID Humanitarian Network chairperson and Deputy Chairperson roles, considering factors such as: gender, organisation size, skills and geography in the election of Chairperson and Deputy Chairperson.
4. The Chairperson and Deputy Chairperson may be an elected CID Board members, but not the Chair of the CID Board.
5. The elected Chairperson and Deputy Chairperson must be from different organisations. If a situation arises where they are working for the same organisation, one must stand down.
6. The term of the Chairperson and Deputy Chairperson shall be for a period of two years and either office-holder may be re-elected for one further consecutive term before standing down from for at least two years.
7. The CID Humanitarian Network chair will provide input and and review the quarterly board paper, prepared by the Humanitarian Coordinator, covering activities conducted in the last quarter.
8. The Chairperson (wherever possible) will attend the CID Board for the agenda item discussing the CID Humanitarian Network report.
9. The Chair will report on CID's humanitarian work and the activities of the CID Humanitarian Network at the CID AGM, reporting on the scope and context of humanitarian assistance provided by the network.

CID Role in support of CID Humanitarian Network

Executive Director:
1. Holds sign off for all CID media comment/press releases relating to CID Humanitarian Network, but may delegate this to the CID Board Chair in his/her place.
2. Holds authority for approval of any CID Humanitarian Network Fund expenditure, along with other CID expenditure.

Humanitarian Coordinator role, in support of the CID Humanitarian Network:
1. The Humanitarian Coordinator is employed by CID.
2. The Humanitarian Coordinator will represent the CID Humanitarian Network at the NZ Government Emergency Taskforce meetings, or nominate the CID Humanitarian Network Chair/Deputy Chair or, if unavailable another member of the CID Humanitarian Network.
3. The Humanitarian Coordinator will provide operational and secretariat support to the CID Humanitarian Network.
4. The Humanitarian Coordinator will attend the session where the CID Humanitarian Network is discussed at the CID Board and may stand in for the Chair if the Chair is unavailable to attend.
5. The Humanitarian Coordinator in consultation with the CID Executive Director, and CID Humanitarian Network Chairperson, will draft a report on the activities of the CID Humanitarian Network for CID Board meetings.

6. The Humanitarian Coordinator will consult with CID Humanitarian Network members, the Executive Director, MFAT and MCDEM, and other stakeholders, and jointly construct the agenda for CID Humanitarian Network meetings with the Chair.

Meetings:
1. The CID Humanitarian Network will meet a minimum of three times per calendar year. A section of each meeting will be set aside for invited speakers and observers to attend. These meetings are typically rotated between Auckland, Wellington and Christchurch each year.
2. Supplementary meetings may be conducted by teleconference as necessary. Working Groups will meet separately and according to their terms of reference.
3. At every CID Humanitarian Network meeting a time will be reserved for members only.

CID Humanitarian Network and Working Groups/ Subcommittees:
1. CID Humanitarian Network may set up Working Groups/subcommittees to formulate or review policy and strategies, or to work on specific issues of interest for the Network.
2. A Working Group/ subcommittee may be standing or up to 12 months and should have a (brief) Terms of Reference
3. All Working Groups/ subcommittee report back to the CID Humanitarian Network. Working Groups/ subcommittee will be made up of CID Humanitarian Network members, but may include external persons as appropriate.
4. The CID Humanitarian Network may be an active member of other Joint Working Groups made up of other stakeholders/agencies (e.g. MFAT) to discuss particular issues or progress particular pieces of work.

Decision making
1. A Quorum for the CID Humanitarian Network meetings shall be one third of member organisations.
2. Organisations have one vote each.
3. Where possible, members will be given notice of decisions to be made two weeks in advance of a meeting. Members may vote via email if not attending the meeting. In the absence of a quorum a proposal shall be circulated after the meeting and members given a deadline to vote. If a discussion is needed then a vote may be taken during a conference call.
4. Decision making shall be by consensus wherever possible, otherwise by simple majority.
5. CID Humanitarian Network members empower, in good faith, the CID Executive Director and Humanitarian Coordinator to represent the interests of the forum between meetings as required.

CID Humanitarian Network Fund[2]:
1. This fund is to be used for activities in support of the CID Humanitarian Network and/or humanitarian issues, in line with the stated purposes of this ToR and the strategic plan of CID.
2. Funds of such activities may be supplemented by additional funding held by CID at the decision of the CID Executive Director.
3. The use of the fund, including any proposals, will be recommended by the CID Humanitarian Network for review and approval by the CID Executive Director (or vice versa).
4. Delegated authority for expenditure approval remains with CID Executive Director (due to liabilities and accountability management).
5. Transactions from (and into) this fund should be reported at each quarterly CID Humanitarian Network meeting.

Value & principles:
Robust, open, and cooperative discussion is encouraged. Values include:

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[2] The CID Humanitarian Network (formerly NDRF) Advocacy Fund was created when Red R New Zealand closed down in 2015 and distributed $7,200 to the NDRF at the time. This has since been supplemented by a fee paid by members of CID Humanitarian Network. The decision to pay this fee had been decided at the executive-level of the network membership, and not by CID.

1. Opportunities for collaboration that encourage an equal voice among members.
2. Encouragment of a contest of ideas
3. Transparency, accountability, and professionalism.
4. A diverse and inclusive network , respectful of a range of opinions.
5. Decision making by consensus wherever possible.

Confidentiality:
1. Information and discussion from the members' only section of CID Humanitarian Network meetings will be treated as confidential.

Annual Work Plan:
1. The CID Humanitarian Network will develop an annual Work Plan in line with CID's Strategy and Business Plan maintaining accountability to its members, CID and MFAT.
2. The draft workplan will be jointly developed by the Humanitarian Coordinator in conjunction with the Network Chair, the Executive Director, and circulated to the CID Humanitarian Network for consultation.
3. At the first CID Humanitarian Network meeting of the year amendments to the annual workplan will be made, with final approval from the CID Executive Director.

Annex 1 – NDRF History

In 1992 a working group of six organisations (Save the Children NZ, Caritas Aotearoa, Oxfam NZ, NZ Red Cross, VSA and CID) established a New Zealand Disasters Emergency Committee (DEC), based on the DEC model in the UK. The committee was created to provide an inter-agency coordinating body for emergency response, particularly in the Pacific and facilitate liaison with the NZ Government.

In the mid 1990's DEC became the NGO Disaster Relief Forum (NDRF) and membership grew from there. While the original mandate has been maintained, a number of other issues have emerged that have attracted the NDRF agencies attention. Examples of these include; major humanitarian emergencies outside the Pacific, issues of quality of response, and coordination of fundraising for disasters response.

At an international level there have been major changes to the sector during this period, such as the building and strengthening of international NGO networks, as well as the professionalisation of humanitarian assistance. There has also been, particularly since the beginning of the "War on Terror", a greater politicisation of who receives humanitarian assistance, and how and when it is given. For these reasons, and more, humanitarian agencies as well as other organisations in New Zealand with a stake in humanitarian affairs, have an even greater need for a forum in which they can develop and share their skills and perspectives.

The NDRF has also provided a space for members to discuss humanitarian funding mechanisms in New Zealand, which have undergone several changes - from the replacement of the Voluntary Agency Support Scheme (VASS) which was established in 1974 with the Emergency Management Disaster Fund (EMDR) in 2000, and then the Humanitarian Action Fund in 2005. More recently, the Humanitarian Response Fund (HRF) set up in 2008 was replaced by the Disaster Response Partnerships in June 2012. As well as providing space for discussion NDRF allows members to voice their concerns and provide the government with collective feedback on proposed changes.

The Terms of Reference for the NDRF was originally written in 2005 as a working draft while the EMDR funding mechanisms were reviewed. This document was updated in 2006 and then again in 2012, 2016 and now 2019.

Annex 2 – Glossary of Terminology

Aid and development: Aid and development refers to activities undertaken in order to reduce poverty and address global justice issues in the broader context of working to achieve sustainable development. In the non- government organisation sector, this may occur through a range of engagements that includes community projects, disaster risk reduction, responding to disasters, community education, advocacy, volunteer sending, provision of technical and professional services and resources, environmental protection and restoration, and promotion and protection of human rights. (CID)

Advocacy: Activities undertaken to change the systemic and structural causes of poverty and disadvantage which may include popular campaigning, lobbying, research, policy positions, alliances and use of the media. It may occur both in New Zealand and globally. Civil society organisation (CSO): Includes non-government organisations (NGOs), not-for-profit organisations (NPOs), charities and community-based organisations (CBOs). Can also include religious organisations, trade unions, foundations and any institutions outside of the corporate and government sectors. (Pathways to Accountability, the GAP Framework, One World Trust).

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Complex Emergency: A multifaceted humanitarian crisis in a country, region or society where there is a total or considerable breakdown of authority resulting from internal or external conflict and which requires a multi-sectoral, international response that goes beyond the mandate or capacity of any single agency and/or the ongoing UN country programme. Such emergencies have, in particular, a devastating effect on children and women, and call for a complex range of responses. (OCHA)

Emergency Management: The organization and management of resources and responsibilities for addressing all aspects of emergencies, in particular preparedness, response and rehabilitation.

Humanitarian Assistance: Aid that seeks, to save lives and alleviate the suffering of a crisis affected population. Humanitarian assistance must be provided in accordance with the basic humanitarian principles of humanity, impartiality and neutrality, as stated in General Assembly Resolution 46/182. (OCHA)

Humanitarian Coordination: An approach based on the belief that a coherent response to an emergency will maximize its benefits and minimizes potential pitfalls. (OCHA)

Annex 3 – Media Guidelines*:*

The CID Humanitarian Network supports CID to provide timely media releases and coordinate advocacy and a civil society voice for the sector on humanitarian issues. CID Standard Operating Procedures for different media processes, i.e. quick turnaround vs. 'slow-burn' events sit within these guidelines. It is the intention of CID to ensure media sign-off processes are consultative while also facilitating a fast turnaround when required.

The following guidelines have been established with this in mind:

- The CID Humanitarian Network can propose (and relay this proposal to the CID Humanitarian Coordinator or CID Director) and discuss potential media releases and agree key messages at any time.

- Press releases and media articles referring to the CID Humanitarian Network and the work of its members can be drafted by the Chair of the Humanitarian Network, the CID Director, the Humanitarian Coordinator, or the CID Board Chair or any member of the CID Humanitarian Network.

- When a representative organisation of the CID Humanitarian Network is directly named in a media release, this inclusion will require approval and sign-off as per that organisations own communications or media process, unless it is already in the public domain.

- Sign off process for any media comment referring to the CID Humanitarian Network will include the CID Humanitarian Network Chair (or designated person in place of the Chair, for example the Deputy Chair), and the Executive Director.

- Final sign off sits with the CID Director (or CID Board Chair in his/her place).

- Consultation on media releases or any communications may vary depending on whether responding to an urgent time-bound event (i.e. may require same-day turnaround), or a 'slow-burn' event that has a longer lead-in time.

- Media spokespeople for the CID Humanitarian Network will include the Chair of the CID Humanitarian Network (or the Deputy Chair), the CID Director, and where required the Chair of the CID Board. Where other spokespeople (from member organisations) are better positioned to comment on behalf of the Humanitarian Network, this will be agreed between the CID Humanitarian Network Chair and the CID Executive Director.

- Web site content, social media commentary (twitter/ facebook) will be developed by the Humanitarian Coordinator or members of the CID Humanitarian Network and CID staff, with final sign off by the CID Director.

- The Chair of the CID Humanitarian Network, the Deputy Chair, the Humanitarian Coordinator, the CID Director and the CID Board Chair can speak on behalf of the CID Humanitarian Network at workshops, conference events, or other events; and with government officials, Ministers, parliamentarians and policy-makers. Where possible, this will be done in consultation.

- Where a member organisation can best represent the CID Humanitarian Network (e.g. an international summit or key conference), that organisation will seek approval from the CID Director (or CID Board Chair), and in consultation with the CID Humanitarian Chair.