

NNN Conflict and Humanitarian Emergency Working Group – Terms of Reference

Background: General

- The NTD NGO Network (NNN) was established in October 2009. The NNN comprises a broad range of partners including the NGOs that work with health ministries of NTD-endemic countries, the pharmaceutical companies donating drugs for NTDs, the donor community, and operational research partners. See <http://ntd-ngdonetwork.org/>
- Each September the NNN hosts an annual meeting of its members, the individual disease specific coordination groups for leprosy, lymphatic filariasis, onchocerciasis, trachoma, schistosomiasis, and soil transmitted helminths. Between these meetings, the NNN is coordinated by an Executive Committee (ExCo), comprising the Chair and Vice-Chair of the NNN and each of the disease specific and cross cutting coordination groups (NNN members)
- During 2017 a new thematic working group was proposed to NNN EX Co to progress matters of common interest with regard to the challenges posed in delivering NTD work in C&HEs. The Proposal was accepted and the NNN C&HE cross Cutting group was established. The opening meeting was held in the form of a Workshop at NNN9 in September 2018 when key priority areas were established to inform the work of the group

Proposed Terms of Reference

The initial terms of reference were developed for discussion with the NNN ExCo and were adopted at Ex co in February 2018.

The ToRs will be regularly reviewed by the Chair and Vice-Chair and the NNN ExCo. Amendments to the ToRs are developed by the NNN C&HE Working Group (WG), proposed by its Chair and Vice-Chair and endorsed by the NNN ExCo. Additional WG activities can be identified by the Chair and Vice-Chair or the NNN ExCo as needed. Any proposed activities will be agreed by the NNN Chair and Vice-Chair.

(a) Purpose of the NNN C&HE Working Group

The NNN C&HE WG has been established to achieve the following objectives:

- To drive the development and implementation of the Network's strategy on this cross cutting topic.
- To align with and contribute to the NNN Framework for Engagement and its objectives
- To ensure the Network's support to the WHO NTD Roadmap is aligned with NNN objectives
- To ensure that NNN is represented in relevant forums related to conflict and emergency settings
- To identify, and plan for, an annual programme of activities that deliver, or enable the Network to deliver on, on the NNN strategy for conflict and emergency settings
- To report back to the Members on the Annual Conference on progress
- Develop and share best practice reference guidelines and operational research to inform delivery of NTD programming in conflict and emergency situations contributing to handbooks and field guides for humanitarian emergencies (SPHERE etc)
- Gather evidence to influence change around key issues that exist and may emerge such as access to donated drugs for conflict and emergency situations and completion of WHO requirements in dealing with states experiencing security challenges

(b) Scope of engagement

A large proportion of the work within the NNN C&HE WG works comes from the work task teams. These task teams are to be established during meetings in November and December 2018.

In addition, the broad scope of the NNN C&HE WG has been identified as follows:

Provide an active forum (through the year and at the NNN meeting) for gathering evidence, sharing experience and developing best practice around:

NTD operations (MDA treatment, prevention and control and elimination activities, plus DMDI) in conflict and humanitarian aid settings-

- Maintaining continuity in insecure settings
- Maintaining continuity with displaced populations – developing new networks,
- Reaching the unreached
- Interagency communication channels internal and cross border collaboration
- Monitoring conflicts and emergency response
- Donor recommendations and lobbying to achieve and meet needs of these populations

(c) Membership

The key membership characteristics are:

1. The WG has a Chair initially appointed by the NNN Chair and Vice-Chair. The WG Chair will serve a two-year term, and then the WG Vice-Chair will succeed the Chair. The WG Vice-Chair will be elected by the WG committee by way of nominations.
2. The WG membership will be capped at 20.
3. The make-up of the working group will take into account the need for due representation of the key constituencies within the NNN. Each disease specific coordination group is invited to provide a representative to this working group. There is a limit of two representatives per NNN member.
4. In addition, The WG aims to utilise NNN members' collective expertise and resources, to achieve the purpose and scope of engagement of the WG. There will be an open call for individual representatives to join the working group when it is established and then each year prior to the NNN to fill vacancies as they arise.
5. The following attributes and criteria will apply to individual representatives: (i) Technical skills and experience to progress the focus areas of the working group, and (ii) Willingness and support from individual's employer to enable them to contribute actively and on a voluntary basis without compensation.
6. Potential new members can submit expressions of interest to the Chair and Vice-Chair for their recommendation to the NNN ExCo for approval. Eols should indicate their interest, experience and the commitment of their employers to supporting their participation in the working group.

(d) Roles and responsibilities of the Chair and Vice-Chair

The key roles and responsibilities of position holders include: split the roles and responsibilities between chair vice-chair

1. The Chair is responsible to lead the development and execution of a work plan reflecting the purpose and scope of the WG.
2. The Chair will review the tasks and progress of the WG on a monthly basis and update the NNN ExCo each quarter.
3. The Chair and Vice Chair will schedule and manage WG meetings including drafting agendas, setting up and facilitating meetings, and preparing and circulating a brief record of discussions.
4. The Vice-Chair will manage WG membership including reviewing membership applications, liaising with NNN ExCo, inducting new members, and fostering their engagement.
5. The Chair and Vice Chair will prepare and present the WG's progress at the annual NNN meeting
6. The Chair will participate in NNN ExCo meetings and update WG members on relevant discussions.



(e) WG ways of working

These are the agreed ways of working for the NNN C&HE WG:

1. This is one of several Cross Cutting working groups of the NNN with clearly defined and active terms of reference.
2. The WG is not a decision making forum. It can make recommendations to the NNN ExCo for consideration and endorsement.
3. The WG will actively engage and coordinate with any disease specific WG of NNN members as appropriate and seek to develop links to this end.
4. The WG will have a timetable of regular teleconferences/Skype to achieve identified outputs.
5. There is a possibility of face to face meetings linked to existing meetings and additional communication amongst members by email.
6. Additional participation in meetings or activities of the WG, including by non-NNN members, is by invitation of the WG Chair and Vice Chair for specific activities or initiatives.
7. There is an expectation of open discussion within the WG with collective responsibility for final WG outputs.
8. WG members will proactively identify potential vested interests or perceived conflicts of interest relevant to agenda discussions.
9. A record of issues, updates and recommendations should be sent to the NNN ExCo at the earliest opportunity following any WG meeting.
10. Communication with NNN stakeholders, the NTD community and the broader stakeholders in the work of the WG will be determined by content as appropriate through the WG committee and coordinated through the NNN Chair/Vice-Chair.
11. The NNN does not have funded administrative or project coordination support or a budget to support WG meetings. Relevant activities will need to be undertaken on a voluntary basis and within the resources of the WG membership.

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