

Terms of Reference
As approved on 11 March 2009
Timor-Leste Humanitarian Country Team

1. Purpose and Context

1.1 The objective of the Timor-Leste Humanitarian Country Team (HCT) is to ensure sound coordination and communication on emergency preparedness, humanitarian and early recovery response in Timor-Leste between the UN, non-government organizations (NGOs), and international organizations (IOs). The HCT will work in close collaboration with the Government to facilitate a coordinated and effective approach in support of and to assist people affected by a humanitarian crisis.

1.2 The HCT operates within the global Inter-Agency Standing Committee (IASC) arrangements and guidelines and is linked to the regional and global IASC through its membership.

1.3 The HCT will focus on the following:

- i) Policy coordination, response planning, gap analysis for informed strategy development;
- ii) Monitoring the effectiveness of the Inter-Cluster Coordination Group¹ coordination conducted in close cooperation with the Government;
- iii) Information sharing which facilitates coordination;
- iv) Advocacy and awareness; and
- v) Mobilization of resources to meet identified gaps.

1.4 The HCT will ensure linkages to national NGO actors and other Timorese civil society actors, providing opportunities for dialogue and consultation on emergency preparedness, humanitarian and early recovery issues. To this end, the HCT shall constitute a minimum of two meetings per year with national NGO actors and other Timorese civil society actors.

2. Membership, and Co-Chairs

2.1 Co-Chairs

The meetings will be co-chaired by the UN Humanitarian Coordinator and an INGO elected representative. In the absence of the Humanitarian Coordinator, the Acting Humanitarian Coordinator will co-chair the meeting with the INGO elected representative or his/her acting in his/her absence.

¹ The Inter-Cluster Coordination Group (ICCG) objective is to ensure sound coordination, information and communication on emergency preparedness, humanitarian and early recovery response in Timor-Leste across all Clusters rolled out in the country

2.2 Members

Membership of the HCT will include representatives of key UN agencies, NGOs, and IOs which are substantially involved in emergency preparedness, humanitarian and early recovery response in Timor-Leste. Members must also make a commitment to contribute in respect of the five focus points identified above in Section 1.3.

Initial membership of the HCT will be comprised of those UN agencies, NGOs and IOs which express their interest in being members at the meeting called to constitute the HCT, unless their right to participate is challenged by the Chair. ICRC is invited to the HCT meetings as observer.

2.2.1 Revision of Membership

Membership of the HCT will be revised according to the situation on the ground (should an emergency arise), and amended if necessary should the situation evolve. In addition membership will be formally reviewed by the HCT at least annually and adjusted (if necessary) according to attendance and involvement (see clause 2.2.2 below).

A membership sub-committee of three persons will be established at the first meeting of the HCT with two functions:

- (a) to receive and review requests from agencies or organizations which would like to become members of the HCT, and to make recommendations to the co-Chairs of the HCT as to whether they are substantially involved in emergency preparedness, humanitarian and early recovery response in Timor-Leste and able to contribute to the work of the HCT as set out in Section 1.3.
- (b) to review cases where a member organization/agency has failed to attend three meetings in a row, and recommend to the Chair and his/her co-Chairs whether or not to revoke their membership for non-participation.

2.2.2 Roles and Responsibilities of Members and co-Chairs

The role of the members will be in line with the overall purpose of the HCT (see paragraph 1). The responsibilities of the members include the following:

- a. Attendance and active participation in HCT meetings. Should a member (or its authorized designated alternative) not participate in meetings three times in a row, the HCT will review and may revoke their membership,
- b. Active participation in relevant sub-thematic groups (including contributing to discussion papers), in so far as this is in conformity with the mandate of the particular member of the HCT,
- c. The co-Chairs of the HCT have the responsibility, in the name of the HCT, to present communications of the HCT to and report on communications from, representatives of the Government, donors, or any external entity to the HCT.
- d. The INGO elected representative will participate in the elaboration of the agenda, and will join the Humanitarian Coordinator in meetings with Government Senior Officials to discuss matters related to the HCT.

Collective recommendations or advocacy positions taken by the HCT do not prevent individual HCT member organizations implementing activities related to their own mandates.

2.2.3 Decision Making

It is desirable, in conformity with the nature and purpose of the HCT as a coordinating body, that decisions be taken by consensus. Recognizing, however, that the HCT also has a role to facilitate and ensure an effective humanitarian response, there may be times when decisions need to be taken by vote.

It shall be the responsibility of the co-Chairs to ensure that HCT discussions move toward a productive outcome. On the motion of a member, which is seconded, that a particular issue be decided by ballot, the co-Chairs shall put the question to the meeting, 'that the decision be resolved by ballot'. The quorum for an HCT meeting to decide issues by vote shall be 70% of the total members. If a simple majority present and voting agrees, the meeting shall then proceed to decide the question by ballot. For a matter finally determined in this manner to be constituted a valid decision of the HCT, the resolution must receive the support of at least two-thirds of the members present.

Only one representative of each organization / agency shall be empowered to vote on behalf of the organization / agency. Only one representative of each organization / agencies shall actively participate in meetings (unless leave is granted to another member to speak) so as to facilitate discussion and decision-making amongst the membership. It is also recommended that the representation be at the senior most level of the organization / agency. The HCT may invite external guests if the discussion warrants their participation following agreement of members.

Membership is as follows:

<i>Name</i>	<i>Title</i>	<i>Organization</i>
1. Co-Chairs	UN Humanitarian Coordinator INGO representative	
2. To be decided		
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3. Outputs

The HCT will participate in the broader policy discussions taking place on emergency preparedness, humanitarian and early recovery issues with the government to lead to the following outputs, amongst others:

3.1 In a non-emergency situation

- An Emergency preparedness and Contingency Plan developed by ICCG and endorsed by the HCT will provide guidance to cluster working groups.
- Monitoring the performance of each cluster (with indicators when applicable) on a quarterly basis (4 clusters reviewed per monthly meeting)
- Determining criteria for deciding when an initial emergency phase may be described as over and an early recovery phase to be in process.
- Recognizing the importance of external evaluations of the response to an emergency and its coordination, the HCT will actively seek funding to complete at least one annual evaluation during a response and one final evaluation within 6 months of the end of a response.
- Advocacy outputs, including, but not limited to high level meetings, letters to senior GoTL leadership, policy and practice recommendations to relevant GoTL cluster leads, and releases to civil society or to the press.
- The advocacy decisions taken by the HCT would then be communicated to high level representatives (Government and donors) by the Humanitarian Coordinator and the INGO elected representative.
- Following agreement on identified gaps, members of the HCT will then ensure that resource mobilization is activated through Cluster lead/Co-leads.

3.2 In an emergency situation

- A Strategic Emergency Response Plan, including mobilization of resources to meet identified gaps, developed by the ICCG and endorsed by the HCT will provide guidance to cluster working groups.
- Monitoring the performance of each cluster (with indicators when applicable) on a needs basis according to the situation
- Recognizing the importance of external evaluations of the response to an emergency and its coordination, the HCT will actively seek funding to complete at least one annual evaluation during a response and one final evaluation within 6 months of the end of a response.
- Advocacy outputs, including, but not limited to high level meetings, letters to senior GoTL leadership, policy and practice recommendations to relevant GoTL cluster leads, and in extreme circumstances releases to civil society or to the press.
- The advocacy decisions taken by the HCT would then be communicated to high level representatives (Government and donors) by the Humanitarian Coordinator and the INGO elected representative.

- Following agreement on identified gaps, members of the HCT will then ensure that resource mobilization is activated through Cluster lead/Co-leads

HCT-ICCG relationship

- The ICCG will update, with the inclusion of cross-cutting issues such as age, gender, HIV/AIDS, protection, and the environment, the HCT on a monthly basis (4 clusters reviewed per monthly meeting). The HCT monitors the performance of the clusters through agreed upon performance indicators and monitors the effectiveness of the ICCG coordination conducted in close cooperation with the Government.

4. Frequency of meetings

During emergencies, HCT meetings will take place as often as the circumstances require. In a non-emergency situation, the HCT will meet once per month, at a set time and date. Every effort will be made to keep to the regular time slot.

5. Secretariat

Secretariat support for the HCT meetings will be provided by the Early Recovery Advisor under the supervision of the head of the RC Unit and head of the Humanitarian Coordination Unit. Agenda, relevant papers and minutes of meetings will be circulated **preferably three (3) working days** beforehand to allow enough time to be read for fruitful discussion. Members are encouraged to contribute agenda items by **four (4) working days** before scheduled meetings.

6. Amendment to the HCT ToR

The ToRs of the HCT will be revised on an annual base. The ToR of the HCT may also be revised at the request of a member which is seconded, under the condition described in the 2.2.3 Decision Making.