

Terms of Reference: *REACT Steering Committee*¹

Purpose

This document provides the terms of reference for the REACT “Steering Committee”. These terms are subject to approval of the REACT official membership².

Background

REACT is a structure established by the Government of Tajikistan, Donor Agencies, Non – Governmental Organizations and International Organizations to coordinate and support disaster management activities in Tajikistan. REACT is governed by a Statement of Common Understanding which provides for the establishment of a Steering Committee. This document defines the terms of reference for the Steering Committee.

Objective

The objective of the Steering Committee is to support and facilitate overall REACT activities by providing a designated group of REACT members who can consider and provide recommendations to the REACT membership on issues raised by the membership.

Membership

The Steering Committee is composed of the following members:

1. CoES (Chair)UN Resident Coordinator representative (Vice Chair) (non-voting members)
2. The WASH Sector representative
3. The Food Security representative
4. The Health Sector representative
5. The Shelter/NFI Sector representative
6. The Education Sector representative
7. A donor representative
8. NGO representative
9. NGO representative
10. REACT Secretariat (UNDP DRMP non-voting member)

Sector/Cluster representatives are elected from within their body. Non-governmental organization and donor representatives are elected by a jury of their peers.

Election term is for a period of one year.

The representatives are expected to maintain a position of non-partisanship, and to reflect the thinking and input of their cluster nomination over their organizational affiliation.

The representatives are designated by their organization and it is expected that as much as possible the same person will attend the meetings in order to assure continuity and maintain the required level of informed participation. In the event where a representative must send a substitute, it is expected that person will be briefed by his/her colleague.

¹ Definition of a Steering Committee: *A group of high-level stakeholders who are responsible for providing guidance on overall strategic direction. They do not take the place of a sponsor, but help to spread the strategic input and buy-in to a larger portion of the organization. The steering committee is usually made up of organizational peers, and is the combination of direct customers and indirect stakeholders.*

² REACT official members are organizations that have accepted the REACT Statement of Common Understanding.

The Steering Committee membership can be expanded as required with consensus of the Steering Committee members. The general REACT membership will be informed if and when the membership of the Steering Committee is changed.

Application

The Terms of Reference herein outlined are the prevailing guidelines. In the event of a divergence with Global Cluster approach procedures, these Terms of Reference supersede Global Cluster approach procedures.

Limitations

- The Steering Committee has limited decision-making authority, which is described in the Tasks Section.
- The Steering Committee does not declare emergency situations.
- The Steering Committee does not produce funding appeals, but may issue guidance about how they are put together.
- The Steering Committee does not manage funds.

Operations

The Steering Committee makes its own rules of operation. The Steering Committee is expected to operate on a basis of consensus, unless circumstances dictate otherwise.

The Steering Committee will meet on the Wednesday before the monthly REACT meeting and time will be reserved in the agenda of each regular monthly REACT meeting to present outcomes of the Steering Committee meeting and other matters related to the Steering Committee.

The UNDP Disaster Risk Management Programme (DRMP) provides secretarial support to the Steering Committee. By definition, the Secretariat is a non-voting member of the Steering Committee.

Tasks

The Steering Committee operates under the terms of the REACT Statement of Common Understanding and as directed by the REACT membership. The Steering Committee has two modes of operation:

- ‘non-emergency’, when there is no disaster, and;
- ‘emergency’ when there is emergency operation on-going.

In ‘emergency’ contexts, where quick decision-making is crucial and delays may lead to negative consequences, the REACT Steering Committee has limited decision-making powers. These limitations are guided by the overall principle that SC cannot order or instruct the REACT partnership, or individual REACT members, but provides guidance and recommendations especially during non-emergency mode.

In ‘non-emergency’ mode the REACT Steering Committee shall:

1. Consider issues referred by the general REACT membership, or raised by individual REACT members, and develop options, actions or policies which address these issues for referral to the general membership for approval.

2. Present the Steering Committee position on the issues for referral to the general membership for approval.
3. Take actions agreed to by the general REACT membership. Examples of actions might include: liaise with external interests that intersect with REACT priority actions; proposal drafting; vetting proposals; produce notes such as Lessons Learned, Recovery Notes, update REACT body on Global Cluster etc.
4. Ensure that cross-cutting issues, including gender, environment, disabilities, chronic health status, and age, are incorporated into activities by REACT members.
5. Develop or identify criteria (checklist form) to assess (4).
6. Develop, propose to the membership, and periodically update a long term plan for REACT taking into account the objectives set out in the Statement of Common Understanding and consistent with the government-endorsed National Disaster Risk Management Strategy and Action Plan 2010-2015;
7. Consider, as necessary, information and analysis indicating emerging threats to the lives and wellbeing of the residents of Tajikistan , drawing information from Risk Monitoring and Warning Reports, Food Security updates, Situation Reports, etc. and other pertinent information from reliable sources;
8. Recommend to the general REACT membership actions to address these threats, using prepared Contingency Plans as a reference point.

During 'emergencies' REACT Steering Committee shall:

9. Authorize the mobilization of the Rapid Response Team (RRT) to deploy for assessments in the event of a disaster;
10. Call for extra-ordinary REACT meetings to address identified emerging disasters;
11. Participate in the monitoring of on-going disaster management activities (relief, recovery and disaster prevention) by reviewing Situation Reports, going on site visits, consulting implementers, etc.;
12. Consult with practitioners to ensure a smooth and efficient implementation of these activities by REACT members;
13. Identify actions needed to improve the provision of emergency assistance following disasters by REACT members, based on a comparison of Needs Assessments with action plans, budgets, partner associations, etc.;
14. Decides on activation of the Global Cluster Approach (when applicable);
15. Once Global Cluster Approach is activated, the REACT Steering Committee will incorporate specific Clusters established for as long as they are in existence;
16. Issue guidance on the type of joint appeals to be developed (local or international) as well as vetting procedures for proposals;
17. Issue guidance to conduct and identify criteria for inter-cluster needs assessment;
18. Issue guidance on REACT application to CERF funds and guides the application process.

Tasks of the REACT Secretariat in the Steering Committee

1. Call for Steering Committee meetings.
2. Record minutes during SC meetings and disseminate the minutes among Steering Committee members prior to corresponding regular monthly REACT meeting.
3. Disseminate minutes to REACT members.
4. Prepare any advance materials that may be necessary on behalf of Steering Committee for the corresponding REACT meeting.
5. Schedule meetings with external parties as requested by Steering Committee.