

## **Global Platform for Disaster Risk Reduction**

**13-17 May, 2018, Geneva, Switzerland**

*Resilience Dividend: Towards Inclusive and Sustainable Societies*

### **Organizing Teams – Terms of Reference**

- 1. Description:** Organizing Teams represent multi-stakeholder mechanisms that will help shape the 2019 Global Platform substantive sessions in an inclusive manner. They are expected to deliver outstanding quality outputs in a timely manner.
- 2. Creation of Organizing Teams:** Organizing teams will be constituted for each of the High-Level Dialogues, Working Sessions and Special Sessions, based on expressions of interest received and the principles highlighted under point 4. For more details about the substantive sessions, please see the attached list of 2019 Global Platform sessions.
- 3. Composition of Organizing Teams:** Representatives of governments, UN and other international and regional organizations, representatives of major groups and other stakeholder groups, disaster risk reduction experts and practitioners are all encouraged to express interest to become a member of an Organizing Team.
- 4. Key principles applied for the constitution of Organizing Teams:**
  - Equitable representation among categories (governments, UN, stakeholders, etc)
  - Equitable geographical distribution
  - Gender balance
  - Manageable size of teams to ensure efficiency and concrete and timely outputs. Ideally, no more than 5 or 6 members in each Organizing Team.
- 5. Modalities of work:**
  - The work of the Organizing Teams will be guided by UNISDR focal points who will facilitate the discussions and the timely preparation of outputs from the teams.
  - To conduct their work, Organizing Teams may: 1) Hold teleconferences or webex meetings, 2) Communicate via group e-mails, 3) Have face-to-face meetings, especially on the sidelines of existing meetings as feasible, 4) Conduct targeted research and studies as needed, 5) Engage and consult widely with relevant communities of practice for topic concerned

**6. Expected outputs from Organizing Teams:** Organizing Teams are expected to produce the following substantive outputs:

- A session concept note, including background and rationale on the topic, the recommended title of the session, a proposed structure of the discussion and suggested speakers, with 2-3 guiding questions for interventions of the panelists. The final selection of speakers will be based on gender, geographic and stakeholder balance. The sessions are expected to be highly interactive and lengthy presentations are to be avoided to allow enough time for dialogue.
- An issue brief outlining the state of art on the topic addressed by the session.
- A collection of relevant resources and materials on the topic that can be used by speakers and participants.
- The session scenario and draft guidance for speakers. UNISDR will provide templates and additional guidance on these, including the length and format of the documents.

**7. Tentative timeframe:**

- 6-20 June: call for the constitution of Organizing Teams
- 25-29 June: Selection and confirmation of the Organizing Teams
- 18 August: Organizing Teams will submit the session concept notes to UNISDR
- August-September: UNISDR will issue invitations to the speakers
- 30 September: Organizing Teams will submit the issue brief to UNISDR
- 31 October: Organizing Teams will submit the session scenario and draft guidance to UNISDR