

## **ToR for Dóchas Humanitarian Aid Working Group 2017**

The Dóchas Humanitarian Aid Working Group (HAWG) is a group of members who have come together to share their resources and expertise to engage with a wide range of key stakeholders (including the Irish Government, EU institutions as well as the Irish public, media and other institutions), in order to promote dialogue and influence matters relating to humanitarian policy, increase the common understanding of humanitarian principles and practice and to contribute to improvements in humanitarian action.

### **1. Membership**

Membership is open to any member of Dóchas with a humanitarian mandate and engaged in humanitarian action. Membership is also based on active participation (see Section 6). Non-Dóchas organisations may participate as observers.

### **2. Areas of Focus**

Areas of mutual interest to member organisations, including:

1. Government Relationships: to facilitate dialogue, collaboration and action on humanitarian issues (programme, operational, policy) of mutual concern particularly with Irish Aid but also with the EU where opportunities emerge.
2. Good practice, coordination and mutual learning: to utilise experience and expertise of members to build capacity, share learning and innovation, examine, understand and represent issues of common interest and concern and engage in learning and training events to improve policy and practice.
3. Awareness: improve understanding of humanitarian issues and support deeper engagement by the Irish public, member organisations and other stakeholders in such issues.

### **3. Methodology**

The principal form of contact will be through e-mail. Four internal meetings will be scheduled per year with two additional meetings with Irish Aid. Other meetings will be held on the basis of need.

In case of interest by certain members in specific activities, sub-working groups may be established in areas of shared interest, such sub-working groups will be responsible for establishing their own administrative and communication requirements.

### **4. Financing**

As the group is a virtual group it has limited needs for financing. Dóchas can make funding available for initiatives developed by the group, if appropriate.

### **5. Coordination**

A Chair will be elected from among the group members on an annual basis by a straight majority vote. A quorum of four agencies needs to be present to allow meetings and

voting to go ahead. A proxy vote can be submitted to the Chair in advance of the meeting by email.

A Deputy Chair will also be elected from a different member agency who will shadow the Chair for the latter six months of their term with a view to becoming Chair for the next 12 month period.

#### **6. Commitment**

Active participation is required to be a member of this group. This requires a representative of an agency to be present at 50% of meetings.

#### **7. Link with Dóchas**

The Dóchas secretariat will facilitate meetings by providing office space for meetings where possible. The HAWG will ensure that its work does not conflict with the overall priorities and strategic interests of Dóchas.

#### **8. Link with Irish Aid**

The Chair shall communicate with Irish Aid Emergency and Recovery Section on agreed issues raised by the HAWG and to arrange coordination meetings as required.

#### **9. Review**

The usefulness of the group and the workings of the group will be evaluated annually.

#### **Notes 2017:**

Chair July 2017 to July 2018: Noreen Gumbo, Trocaire