

Emergency preparedness and response handbook

Saving lives and protecting rights

Annex 7 : example ToR for Emergency Response Team

The ERT exists to support collective and accountable decision-making, bound by the ActionAid global strategy and country strategy, to implement the Emergency Response Programme.

Purpose of the Emergency Response Team

- To ensure effective coordination and information sharing between different teams involved in implementation of the emergency response programme.
- To ensure effective integration of the emergency response programme into longer term programmes and overall strategic objectives of the country strategy.
- To provide a forum for joint decision-making.
- To provide a mechanism for mutual accountability between different parts of the country programme for timely and quality delivery of the emergency response programme.
- To provide monthly updates to the Oversight Group.

Members

[examples, to be contextualised]

- Country Director (Chair)
- Emergency Response Manager (Convenor and Secretary)
- LRP Managers/Regional Managers
- Fundraising/ PD Manager
- Head of Finance
- Head of Admin & HR

The Chair may request additional posts to join the group as appropriate.

Duration

The ERT will continue through the duration of the emergency response programme. Once the emergency response programme is completed and integrated into the regional initiative, it will be disbanded by the Country Director.

Specific activities to be performed by the ERT

- Providing regular updates between team members on programme implementation against targets.
- Discussing challenges or problems arising and identifying solutions.
- Taking decisions on programme implementation.
- Allocating tasks between team members.
- Review and ensure appropriate management of the programme, identify and address capacity gaps and put in place high quality management systems to deliver response effectively.
- Review progress on coordination through working with government and humanitarian coordination mechanisms.
- Any other activities as decided by the management team itself.

Frequency of meetings

The team will meet on a daily basis during the first two weeks of the emergency response, on a regular day and time to be agreed by the members. After this the group may meet on a weekly basis.

Processes and principles

- Summary notes and key action points will be shared with the staff involved in the emergency response programme within 24 hours of the meeting.
- Agenda will be circulated 24 hours in advance of the meeting, and the convenor will request agenda items from all members.
- Members will be responsible for raising issues on behalf of their teams and for feeding back key messages and actions affecting their teams.
- The group should be primarily a decision-making body, based on participatory principles.

