



**PREVENT
PROTECT
RESOLVE**

TERMS OF REFERENCE

Steering Group

Plan of Action for

Advancing the Prevention, Protection and Solutions for Internally Displaced Persons

31 May 2018

Purpose

This document outlines the leadership, membership, functions and responsibilities of the Steering Group established to oversee the implementation of the Plan of Action for Advancing Prevention, Protection and Solutions for Internally Displaced Persons (henceforth Plan of Action) launched during the 20th Anniversary of the Guiding Principles on Internal Displacement (henceforth GP20). This Steering Group will be in place from May 2018 to December 2020 to provide strategic leadership as well as to oversee and promote stakeholder engagement for implementation of the Plan of Action.

Leadership

The Steering Group will be initially jointly convened by UNHCR and OCHA as co-chairs. Chairmanship of the Steering Group will be reviewed on an annual basis until 2020, and from 2019 it will aim to include representatives from different member constituencies as specified below. The UN Special Rapporteur on the Human Rights of Internally Displaced Persons will act as a Special Advisor to the Steering Group and the overall Plan of Action.

Membership composition

Up to five representatives from each of the following stakeholder groups engaged in the Plan of Action will take part in the Steering Group:

- Member States represented through their Permanent Missions/Delegations in Geneva
- NGOs
- UN entities
- Development finance institutions

One representative from each of the International Committee of the Red Cross, International Federation of the Red Cross and Red Crescent Societies and InterAction will be Standing Invitees. A representative from the GP20 Communications Working Group will also take part in the Steering Group to ensure coherence between progress on the Plan of Action and GP20 communications work.

Members will initially self-nominate based on interest. Membership in the Steering Group will be reviewed on an annual basis until 2020 with the aim of ensuring relevant and broad representation amongst key stakeholders. Enlargement of the group can be suggested by any member or standing invitee and needs to be accepted by consensus.

Member responsibilities

Responsibilities of individual Steering Group members are to:

- Provide strategic leadership and guidance on the development and implementation of a Steering Group work plan to support the Plan of Action and suggest revisions as necessary to meet objectives;

- Proactively participate in Steering Group meetings and exchange information on national, regional and global initiatives relevant to the Plan of Action, to encourage a bottom-up approach as well as peer exchange;
- Review and provide feedback on progress reports on implementation the Plan of Action and other related documents;
- Mobilize support for and stakeholder engagement in the Plan of Action within and beyond each member's constituency using diplomatic channels and other fora available, including UN Country Teams, Humanitarian Country Teams, field protection clusters and NGO platforms;
- Promote the meaningful and effective participation of internally displaced people in the implementation of the Plan of Action, ensuring the consistent dissemination of relevant guidance;
- Identify synergies and collaborate with emerging global initiatives on internal displacement, including the possible High Level Panel; and,
- Represent each member's stakeholder constituency by keeping stakeholders informed of Steering Group work and outcomes and relaying their views to the Steering Group.

Member States will play an integral role in the Steering Group. They may offer political and/or financial support for implementation of the Plan of Action that can include advocacy at the national level according to strategic priorities, facilitating peer exchange and the sharing of best practices and lessons learned, mobilizing support and funding for GP20 initiatives and activities, and mobilizing the support and engagement of other Member States.

Standing invitees will offer expert advice and feedback on the work of the Steering Group and implementation of the Plan of Action in consultation with their constituency. They will share information on initiatives that they may undertake to contribute to the goal of the Plan of Action within any of the four priority issues. They will maintain independence from any statements made by the Steering Group and work streams and be exempt from participation in any decision-making processes within the Steering Group.

Priority issues

The Plan of Action centres around four priority issues that collectively contribute to its overall goal. Accordingly, Steering Group members are encouraged to volunteer as focal points for the priority issues that align with their own operational focus and strategic priorities. Each priority issue can have up to three focal points, who support and guide efforts by stakeholders, principally at the national level but also regional and global levels, to achieve by 2020 the objectives set out in the Plan of Action. More generally, focal points will contribute to the direction and momentum of the Plan of Action by promoting, supporting and where feasible expanding ongoing and new initiatives in support of the goal of the Plan of Action within the priority issue. Focal points will provide progress reports at each meeting of the Steering Group (NB: A separate note has been issued to guide the work of focal points.)

Working methods

The co-chairs will organize meetings of the Steering Group in Geneva with the support of the GP20 Coordinator. In 2018, the Steering Group will meet in June, September and December. In 2019 and 2020, the Steering Group will meet quarterly. Quorum for Steering Group meetings will be two members from each member constituency.

Steering Group meeting agendas will be made public beforehand for all relevant stakeholders to provide input to the meeting, and a communiqué and meeting minutes will be sent and made public after each meeting. A periodic newsletter providing an update on implementation of the Plan of Action will be disseminated to Member States, UN, NGOs and others involved in drafting and implementation of the Plan of Action.

Member support

The Steering Group will be assisted by the GP20 Coordinator responsible for, inter alia:

- Facilitating outreach to mobilize stakeholder engagement and support for the Plan of Action;
- Monitoring and issuing progress reports on the implementation of the Plan of Action;
- Maintaining communication with and among Steering Group members and work streams to identify and build on synergies;
- Preparing, documenting and publicly circulating agendas and outcomes of Steering Group meetings.

END