



Terms of Reference and Work Plan

GPC Task Team on Protection Mainstreaming

Revised: March 2017

I. Introduction

The Global Protection Cluster (GPC) Task Team on Protection Mainstreaming (TTPM) was established in 2009 to define the concept of Protection Mainstreaming as well as develop operational tools, guidelines, and training materials to promote Protection Mainstreaming within the humanitarian community¹. The TTPM has been working closely across sectors considering that Protection Mainstreaming is a responsibility of the humanitarian community as a whole. As such, the Task Team has increased and broadened its membership to better represent the cross-sector nature of Protection Mainstreaming and better reflect the perspectives and needs of non-protection actors. Complementarity with similar concepts and approaches such as Accountability, Gender, Child Protection and Inclusion has led to a close collaboration with other cross-cutting issues. Notwithstanding concrete achievements in raising awareness and knowledge on protection mainstreaming principles, promoting Protection Mainstreaming in humanitarian operations remains a high priority for the GPC in 2017. As such, the purpose of this document is to clarify the objective and ways of working of the Task Team on Protection Mainstreaming as well as highlight the key strategic activities of its annual work plan. These ToRs and Work Plan will be reviewed on a need basis, and at least once a year.

II. Vision and Mission Statement

The TTPM vision is that all humanitarian actors across sectors respect and fulfil the elements of Protection Mainstreaming in all humanitarian programmes by contributing to the promotion of Protection Mainstreaming as an essential element of humanitarian responses and a core principle of humanitarian programme quality. To achieve this, the mission of the Task Team is to develop the tools, trainings and support needed to global and field humanitarian actors to ensure that the letter and spirit of the key elements of Protection Mainstreaming are included in strategic and operational policies and guidance on humanitarian programmes throughout the humanitarian program cycle. The vision and mission of the Task Team support directly the IASC Statement on the Centrality of Protection (2013) and the IASC Protection Policy (2016), with Protection Mainstreaming being an enabler to achieving the Centrality of Protection at the field and operational level.

III. Ways of Working

1. TTPM Coordination Team

The Task Team is chaired by two members, one NGO and one UN Agency – currently the International Rescue Committee (IRC) and OCHA. The Task Team Coordinator is hosted by the IRC and dedicates the majority of his/her time to the implementation of the work plan².

This Coordination Team is responsible for:

¹ All guidance and material developed are available on the GPC website ([link](#)).

² The criteria to become Task Team co-chair is determined by the GPC SAG.

- Reaching out to key actors to join and participate in the work of the Task Team, updating the list of members and their contact information.
- Representing the TTPM in global fora, including by attending meetings of the GPC PPRG, and of other Task Teams & AoRs of the GPC as well as meetings and events from key stakeholders.
- Providing technical desk support through the GPC Helpdesk.
- Tracking progress, updating, and revising the ToR/Work Plan.
- Organizing calls every two months, take minutes and share relevant information on the GPC website and other networks.

2. Membership and Associated Organizations

The Task Team counts over 30 agencies/140 participants representing GPC AoRs, UN Agencies, NGOs, Global Clusters, and Key Stakeholders from across the humanitarian sector.³ Membership to the Protection Mainstreaming Task Team is open to any organization, agency or cluster that would like to participate⁴.

All members are expected to:

- Attend regularly the conference calls (the GPC Operation Cell is required to be present on all calls).
- Contribute to the development, implementation and monitoring of the ToRs and Work Plan.
- Volunteer to take the lead or support the implementation of activities listed in the Work Plan and regularly report on progress made.

3. Decision Making Processes

The co-leads will facilitate a transparent and collaborative decision-making process, referring to the GPC PPRG if no consensus is found. Any Task Team members can submit a suggestion regarding the development and implementation of the Work Plan allowing at least 10 working days for input and/or objections from other members. Lower level decisions about how to implement activities already in the work plan will be discussed with the members present on the call and shared through the minutes.

4. Task Team Conference Calls

The Task Team will hold one 90 minute (max.) call every two months. At least 3 days before the call, the co-leads will circulate an agenda allowing for all members to input and suggest modifications. Calls will primarily review the implementation of the work plan. Members of the Task Team can propose any topic of conversation related to Protection Mainstreaming. If these cannot fit into regular bi-monthly calls, additional thematic calls will be organized on an *ad-hoc* basis. The Coordination Team will prepare minutes of all calls and make them available through the GPC website and via email.

IV. Support

The coordination of this Task Team is made possible with the generous contribution of: US Office for Foreign Disaster Assistance (OFDA) and the Swedish International Development Agency (SIDA).

³ The list of members and associate organizations is available on request.

⁴ New members should reach out to the Task Team Coordinator (Marie-Emilie.Doizin@rescue.org).

V. 2017 Work Plan

The work plan reflects the strategic objectives identified by the Task Team to contribute to the realisation of its vision. The Task Team Coordination and members are responsible to take the lead, support and/or fund the activities of the work plan. Each funded activity should thus have at least a lead organization responsible for its implementation, ideally supported by other partner organizations. The work plan constitutes both a template for action and a tool of reference to monitor and assess the work of the Task Team. The work plan is assessed and reviewed at least once a year.

Strategic Objectives	Activities	Lead	Contributing Agencies	Status	Q1	Q2	Q3	Q4
1. A technical support of quality is provided to field and global actors.	1. Actively manage and engage discussions on Protection Mainstreaming through the GPC Community of Practice to encourage practitioners to ask for and share experience and views on Protection Mainstreaming.	TTPM Coordination Team	All TTPM members	On-going	X	X	X	X
	2. Answer in a timely manner to requests related to Protection Mainstreaming coming from field actors through the GPC Helpdesk.	TTPM Coordination Team	GPC Operations Cell	On-going	X	X	X	X
	3. Share regular updates on the GPC website and other relevant social networks (e.g. field initiatives, coming events, guidance developed, lessons-learned and good practice).	TTPM Coordination Team	GPC Operations Cell	On-going	X	X	X	X
	4. Support TT member agencies who are engaging in the development of internal guidelines and policies on Protection Mainstreaming.	TTPM Coordination Team	GPC Operations Cell	On-going	X	X	X	X
2. Protection Mainstreaming resources are regularly developed and updated to reflect global policies and practitioners' needs.	1. Develop an e-learning version of the Protection Mainstreaming Training Package and share it with the humanitarian community.	World Vision	World Vision	On-going	X	X		
	2. Support the development and / or review of Protection Mainstreaming sector-specific tools (e.g. Checklists), in collaboration with Global Clusters.	TTPM Coordination Team	Global Clusters, GPC Operations Cell, GPC AoRs, TTAAP, UNHCR, WV, NRC, IOM, UNRWA, IRC, HI, InterAction, WHO, CAFOD, Trocaire,	On-going	X	X		

		CRS, Caritas Australia						
	3. Develop and roll-out the Protection Mainstreaming Toolkit providing tools and guidance to monitor and evaluate the impact and process of protection mainstreaming activities.	TTPM Coordination Team	GPC Operations Cell, GPC AoRs, CHS Alliance, NRC, WV, Sphere, HI, IRC, TTAAP, OCHA, UNICEF, UNRWA, IOM, Field Protection Clusters	On-going	X	X	X	
	4. Develop a Risk, Capacity and Vulnerability Infographic and Repertory of Tools.	HI	IOM	On-going	X	X	X	X
	5. Maintain available a resource kit consisting of all guidance and tools produced by the TTPM, in addition to tools from field clusters and key external resources.	TTPM Coordination Team	GPC Operations Cell	On-going	X	X	X	X
3. Protection Mainstreaming is recognized as an essential element of humanitarian responses and prioritized in key strategic documents.	1. Conduct a desk review and mapping of Protection Mainstreaming and other cross-cutting issues (Accountability, Gender, Child Protection, Age and Disability) including tools and guidance available.	TTPM Coordination Team	TTAAP, Sphere, HI, CHS Alliance, IOM	On-going	X			
	2. Organize workshops with other cross-cutting initiatives targeting members of emergency deployment rosters and surge capacities to build common understanding on Protection Mainstreaming and other cross-cutting issues.	TTPM Coordination Team	GPC AoRs, GPC Operations Cell, GenCap, ProCap, CashCap, TTAAP, Sphere, HI, CHS Alliance	On-going		X		
	3. Engage in the development of key policy documents and work streams to ensure consistency with the principles of Protection Mainstreaming	TTPM Coordination Team	All TTPM members	On-going	X	X	X	X
	4. Advocate with donors for Protection Mainstreaming to become a mandatory requirement and to be allocated the necessary resources.	TTPM Coordination Team	GPC Operations Cell TT Donor Dialogue	Pending			X	X
	5. Monitor how humanitarian stakeholders are integrating protection mainstreaming as an approach into their organization policies and programming.	TTPM Coordination Team	HI	On-going	X	X	X	X