Terms of Reference
For
Emergency and Preparedness Working Group

Introduction:
As a precaution to emergencies in the West Bank and Gaza Strip the E&P working group is working on establishing a mechanism to coordinate/facilitate emergency and preparedness response within the Food Security Sector. The E&P WG can play a constructive role in enabling the region to better prepare for future disasters such as flood, earthquakes, high food prices, and a combination of Pandemic/animal decease by addressing short term/immediate response. Coordination with government officials is essential to complement, not duplicate other efforts.

Goals and objective:
- To improve coordination and enhance inter cluster communication and integration of SOP’s.
- To examine and build capacity in the region to mitigate, prepare for and respond appropriately to emergencies and natural disasters.

Current Priorities:
- Ensure that all participants are on board with the MPA’s and Emergency Response Actions SOP’s.

Membership
- Membership is open to local/international NGO’s, UN agencies, CBO’s, and national authority.

Internal Organization
- E&P WG reports to Food Security Sector
- Chair/s to be decided yearly
- E&P WG will be assisted by the FSS
- Ad Hoc meetings if/as needed

Meeting Arrangements
- Whenever possible the E&P WG will carry out its work through electronic communications
- Face to face meetings on needs/emergencies or when issues cannot be resolved through electronic means. Such meetings should be help on needs-only basis.

Communications and Administrative Arrangements
- Official email contact list based on focal points provided and shared with the FSS
- All communications will be carried out from chair to members.
- Use of existing website or establish a new one for the working group.

Modalities for Cooperation
- E&P WG will coordinate the work on emergency and disaster preparedness and response, undertake work as necessary and facilitate the sharing of information among members.
- E&P WG will identify ways that complement the efforts of other organizations and minimize duplication as much as possible.
- The WG will not engage in emergency and relief activities.
- The WG will encourage all members to take SOP’s in developing emergency preparedness mechanism.
- The E&P WG will encourage public-private partnerships in emergency preparedness.