



Terms of Reference - Emergency Steering Committee (ESC)

Purpose and Objectives

The Emergency Steering Committee (ESC) is designed to make decisions regarding the mobilisation of a coordinated ACT response during a humanitarian crisis where an ACT forum has requested to launch an appeal.

ESC meetings are held:

1. To facilitate the exchange of information on humanitarian needs and the capacity of ACT members to deliver a high-quality humanitarian response
2. To support the ACT forum in a timely manner to determine the best approach to respond to a given crisis
3. To make go/no go decisions whether to develop an Appeal or not

ESC Rota

Suitable candidates from across the ACT Alliance membership are encouraged to join the ESC rota. All nominations to join the ESC will be assessed by the Secretariat's humanitarian team. All candidates accepted to the rota must be ready to remotely join an ESC committee meeting at short notice (within 48 hours of activation of the committee by the Secretariat). Once on the rota, all members commit to supporting the work of the Alliance and being available to join ESC meetings when activated for a period of 12 months.

Membership

Membership of the ESC is open to all active members of ACT Alliance. Candidates for membership must be nominated by their organisation to join the ESC rota. Candidates should have a minimum of 5 years' experience implementing humanitarian programmes, preferably in a Programme Management or advisory role.

Activation of an Emergency Steering Committee (ESC) meeting

We aim to set up and chair ESC meetings within 48 hours of the issuance of an alert by an ACT forum, indicating plans to launch an appeal. The ESC meeting will proceed once a quorum of 3 members from the rota has been reached, if a member of the ESC rota cannot join an ESC meeting it is expected that an alternative suitably qualified staff member from the same organisation would join on their behalf.

Management of the Emergency Steering Committee (ESC) Rota

The ESC rota will be managed by the humanitarian team in the ACT secretariat. After each 12-month period, the secretariat will write to all members seeking new nominations. The ESC should include a diverse representation of the membership in terms of geography, structure and gender.

ESC meetings - Format

The ESC meeting will be chaired on Microsoft Teams by a member of the ACT Secretariat humanitarian team. The meeting must also include the ACT forum convenor/co-ordinator of the requesting forum and one staff member from a requesting member. At the meeting the ACT forum convenor/co-

ordinator will update the committee on the humanitarian situation and the proposed ACT response. To ensure timely decision making during the meeting, the ACT Convenor/Coordinator may be accompanied by a maximum of one staff member from a requesting member (per country where a regional appeal is proposed). The meeting will be recorded, and the minutes will be made available to all participants. The decision of the committee on whether to launch an appeal, is final.

To avoid a conflict of interest, requesting member staff intending to implement programmes within the response, who are also members of the ESC rota, will be precluded from joining the ESC meeting. During the discussion on a final decision the ACT forum convenor/co-ordinator and forum staff members will leave the ESC meeting for 5 – 10 minutes.

ESC meetings - frequency

Meeting frequency will be entirely contingent upon the level of humanitarian needs and the number of activations by ACT forums. The standard duration of the meeting will be one hour with a maximum duration of 90 minutes, if required. Meetings will generally be held between 1pm and 3pm (CET), to facilitate all time zones to participate. The meeting Chair will request a volunteer to take minutes for each meeting – this will be a formal record of the meeting and the minutes should be recorded using the appropriate template (see Annex I). Meetings will be held in English and translation will be provided as required.

Emergency Steering Committee (ESC) – decision making criteria

ESC members will use the ACT scale up model criteria to guide decision making during the meeting, these are: Crisis scale, urgency of the crisis, level of complexity and forum member capacity.

Funding Survey

Data from a funding survey link included in the Alert template to be completed by members will be reviewed to provide an overview of the funding situation and interest with the ACT membership in relation to a specific crisis.

actalliance		
Minutes from Emergency Steering Committee		
Location and date		
Attendance		
Emergency Steering Committee		
Requesting Members		
ACT Secretariat		
Key Points and Actions		
Agenda		Time allocated in minutes
	1. Introductions.	5
	2. Overview of the crisis - presentation is expected	5
	3. Details about the proposed appeal (which members, what, where)	10
	4. Q&A ESC members. open discussion.	15
	5. Review of funding survey	5
	6. ESC discussions – in camera	10
	7. ACT forum co-Ordinator/Convenor - decision from ESC	10

Discussion Summary – ESC decision making criteria

		Additional information from Q&A
Context		
Scale		
Urgency		

		Additional information from Q&A
Complexity		
Member capacity		
Funding		
Budget needed		.
Proposed interventions		
EPRP		
Members		
Additional Discussion Points from Q&A		
ESC decision		