

Guidance Note – Emergency Steering Committee Meeting

Purpose

The purpose of the emergency steering committee meeting is to decide if ACT Alliance will launch an appeal. It is organized by the ACT secretariat and facilitated by the Head of Humanitarian Affairs. The ACT secretariat aims to convene the ESC within 48 hours after the publication of an alert where a forum has indicated plans to launch an appeal. The meeting duration will be one hour.

Participants

1. **ESC members:** the ESC meeting will proceed if there is a quorum of three members.
2. **ACT Secretariat:** The meeting is facilitated by the Head of Humanitarian Affairs while the regional humanitarian programme officer serves as the minute taker.
3. **Forum coordinator/convenor** presents the current situation of the crisis and the response plan based on the ACT Scale Up criteria. The forum coordinator may assign a requesting member to present the planned response.
4. **Requesting member:** one representative from a requesting member per country can attend the meeting and respond to the questions from the ESC during Q&A.

Agenda

| Discussion items | Time allocation (in minutes) | Lead |
|---|---------------------------------|-------------------|
| Introduction - context | 5 | Facilitator |
| Current situation of the affected communities | 15 | Forum Coordinator |
| Details of the proposed appeal | 15 | Forum Coordinator |
| Q&A | 15 | Facilitator |
| ESC and ACT secretariat deliberations | | |
| Decision | 10 | Facilitator |

Preparation

The humanitarian programme officer sends out a calendar notice to ESC members that an alert has been published with members requesting to launch an appeal. The notice should indicate the date and time of the meeting, with consideration of the different time zones where ESC members are located as well as the forum members and ACT secretariat staff who will be attending. The HPO also sends out the results of the funding survey to the ESC members before the meeting.

The Forum coordinator presents the current situation based on the ACT Scale up criteria while the details of the proposed appeal should be clear and concise.

Follow up

The meeting will be recorded, and minutes using the ESC Decision Matrix template, is distributed to all participants within 24 hours after the meeting.