



ICVA Forced Migration Working Group

Terms of Reference

January 2019

1. Purpose

ICVA hosts a number of Working Groups related to its Focus Areas (Forced Migration, Humanitarian Financing, Humanitarian Coordination, etc.) as laid out in its [Strategy 2019-2021](#). These Working Groups:

- Provide a platform to exchange information and analysis to understand NGO views and concerns related to the particular topic.
- Communicate key developments in humanitarian operations and policy level work.
- Identify opportunities for collective advocacy strategies on selected issues.

2. Scope of Activities

The Forced Migration Working Group will focus on the following areas:

- **Support collective NGO advocacy** by facilitating statements, positions and action on critical issues pertaining to forced migration.
- **Improve institutional engagement** between NGOs and organizations such as UNHCR and IOM by facilitating partnership initiatives and consultations to better serve displaced persons.
- **Influence practice** on the ground by promoting improved understanding of and synergy between global policies and operational realities.

The Forced Migration Working Group focuses its activities on protection, assistance and durable solutions for refugees, IDPs, stateless persons and migrants in vulnerable situations.

3. Membership

The Working Group is open to ICVA members only and all members are welcomed and encouraged to join the Working Group. There is no limit to the number of NGO staff that can join the Working Group. Other colleagues may particularly be invited to cover particular issues.

4. Meetings

Place: Meetings will be hosted by ICVA office in Geneva. For members not able to be physically present, ICVA will also ensure remote online access (e.g. through Adobe Connect system).

Frequency: The Working Group will meet monthly.

Timing: Meetings will be no longer than 90 minutes. The timing will be chosen to accommodate the membership of the group. If a suitable timeslot cannot be found to accommodate all the members, there will be a rotation between morning meetings and afternoon meetings Central European Time.

5. Communication

In between meetings, the Secretariat will send the Working Group regular updates pertaining to the subject matter.

6. ICVA Secretariat Responsibilities

- Meetings will be organized by the Secretariat.
- A draft agenda will be shared up to a week before the meeting with a request to submit further agenda item suggestions.
- Meetings will be chaired by the ICVA secretariat, unless there is a specific reason to request an alternative.
- The Secretariat will minute the meetings and share notes with the Working Group Membership asap.
- The Secretariat will send the group regular updates pertaining to the subject matter.
- WG Minutes as well as relevant resources are uploaded on ICVA website in the related webpage.

7. Membership Responsibilities

- To attend meetings as frequently as possible.
- To share relevant information and analysis with the Secretariat for circulation to the group.
- To ensure information and documentation shared within this group is not further disseminated, especially not to non-NGO actors (e.g., Member States and UN Agencies).
- Are requested to communicate to the ICVA secretariat if their role within the WG will be taken over by other colleagues in order to update the mailing list.

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