TERMS OF REFERENCE (Generic)

Technical Working Group (TWIG)

Introduction

Technical Working Groups are established and provided Terms of Reference by the Emergency Shelter Cluster Strategic Advisory Group on an ad-hoc basis. The Cluster Coordinator appoints a designated Focal Point to facilitate the work of the group. Such groups have a limited life-span since they disband once the outputs delineated in the TORs have been achieved.

Composition of such groups is determined through a self-selection process depending on available technical skills, interest, and capacities from among the UN agencies, non-governmental, Governmental, commercial, and academic sectors. In principle, anyone can join such a group although, in practice, the Focal Point is advised not to let the group grow much beyond fifteen members. It may be that sub-groups need to be formed to explore specific issues. In this event, the TWIG Focal Point will appoint a responsible person to report back to the TWIG. The TWIG Focal Point is responsible for updating the Cluster on status of work-in-progress. Final outputs/recommendations of the TWIG are presented to Cluster stakeholders in plenary coordination meetings in oral and written form for feedback and comment. Once sufficient time has elapsed (not more than 48 hrs), the SAG will endorse the recommendations of the TWIG and post the written guideline to the appropriate web-site. Cluster partners are then expected to apply such recommendations.

Typical such working groups would include:
i.   Site Selection and Physical Planning
ii.   Rubble Removal
iii. Urban Planning
iv.   Legal (Land Tenure)
v.   Winter Tent guidelines
vi.   Thermal Protection guidelines
vii. Heating
viii. Drainage
ix.   Housing Safety
x.   Transitional / Temporary Shelter construction guidelines
xi.   Fire Safety Promotion
xii. Education, Awareness, and Outreach
xiii. Protection and Rights-Based-Approaches
xiv. Community participation

Terms of Reference

- Ensure relevant technical standards are formulated and agreed within the terms of reference and deadline set by SAG
- Work with the Cluster Lead Coordinator to ensure the promotion of such standards;

- Advise SAG on compliance issues connected with appliance of the agreed standards
- Convene and facilitate ad-hoc Sub-Groups as required, and ensure reporting to deadline;
- Update the Cluster on status of work-in-progress and present final outputs/recommendations of the TWIG to Cluster stakeholders in plenary coordination meetings in oral and written form for feedback and comment

Example Terms of Reference for TWIG

- Establish a TWIG that is representative of the wider Cluster stakeholder groups, and ensure that relevant technical skill-sets are appropriate and available (advise the Cluster Coordinator if this is not the case)
- Provide appropriate technical guidelines on …….. (*insert from list above*) to the Cluster by ……… (*insert date*)
- Set up Sub-Working Groups as required
- Update the Cluster on a regular basis on status of work-in-progress
- Ensure all Cluster stakeholders have the opportunity to feedback into the work of the TWIG prior to presentation to the Cluster in plenary, and SAG for ratification