

# Welcome to the Sudan INGO Forum

Orientation And Useful Information

*December 2014*

# Forum Terms Of Reference (ToR)

- Please take the time to read the ToR

INGO Forum December 2014

## Sudan INGO Forum | Terms of Reference Sudan INGO Forum & Steering Committee December 2014

### I) Purpose

The purpose of the Sudan INGO Forum (the Forum) is to facilitate communication, information-sharing and action among international humanitarian and development agencies based in Sudan. The Forum is also responsible for fostering communication and coordination between NGO coordinating bodies in Khartoum and Darfur, South Kordofan and other areas of Sudan; between INGOs and national NGOs; between INGOs and the UN or other international actors; and between INGOs and appropriate representatives of the Government of Sudan, to allow for more effective and efficient delivery of humanitarian assistance and recovery and development programming to meet basic needs in Sudan. The Forum is governed by a Steering Committee (SC) described below.

### II) Membership Roles and Responsibilities

- The Forum shall be made up of International Non-Governmental Organizations (INGOs) who are part of the humanitarian and development community working in Sudan. Members must be international NGOs registered with the HAC and have offices or representatives based in Sudan.
- INGOs not registered with the HAC or that prefer not to become members of the Forum can obtain observer status within the Forum, participate in Forum meetings and receive Forum communications and information. However, observers are not allowed to vote in elections or when decisions are taken, or to represent the Forum.
- Member organizations must strive to uphold humanitarian principles and abide by international and widely accepted humanitarian standards and national laws in their work in Sudan and elsewhere.
- Members should aim to send representation to the monthly meeting. Ideally, members should be represented by a staff member who can either take decisions on behalf of the organization or facilitate information sharing and decision-making outside the meetings<sup>1</sup> (eg a head or deputy head of agency).
- Members must identify 1-2 representatives or focal points for the Forum and provide the representative(s) name, title and contact information to facilitate communication. Members must also provide security focal points to the Forum to facilitate the sharing of security information and coordination with UNDBS. The security focal point should be an additional representative beyond the head of agency.
- Members should be willing to work in cooperation and coordination with other members to achieve shared goals. Forum members are strongly encouraged to submit information to facilitate other activities deemed priorities by the Forum. Should Forum members fail to provide sufficient information to facilitate action, issues may be de-prioritized by the INGO Steering Committee (SC).
- Members are encouraged to join and actively participate in Forum working groups on priority issues.
- Members are also encouraged to serve as representatives on various interagency bodies as needed, to ensure representation by Steering Committee and non-Steering Committee members.
- Members should read communications shared with the Forum and respond in a timely manner when actions are requested.

### III) Meetings and Agendas

- The Forum shall convene meetings open to all members and observers at least once a month except in cases when a majority of the membership is not present or able to participate or there are insufficient agenda items to discuss. Meetings will ideally be scheduled for 1-2 hours at the same time/day and location to facilitate planning and attendance (currently the first Monday of every month at 14:30 at FAR). The meetings are only open to members and observers. However, outside participants may be invited by

<sup>1</sup> Organizations with headquarters in Sudan but outside Khartoum can send representation other than a decision-maker, but representatives should be communicating/coordinating discussions and actions with their headquarter head of mission prior to and following the Forum meetings.

# Forum Membership

## *Members:*

- International NGOs who:
  - Do humanitarian and/or development work
  - Are registered with HAC
  - Have offices or staff based in Sudan
- Must strive to uphold humanitarian principles & accepted standards and abide by relevant laws



## *Observers:*

- INGOs not registered with HAC or who prefer not to be members
- Can participate in meetings but not in decisions

# Sudan INGO Forum Meetings

- Monthly forum meeting:
  - All members and observers
  - 14:30, first Monday of the month
  - CDs or other decision makers
- Working Groups (WG) on priority issues:
  - South Kordofan only active group
  - Ad Hoc/Thematic WG can be established as needed

Please participate in the WGs according to your interests and expertise!



# Other Relevant Meetings

- Sector meetings: Organised by UN sector/cluster leads
- The SC attends GoS and UN coordination meetings on behalf of the Forum. The SC will reach out to Members for their participation as and when needed and will report back to members through the weekly newsletter.



# Darfur Coordination & Representation

- Darfur State INGO Forums:
  - In El Fasher, Nyala and El Geneina and Zalingei
  - Please ensure your agency participates if it works in Darfur
- Darfur State INGO Steering Committees / reps:
  - Chosen by INGOs in each state
  - Attend UN coordination(A/HCT) and security (A/SMT) meetings
  - Please raise any Darfur-specific questions or concerns with these reps first



# Forum Mailing List

- Contact Information required:
  - General info: 1-2 reps (inc CD) per INGO
  - Security info: 1-2 reps (inc CD) per INGO
  - Minimum: Name, position, mobile, email
  - Ideally: Thuraya, Skype, VHF
- Excluded:
  - Email addresses not linked to specific individual or position
  - Individuals or positions outside Sudan
- Contact list should *not* be:
  - Circulated outside of the Forum
  - Used for mass mailings by individual agencies
- Forum mailing list maintained by Secretariat

# Steering Committee & Secretariat

- 9 INGOs comprise the Steering Committee (SC) to represent the interests of the wider Forum
- Elected by Forum every 6 months (Jan, Jul)  
Sep 14 – Feb 15: ADRA, Danish Refugee Council (DRC), MC Scotland, Norwegian Church Aid (NCA), Tearfund, Terre des Hommes, UMCOR, Worldvision, ZOA.
- Chair & Vice Chair selected by SC for 3-month term  
Sep 14 – Feb 15: NCA (Chair), DRC (Vice Chair14)
- Please feel free to contact any SC member or the Secretariat if there are questions or concerns you would like to raise: [ingoforumsudan1@gmail.com](mailto:ingoforumsudan1@gmail.com)



## ***Sudan INGO Forum Steering Committee | September 2014 - February 2015***

The Steering Committee elects a Chair and Vice Chair on a six month rotational basis

| <b>Name</b>            | <b>Agency</b>          | <b>Title</b>       | <b>Status</b> |
|------------------------|------------------------|--------------------|---------------|
| <b>Hans Birkeland</b>  | Norwegian Church Aid   | Country Director   | Chair         |
| <b>Emily Russell</b>   | Danish Refugee Council | Country Director   | Vice Chair    |
| <b>Paul Howe</b>       | ADRA                   | Country Director   | Member        |
| <b>Ali Eltayeb</b>     | MC Scotland            | Country Director   | Member        |
| <b>Simon Nyabwengi</b> | Worldvision            | Country Director   | Member        |
| <b>Amin El Fadil</b>   | UMCOR                  | Country Director   | Member        |
| <b>Tim Rae</b>         | Zoa                    | Country Director   | Member        |
| <b>Douwe Dijkstra</b>  | Tearfund               | Programme Director | Member        |
| <b>Frank Bossant</b>   | Terre des Hommes       | Country Delegate   | Member        |