

**INTER-AGENCY STANDING COMMITTEE-WORKING GROUP
51st MEETING**

25-26 November 2002

**WHO Headquarters, Geneva
Room M505**

Agenda Item: Revised Terms of Reference for the Humanitarian Coordinator

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UNDG RC Issues Group Comments on the draft HC TOR (dated Nov 13, 2002)

1. The UNDG RC Issues Group welcomed efforts to update the HC TOR and the opportunity to engage the set of questions surrounding the revision. This summary note reflects the main points mentioned during the discussion. The RC Issues Group concluded that on account of the inherent link between the RC and HC, certain areas require additional discussion and further strengthening.
2. According to the Administrative Committee on Coordination (ACC) legislation, the RC and HC functions are normally embodied in the same person. The RC Job Description makes reference to the role of the Humanitarian Coordinator. The HC TOR should reference or identify the synergy with either the RC Job Description or the ACC Guidelines on the Functioning of the RC system (September 1999), in the text or possibly in a preamble. The 30 October 2002 Note of guidance on relations between Representatives of the Secretary-General, Resident Coordinators and Humanitarian Coordinators should be used as a reference and possibly annexed to the HC TOR.
3. It would be useful for the HC TOR to follow the model of the RC Job Description and refer in its preamble to the relevant legislation.
4. If the HC TOR impacts on the agreed on RC job description then it would have to be reviewed by the CEB (formerly the ACC).
5. The document being revised is a terms of reference and should therefore focus on the roles and responsibilities that are undertaken exclusively by the HC. Selection, appointment and other procedures should be articulated separately as should the functions that are shared among the RC, HC and the Country Team or other actors. Situations where the functions of the RC/HC overlap should be explicitly acknowledged. Examples of the latter include but are not exclusive to IDPs, natural disaster and security.

6. A revised TOR should clearly refer to two distinct possibilities for an HC: (1) the combined RC/HC roles embodied in a single person, which is the norm, and (2) the option to designate a separate person, not the RC, as the HC. In reference to this rarely used second scenario, a revised HC TOR must highlight the reporting responsibilities of the HC to the RC.
7. It would be useful if reference were made to the competencies identified in the RC Competency Model, which are most pertinent to the effective functioning of a Humanitarian Coordinator.
8. In so far as the HC has a strategic role in effecting humanitarian assistance, the role of the HC in promoting gender mainstreaming and women's rights at policy, planning and implementation levels should be articulated in the TOR as part of the strategic coordination and humanitarian accountability functions.
9. In conclusion, the RC Issues group would appreciate the opportunity for continued dialogue and consultations among UNDG members prior to finalizing the draft HC TOR. As certain fundamental issues remain outstanding, the current November 2002 deadline may be unrealistic. At the same time, individual UNDG member agencies will raise specific concerns through the IASC mechanism.