**Draft Work Plan of Task Team**

**IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action**

**January 2017 – December 2018**

**Preparatory phase: July 2016 – December 2016**

This WORKING DOCUMENT describes the Task Team’s overall goal, outputs and activities for the development of Inter-Agency Standing Committee (IASC) Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action.

## Goal

Creation and endorsement of Inter-Agency Standing Committee (IASC) guidelines on the inclusion of persons with disabilities in humanitarian action. The IASC guidelines will assist humanitarian actors and affected communities to coordinate, plan, implement, monitor and evaluate essential actions that foster the full and effective participation and inclusion of persons with disabilities across all phases of humanitarian action.

**Overall Outcome:**

IASC guidelines on the inclusion of persons with disabilities are developed and endorsed by the IASC, UN agencies, global clusters, and key disability and humanitarian stakeholders.

* **Prepataory Phase One:** Formation of Task Team and Technical Sub-Groups (Q3, Q4 2016)
* **Phase Two:** Resource Mobilization and Human Resources (Q4 2016 Q1, Q2 2017)
* **Phase Three:** Data Collection, Mapping and Research (Q2, 2017)
* **Phase Four:** Development of Initial Draft Guidelines (Q3 2017 – Q3 2018)
* **Phase Five:** Final Review, Validation and Production (Q4 2018)

The Task Team will be co-led by UNICEF, the International Disability Alliance and Handicap International. Focal points for activities will be defined through consultation with the Task Team members in line with the agreed Terms of Reference (ToR).

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| Activities | Timing | Focal Points |
| Preparatory PHASE (ONE): Formation of Task Team and Technical Sub-Groups |
| * 1. Develop Terms of Reference that will define the structure and mechanisms of the Task Team
 | Q3 2016 | **Lead:** TT co-leads  |
| * 1. Disseminate ToR to wider multi-stakeholder group for input and finalization
 | Q3 2016 | **Lead:** TT co-leads with wider multi-stakeholder group input (please indicate your interest) |
| * 1. Formalize Task Team membership and technical workstreams/ sub-group
 | Q3 2016 | TBC |
| * 1. One day workshop to define detailed work plan of the Task Team, workstreams and next steps
 | Q4 2016 | COMPLETED |
| * 1. Finalization of technical sub-group members and sub-group leads
 | Q4 2016 | TBC |
| * 1. Develop an ongoing communication and participation strategy, for the guidelines development process to foster engagement of relevant stakeholders (member states, other IASC subsidiary bodies, the global clusters, other communities of practice and Global South partners) including the development of an accessible website
 | Q4 2016 | TBC |
| * 1. Circulating a matrix of proposed thematic areas and phases in the guidelines and inviting agencies with expertise to lead/ volunteer in respective areas
 | Q4 2016 | Co-Chairs |
| PHASE TWO: Resource Mobilization and Human Resources |
| * 1. Develop concept notes and proposals based on the detailed work plan, including human resources, research, consultations, drafting, testing/ validation
 | Q4 2016, Q1 2017 | TBC |
| * 1. Scope/contact possible donors
 | Q4 2016, Q1 2017 | TBC |
| * 1. Recruit relevant human resources based on the work plan and funding proposals
 | Q 4 2016 Q1 2017 | TBC |
| PHASE THREE: Data Collection, Mapping and ResearchN.B. Where resources allow, the Task Team will aim to prioritize and complete Phase 3 activities in Q1 and Q2 |
| * 1. Desk review of literature and secondary data
 | Q 4 2016 Q 1 2017 | TBC |
| * 1. Circulation of existing guidelines and products identified during the desk review process
 | Q 4 2016 Q 1 2017 | TBC |
| * 1. Interviews with key stakeholders at international, regional and national level
 | Q1 2017 | TBC |
| * 1. Global online survey and information-sharing
 | Q1, Q2 2017 | TBC |
| * 1. Workshops to share experiences on other guideline development processes and lessons learned
 | Q1, 2017 | TBC |
| * 1. Produce a report summarizing findings and suggested structure for the guidelines, interim dissemination of resources through website
 | Q2 2017 | TBC |
| PHASE FOUR: Development of Initial Draft Guidelines |
| * 1. Multi-stakeholder workshop/s on guidelines development
 | Q3 2017 | TBC |
| * 1. Develop initial framework and structure of guidelines
 | Q3 2017 | TBC |
| * 1. Ongoing field and online consultations, testing and validation with key stakeholders including DPOs, humanitarian actors, UN agencies and governments
 | Q3 2017 – Q3 2018 | TBC |
| * 1. Ongoing drafting and review of guidelines
 | Q3 2017 – Q3 2018 | TBC |
| PHASE FIVE: Final Review, Validation and Production |
| * 1. Review of, and agreement to, final guidelines by Task Team
 | Q4 2018 | TBC |
| * 1. Approval of guidelines by IASC Working Group
 | Q4 2018 | TBC |
| * 1. Formal endorsement and launch of guidelines by IASC members
 | Q4 2018 | TBC |
| * 1. Develop initial guidelines dissemination strategy
 | Q4 2018 | TBC |