

## Secretariat

### Terms of Reference

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#### 1. Background

The Platform on Disaster Displacement (PDD) was established in July 2016 as a state-led initiative<sup>1</sup> to follow-up on the work of the Nansen Initiative<sup>2</sup> and to support States and other stakeholders to implement the recommendations of the Nansen Initiative *Agenda for the Protection of Cross-Border Displaced Persons in the Context of Disasters and Climate Change* (Protection Agenda)<sup>3</sup> which was endorsed by 109 States in October 2015.

#### 2. The Platform on Disaster Displacement: Purpose and Scope of Work

Forced displacement related to disasters, including the adverse effects of climate change (disaster displacement), is a reality and among the biggest humanitarian and development challenges facing States and the international community in the 21st century.

PDD promotes a comprehensive approach to cross-border disaster-displacement. Its **vision** is a world in which “no one will be left behind”, in accordance with the aim of the 2030 Agenda for Sustainable Development, disaster displaced persons are protected and persons at risk of disaster displacement are provided with measures helping them to stay or move safely out of harm’s way.

Building on the work of the Nansen Initiative and achievements reached under the PDD Strategy and Workplan 2016-2019, the PDD Steering Group has decided to continue the work of PDD beyond June 2019, with the following overall **objective**:

*To support States and other stakeholders to strengthen the protection of persons displaced across borders in the context of disasters and the adverse effects of climate change, and to prevent or reduce disaster displacement risks in countries of origin.*

To support the implementation of activities aimed at achieving this objective, the following structure is put in place as part of the Platform: (1) Steering Group, (2) Advisory Committee, (3) Secretariat and (4) Group of Friends. This document describes the Terms of Reference for the Secretariat.

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<sup>1</sup> See <https://disasterdisplacement.org/about-us/the-steering-group>, for an overview of members of the PDD Steering Group.

<sup>2</sup> See <https://www.nanseninitiative.org/>

<sup>3</sup> The Nansen Initiative Protection Agenda is available at [https://disasterdisplacement.org/wp-content/uploads/2014/08/EN\\_Protection\\_Agenda\\_Volume\\_I\\_-low\\_res.pdf](https://disasterdisplacement.org/wp-content/uploads/2014/08/EN_Protection_Agenda_Volume_I_-low_res.pdf).

### **3. Objective and Function of the Secretariat**

Under the supervision of the Chair, the Secretariat supports the Platform to achieve its objective and strategic priorities in accordance with the applicable Strategy and Workplan. It supports the Chair, Vice-Chair, Envoy of the Chair, Steering Group, Group of Friends and Advisory Committee members of the Platform as well as relevant partners at the national, regional and global levels in developing and implementing the Platform's activities. It has a key coordination function between these different components that are part of the structure of the Platform. The Secretariat will continue to promote and strengthen institutional arrangements for coordination and collaboration with IOM and UNHCR in particular.

The main functions of the Secretariat are as follows: (1) Support implementation of the PDD Strategy and Workplan under the supervision of the Chair, (2) Coordinate efforts of key stakeholders to follow-up on the Nansen Initiative and implement the Protection Agenda, (3) Coordinate and provide support to members and partners of PDD in the implementation of the PDD Workplan, (4) Provide policy, research, capacity building, administrative, communication and other types of technical assistance to the Steering Group, Envoy of the Chair and other members and partners of the PDD, as required.

### **4. Activities in Detail**

In close coordination with the Chair, the Secretariat performs functions in the following areas:

#### Representation, Technical Advice and Advocacy

- Represent the Chair of PDD at technical level (working groups, meetings, conferences etc.), as appropriate, and serve as focal point for the Chair regarding information requests and outreach on a daily basis.
- Support and advise the Chair and Steering Group members in preparing for and undertaking advocacy and awareness raising efforts at the national, regional and global levels (e.g. organizing side events or public events, preparing and disseminating publications etc.).
- Provide technical expertise and advice to relevant global and regional policy processes, upon request.
- Provide all necessary policy and technical support for the Envoy of the Chair for him/her to discharge this function.

#### Program, Research, Policy, Capacity Building and Operational Support

- Prepare drafts of and lead consultation with the Chair, Steering Group and Advisory Committee on the Strategy and Workplan of PDD.
- Support implementation of the Strategy and Workplan, and report on progress to Chair and Steering Group.
- Support wide and continuous dissemination of the Protection Agenda.
- Support development, drafting and preparation of project/program proposals to donors.
- Support and advise the Chair and Steering Group members in the coordination of fundraising efforts.

- Draft policy papers and background/information documents for use in relevant side events, submission to consultative and policy processes at the national, regional and global level etc.
- Commission research on relevant thematic issues and gap areas, as required.
- Advise and engage with members and partners of PDD, upon request, in support of their operational activities, policy work, tool development, as well as pilot projects and activities.
- Develop and carry out, as appropriate, in coordination with members and partners of the PDD, trainings, simulation exercises and capacity building activities on disaster displacement.
- Consolidate analysis and evidence regarding policy and normative gap areas and advise and support the Chair and the Envoy of the Chair on the presentation of such findings to policy and decision-makers.

#### Coordination Support

- Support the work of the Advisory Committee and liaise with its members, as well as between the Advisory Committee and the Steering Group members.
- Establish and support the work of relevant working groups as a subsidiary part of the Advisory Committee, as required, e.g. the Data and Knowledge Working Group (DKWG).
- Coordinate and support implementation of the Workplan with relevant organizations at the national, regional and international levels.
- Encourage active involvement of existing stakeholders, liaise with new and non-traditional actors and partners and propose areas for future or further engagement with PDD by such partners in consultation with the Steering Group.

#### Communication Support

- Develop and oversee implementation of a PDD communication strategy.
- Manage communication outlets and produce content material (e.g. website, social media, newsletters etc.).
- Under the leadership of the Chair and in coordination with the Envoy of the Chair, manage media relations, service media requests and develop products for the media (press releases, articles, op-eds, etc. regarding the work of PDD).
- Ensure visibility through, and design compliance of, communication products such as leaflets, folders, banners, reports, presentations etc.

#### Administrative and Secretariat Support

- Liaise with and be accountable to UNOPS as the host agency regarding its administrative and financial rules on issues related to human resources, IT, travel, security, procurement, general admin etc.
- Serve as secretary for the Steering Group (prepare for meetings, report from meetings, provide information, archive minutes and records).
- Support the Advisory Committee in preparing and organizing its meetings, including reporting.
- Overall responsibility for information management (maintain and update contact lists of key stakeholders, maintain and update electronic filing system, knowledge library, update photo library etc.).

- Provide all necessary administrative and logistical support for the Envoy of the Chair for him/her to discharge this function.

## **5. Reporting**

The Secretariat reports to the PDD Chair. The Chair calls regular coordination meetings ('Core Group Meetings') according to needs and the Secretariat drafts summaries from these meetings. The Secretariat reports regularly against progress in the implementation of the Workplan to the Chair, including annually in writing (reporting period 1 July-30 June).

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