

## **Development of the Sendai Framework “Words into Action” Guide**

### **Terms of Reference of the Working Groups**

1. Working Groups for the development of “Words into Action” guides for the Sendai Framework will be convened by UNISDR.
2. Working Groups can consist of representatives of governments, UN and other international, regional and national organizations, civil society, the private sector, academia, civil society and youth, and experts or concerned users or practitioners of a particular “service”, with the appropriate geographical and gender balance. Existing networks and Word Conference organizing teams are encouraged to participate, in the interests of continuity.
3. Each Working Group should begin with desk reviews of available case studies, publications, research and relevant experience on the topic. The Working Groups should engage and consult widely with relevant communities of practice for the topic concerned.
4. UNISDR staff members will serve as the initial facilitators of each Working Group. Once the groups are set up, other members of the group can take on the facilitation tasks.
5. Outputs of each working group to include:
  - a) A simple-to-understand, practical guide for implementing the selected topic or issue, targeted to a specific set of users.
  - b) A network of practitioners for the topic covered, who contributed to the development of the guide; willing to share their experience in the use of the guide; and willing to further contribute to the future improvement and updating of the guide
  - c) Collection of relevant resources and materials for the topic that can be used by the target stakeholders for further reference.
6. To conduct its work, the Working Group may:
  - a) Hold teleconferences or video conferences;
  - b) Have face-to-face meetings or workshops, especially on the sidelines of existing meetings in which most of the members will already be participating.
  - c) Conduct targeted research and studies;
  - d) Undertake surveys, coordinated with the other Working Groups to avoid multiple surveys of the same target groups;
  - e) Other means useful to develop the guide as relevant.
7. Test or pilot the guides before finalization
8. Ensure high quality content of the guides through appropriate means, including peer reviews.
9. Working Groups can submit interim guides on priority topics by the end of 2015. The final guides should be complete by the end of 2016, including all three tiers: the pocket guide, engagement space, and ‘How to Do Disaster Risk Reduction’ sections on PreventionWeb.
10. A modality for review and update of the guides will be developed in 2016 in consultation with the Working Groups.