Organizing Teams - Terms of Reference

1. **Description:** Organizing Teams represent multi-stakeholder mechanisms that will help shape the 2017 Global Platform substantive discussions thanks to outstanding quality and timely outputs.

2. **Creation of Organizing Teams:** Organizing Teams will be constituted for each of the Plenaries, Special Sessions and Working Sessions based on expressions of interest received and the principles highlighted under point 4. For more details about the substantive sessions, please see the List of 2017 Global Platform Sessions.

3. **Composition of Organizing Teams:** Representatives of governments; UN and other international, regional and national organizations; the private sector; academia; civil society including women, youth and persons with disabilities; disaster risk reduction experts; and concerned users or practitioners are all encouraged to join the Organizing Teams.

4. **Key principles applied for the constitution of Organizing Teams:**
   - Equitable representation among categories (governments, civil society, UN, academia, private sector, regional organizations);
   - Equitable geographical distribution;
   - Gender balance;
   - Different individuals to be involved in different Organizing Teams to ensure a breadth and diversity of expertise within the teams;
   - Manageable size of teams to ensure meaningful discussions as well as concrete and timely outputs.

5. **Modalities of work:**
   - The work of the Organizing Teams will be guided by UNISDR staff and Mexican officials who will facilitate the discussions within the teams.
   - Organizing Team members will share their views and experience, and identify good practices that illustrate the topic. They will be encouraged to initiate their discussions with desk reviews of available case studies, publications, research and relevant experience on the topic to identify those which best fit the session’s objectives and structure.
   - To conduct their work, Organizing Teams may:
     - Hold teleconferences or video conferences;
Have face-to-face meetings or workshops, especially on the sidelines of existing meetings as feasible;
Conduct targeted research and studies as needed;
Engage and consult widely with relevant communities of practice for the topic concerned.

6. **Expected outputs from Organizing Teams:** Organizing Teams are expected to produce the following substantive documentation:
   a) A session concept note, including background and rationale on the topic, the recommended title of the session, a proposed structure of the discussion and suggested speakers, with two guiding questions for intervention;
   b) An Issue Brief outlining the state of the art on the topic addressed by the session;
   c) A collection of relevant resources and materials on the topic that can be used by speakers and participants;
   d) The session scenario and draft guidance note for speakers.

7. **Closing date for the submission of draft session outputs:** 30 November 2016.

8. **Tentative timeframe**
   - 7-27 October: call for the constitution of Organizing Teams.
   - 27-29 October: Organizing Teams constituted.
   - 30 October-29 November: discussions among Organizing Teams and development of substantive outputs.
   - 30 November: submission of draft sessions outputs to the Global Platform secretariat (isdr@un.org).
   - 7 December: circulation of draft session concept notes to UNISDR Support Group’s Task Force on the 2017 Global Platform for comments.
   - By 15 December: revision of substantive documents by Organizing Teams based on Support Group’s comments.
   - 31 December: final version of all outputs available and uploaded on the Global Platform’s website.
   - March-May 2017: confirmation of speakers and production of scenarios for the sessions.

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