

## **Global Platform for Disaster Risk Reduction**

**23-28 May 2022, Bali, Indonesia**

*From Risk to Resilience: Towards Sustainable Development for All  
in a COVID-19 Transformed World*

### **Organizing Teams – Terms of Reference**

- 1. Description:** Organizing Teams represent multi-stakeholder mechanisms that will help shape the 2022 Global Platform for Disaster Risk Reduction (GP2022) substantive sessions in an inclusive manner. They are expected to deliver outstanding quality outputs in a timely manner.
- 2. Creation of Organizing Teams:** Organizing teams will be constituted for each of the High-Level Dialogues and Thematic Sessions, based on expressions of interest received and the principles highlighted under point 4. For more details about the sessions, please see the attached list of 2022 Global Platform Official Programme sessions. Please note that the final session format (virtual, hybrid or in-person) will be confirmed at a later stage as the global context evolves.
- 3. Composition of Organizing Teams:** Representatives of Member States, UN System and other international and regional organizations, Major Groups and other Stakeholders, as well as disaster risk reduction experts and practitioners are all encouraged to express interest to become a member of an Organizing Team.
- 4. Key principles applied for the constitution of Organizing Teams:**
  - Equitable representation among categories (Member States, UN, International and Regional Organizations, Major Groups and other Stakeholders)
  - Equitable geographical distribution
  - Inclusiveness
  - Gender balance
  - Manageable size of teams to ensure efficiency and concrete and timely outputs. Ideally, no more than 5 or 6 members in each Organizing Team.

After nominations are received, UNDRR will form the Organizing Teams, ensuring overall broad and equitable representation between all Organizing Teams following above principles.

## **5. Modalities of work:**

- The work of the Organizing Teams will be guided by UNDRR focal points who will facilitate the discussions and the timely preparation of outputs from the teams.
- The UNDRR Stakeholder Engagement Mechanism (SEM) will support the engagement of Major Groups and other Stakeholders in Organizing Teams. In consultation with the SEM, UNDRR will strive for equitable representation of various Major Groups and other Stakeholders across the Organizing Teams.
- To conduct their work, Organizing Teams may: 1) Hold meetings or workshops, 2) Communicate via group e-mails, 3) Conduct targeted surveys, research and studies as needed, 4) Engage and consult widely with relevant communities of practice for topic concerned.

## **6. Expected outputs from Organizing Teams:** Organizing Teams are expected to produce the following substantive outputs:

- A session concept note, including background and rationale on the topic, expected outcomes, the recommended title of the session, a proposed structure of the discussion and suggested speakers, with 2-3 guiding questions for interventions of the panelists. The final selection of speakers will be based with due consideration of gender, geographic and stakeholder balance. The sessions are expected to be highly interactive and lengthy presentations are to be avoided to allow enough time for dialogue. Ideally, a panel should not have more than four panelists.
- An online webpage outlining the state of art on the topic addressed by the session. The webpage format will be shared with the Organizing Teams and this structure should be followed. At the same time, Organizing Teams are free to decide on the most appropriate means for sharing information with the session audience in advance. Information to be included on the website could include issue briefs, studies, videos, tutorials or surveys.
- A detailed session scenario and guidance for moderators and speakers. UNDRR will provide templates and additional guidance on these, including the length and format of the documents. Please note that the final session format (virtual, hybrid or in-person) will be confirmed at a later stage as the global context evolves.

## **7. Tentative timeframe:**

- June 2021: Call for the constitution of Organizing Teams
- June-July 2021: Selection and confirmation of the Organizing Teams
- By end September: Submission of session concept notes to UNDRR by Organizing Teams
- By end October: Speakers invited by UNDRR
- By end October: Website content submitted to UNDRR
- By end December: Submission of session scenarios and guidance to UNDRR by Organizing Teams