Tool 1 - Terms of Reference (ToR)/Charter Template

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| **XXXX NGO Security Network ToR/Charter** |

***Purpose***

The purpose of the network is to provide an NGO mechanism for sharing security information, including incident reports, contextual developments and best practice, and collaborating on security issues impacting the humanitarian community within [*country/location*].

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| ***Key Objectives*** |
| Improve the security of humanitarian staff and beneficiaries through the following actions: |
|  | Sharing information about and analysis of incidents or events that influence the overall security situation and impact access, programmes and operations |
|  | Sharing lessons learned from security incidents affecting humanitarian organisations  |
|  | Providing advice and support to members implementing security procedures and plans |
|  | Collaborating on training and events to strengthen security capacity within [*country/location*]. |

***Membership Criteria***

The network is open to members of the humanitarian community who satisfy XXXX’s membership criteria. Members must:

1. Be a registered not-for-profit, non-governmental organisation;
2. Directly manage, and be responsible for, staff and programmes within [*country/location*];
3. Commit to the Code of Conduct of the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief;
4. Have a dedicated safety and security role or a designated safety focal point who can represent them within XXXX network;
5. Agree to abide by XXXX’s Information Sharing Protocol.

Members are expected to maintain an active membership and agree to share information, regularly communicate and engage with other members, and participate in meetings. Members who do not actively participate may be asked to leave the network following a majority vote by other XXXX members.

***Membership Applications***

Membership is on request through the Chair or Deputy Chair, who will ensure that applications meet the network’s membership criteria. Where there is uncertainty regarding criteria being met, the Chairs may choose to consult with XXXX members.

***Structure***

The XXXX network is led by a Chair and Deputy Chair on a voluntary basis and they receive no compensation for their services. The Chairs are elected to coordinate the network’s activities on behalf of the membership, and are expected to:

* Organise and chair security meetings [*timeframe*]. Meetings should be hosted by different members on a rotational basis.
* Maintain a list of current members and their contact details. This will be regularly circulated to members only.
* Identify and invite relevant participants to join the network.
* In agreement with members, undertake representation with relevant bodies and UN agencies to discuss security concerns and challenges.

The tenure of the Chair and Deputy Chair will be [*timeframe*], extendable by re-election. Voting is by organisation; each participating organisation has one vote, even if multiple members are present from the same organisation.

***Information sharing***

The XXXX network is a mechanism for members to exchange security information. All communication between members, and the sharing of information and incident reports, is conducted via the network‘s [*chat platform*] online group chat or email.

All information and online communications must comply with the network’s Information Sharing Protocol and the Online Group Chat Protocol.

Any concerns regarding information shared by members or during online discussions should be raised with the network’s Chair. All reported violations, including suspected violations, will be investigated. The Chair will consult XXXX members on the appropriate action to be taken, if required.