Inter-Cluster Coordination Group (ICCG) Terms of Reference

Introduction

The Inter-Cluster Coordination Group (ICCG) is established in line with IASC guidance to ensure principled, timely, and effective humanitarian action for the affected population in Syria. The ICCG works in coordination with relevant authorities and humanitarian partners. Cluster coordinators, partner organizations, and OCHA, constitute the Inter-Cluster Coordination Group.

Purpose

The purpose of the ICCG is to maintain a clearly articulated and holistic humanitarian cross-border response in Syria based on consolidated cluster needs identification and response plans. Areas of activity are coordinated, gaps identified, and protection is mainstreamed across all clusters. Broad operational priorities and concerns are brought to the Humanitarian Liaison Group (HLG), and guidance on strategic and policy issues is received from the HLG and the RHC/DRHC through the OCHA Turkey Head of Office (HoO).

ICCG Objectives and Principles

Consolidating and supporting work on the Humanitarian Programme Cycle, e.g. on coordinated assessments, planning and monitoring, humanitarian needs overview, etc;

Ensuring cluster strategies and operational objectives and indicators complement each other;

Ensuring that duplication and unfilled gaps are avoided;

Facilitating the design and implementation of common approaches to information management tools;

Supporting clusters in strengthening their accountability to affected people;

Collectively addressing cross-cutting issues (such as gender, age, disability, HIV/AIDs, environment) and risks (such as mines, and natural disaster hazards) and mainstreaming protection according to specific needs identified locally; ensuring that the combined efforts conducted by the different clusters allow a comprehensive, coherent and effective response to the distinct needs of girls, boys, women and men;

Identifying core advocacy concerns and resource gaps, and preparing key messages or recommendations for resource mobilization and humanitarian advocacy;

Addressing specific issues related to inter-cluster strategic planning and coordination of early recovery as a component of the humanitarian response;

Updating contingency plans and preparedness activities and ensuring complementary of roles and responsibilities between the clusters and, where appropriate, developing a coordinated approach to building the capacity of national counterparts.

Providing hub-level support and guidance to the Whole of Syria approach.

Liaising with the Syria Turkey Information Management and Assessment Group (STIMA) to ensure clarity and strategic response between the coordination and information management functions.

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1 The Gaziantep ICCG focuses on the provision of cross-border assistance to affected populations in Syria, and does not address the needs of Syrian refugees in Turkey.
Composition of the ICCG

The ICCG is composed of the following organizations:

- Chair: OCHA
- Members: Cluster Coordinators and Co-Coordinators (including Acting): Camp Coordination and Camp Management (CCCM), Protection (including Child Protection, GBV, and Mine Action sub-clusters), Education, Food Security and Livelihoods (FSL), Health, Nutrition, Logistics, Shelter and Non-Food Items (NFI), Water, Sanitation, and Hygiene (WASH), as well as the Humanitarian Fund (HF) Manager, GenCap Advisor and STIMA Chair.
- Participant-Observers: NGO Forum Coordinator, Syrian NGO Alliance Coordinator, Cash-Based Response Technical Working Group.
- Upon invitation by the Chair, Clusters or NGO Coordinators: visiting humanitarian actors such as Global Cluster Coordinators, donors, technical experts, etc.

Participation of non-members

Provisions should also be made for those humanitarian actors who may wish to participate on an irregular basis, mainly for information-sharing purposes. The partner should make a request, including the reason to attend and/or topic to present to an ICCG member or the Chair who may put the request forward including the purpose of the visit. The participant can participate only to present/share the issue for which he/she is invited and with no objection from an ICCG member.

In case of the need for specific expertise/representation on a given technical issue, other cluster partners (cluster members, WoS or Global Cluster leads) may be invited on an ad hoc basis by an ICCG member and/or OCHA with no objection from an ICCG member for the time allocated in the meeting agenda.

Specific provisions will be in made for Participant-Observers, who will have the right to:

- Actively participate in ICCG meetings,
- Suggest items for the ICCG agenda,
- Make comments/edits to the ICCG meeting minutes.

Specific responsibilities of cluster coordinators

- The Cluster Coordinators (Chairs and/or co-Chairs) attend the ICCG and represent their cluster partners and priorities.
- Advisers working with clusters on mainstreaming protection and cross-cutting issues across the response will also attend in a technical capacity.

Specific role of OCHA

- Chair and facilitate the ICCG Meeting.
- Prepare the Agenda, circulate Meeting Minutes and follow-up on agreed Action Points.
- Support the identification and development of common advocacy positions around strategic and operational issues.
- Ensure all cluster and other relevant national and international operational actors are fully involved in strategic planning and implementation and other key issues arising from inter-cluster discussions.
• Contribute to an enabling environment through the provision of inter-cluster information management and coordination tools; direct support in facilitating multi-cluster assessments; and the Humanitarian Fund mechanism.

Specific Responsibilities of ICCG Members
Collectively discuss and agree upon inter-cluster operational priorities, funding gaps and advocacy issues.
Provide regular briefings and updates on operational response and prioritization to relevant stakeholder humanitarian partners to ensure timely resource mobilization and advocacy.
Maintain and encourage appropriate coordination among clusters, including ensuring complementarity, identification of gaps and response required, and the mainstreaming of cross-cutting issues such as gender and protection.
Inter-cluster needs assessments; monitoring and evaluation plans are agreed upon and established.
The ICCG should act as the technical working group for inter-agency contingency planning. Revised and updated contingency plans are to be submitted to ICCG members for approval.

Communication between the ICCG and the HLG
The ICCG reports to the HLG. OCHA represents the ICCG at the HLG, and facilitates the exchange of information between the ICCG and the HLG, including provision of ICCG minutes, operational priorities, action points, and requests for advocacy and strategic guidance.
The HLG Chair will communicate requests and strategic guidance to the ICCG through OCHA.
OCHA shall keep HLG members informed of ICCG operational progress and any issues that may require advocacy or senior level support.

Meeting Schedule
ICCG meetings will be held before the Humanitarian Liaison Group (HLG) every two weeks.