

## Emergency Leadership Group

### Draft Coordination Structure

**Purpose and scope** - The Emergency Leadership Group facilitates coordination between the Department of Communities and the Community and Voluntary Sector to better enable the emergency response to the crisis related to COVID-19.

**Secretariat functions** are provided by the DfC and NICVA.

**Coordination Structures** - the coordination has five principle mechanisms.

1. **Reference Group** – informs the overall strategy of the group including setting of priorities, establishment of strands and positioning vis a vis other initiatives being implemented on relevant areas.
2. **Leadership Group** – facilitates engagement between the strands to leverage complementarities and between the strands and community/vulnerable group representatives to ensure
3. **Operations Group** – facilitates engagement between the councils and the work of the reference and leadership groups to ensure appropriateness of approach vis a vis needs.
4. **Strand coordination** – facilitates engagement between actors working on the thematic priority to mobilise relevant stakeholders, develop framework approaches, guidelines, best practices, provide trainings and ensure effective monitoring and evaluation.
5. **Council coordination** – facilitates engagement between councils and Community and Voluntary sector organisations to operationalise the strategic approach and ensure effective allocation of support to address identified needs. This will include information collection and sharing on who is doing what where - how often and for whom?, identify gaps and ensure functioning of referral pathways.

**Inter-mechanism coordination** - Strands to ensure consultation with relevant stakeholders and to provide regular updates through the Leadership Group – to be shared onwards by the secretariat to the Reference and Operations Group. The secretariat will ensure coherence between the work of the reference, leadership and operations group and council representatives will ensure coherence with council coordination mechanisms. Representation from other mechanisms should be facilitated as necessary – for example engagement between strand leads and council.

**Coordination modalities** – Terms of reference to be elaborated for each group to include calendar of meetings, communications modalities, strategy documents and monitoring and evaluation approached.

**Strands** - The following strands are identified to date and subject to review through the work of the reference group. Each strand to be led (and co-led) by an appropriate focal point. Membership will be made up of those with relevant expertise and networks relevant to the strategic level.

1. Food
2. Delivery of pharmaceuticals

3. Community Helpline
4. Volunteer coordination
5. Mental health and well-being
6. Communications and Engagement
7. Recovery and resilience
8. Digital inclusion

**Information Management** - structured interaction between each of the initiatives and the information management processes offers the opportunity to improve the overall response to ensure that

1. Centralised compilation of all the initiatives involved in the response - we can know who is doing what and where through data compilation.
2. Centralised process of needs assessment - we can know where there is unmet need and how targeting can be more effective by undertaking a joint assessment.
3. Centralised communications - we can work to ensure that all initiatives have the information and networks that they need to effectively operate during the crisis.
4. Centralised compilation of resources, best practices, lessons learnt etc.

**Overall** the approach will be premised on the importance of dedicated coordination capacity to ensure that connectivity between all the respective structures is facilitated. For NI and local gvt this would involve designating focal points, and for Community and Voluntary Sector representatives, it would involve prioritising the coordination work - at the expense of efforts that would directly support their own organisation.

#### **Recommendations –**

1. Review of representation in each coordination mechanism.
2. Information management – shared calendar for meetings, shared drive for meeting minutes, monitoring of coordination implementation.
3. Strands to give more emphasis to coordination role as opposed to direct program implementation role.
4. Resourcing of the secretariat – dedicated capacity and agreed workplan.
5. Consultation on proposed approach with relevant stakeholders.
6. Communication of agreed approach with the sector including guidance on appropriate entry points.
7. Agreed joint monitoring and evaluation approach to be developed.
8. Integration of emergency coordination structures into wider engagement structures (community plans at council level)