



## TERMS OF REFERENCE

# GOVERNANCE STRUCTURE OF THE SUPPORT PLATFORM FOR SOLUTIONS IN THE CONTEXT OF FORCED DISPLACEMENT RELATED TO THE CENTRAL AFRICAN REPUBLIC CRISIS

**Adopted during the first regional statutory ministerial meeting of the Steering committee of the support platform for solutions in the context of forced displacement related to the Central African Republic crisis**

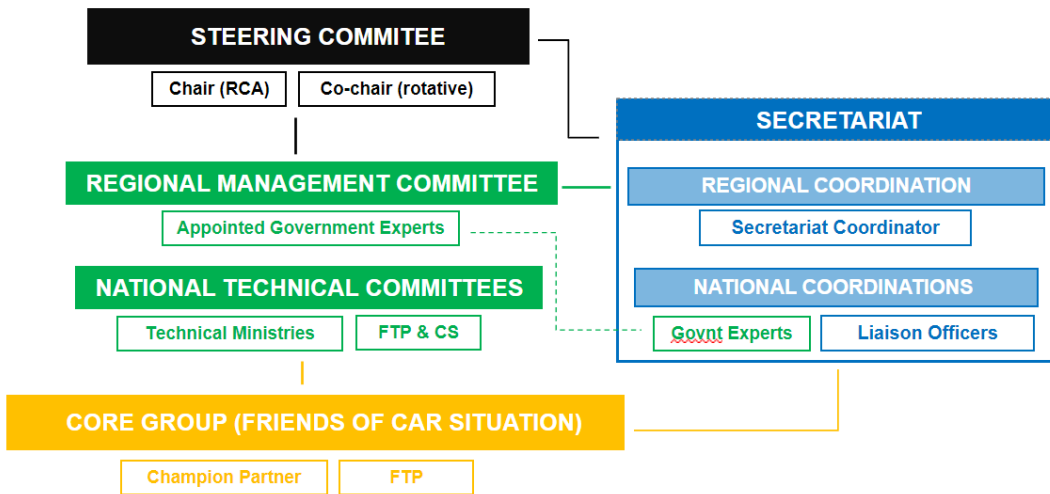
**31st October 2023, Bangui (Central African Republic)**

1. On 27th April 2022, meeting in Yaoundé in a regional ministerial conference on solution in the framework of forced displacement in relation to the Central African crisis, the Ministers representing the Republic of Cameroon, the Central African Republic, the Democratic Republic of Congo, the Republic of Congo, the Republic of Chad, the Republic of the Sudan and the Republic of South Sudan adopted the Yaoundé Declaration, with the following main objectives:
  - (i) Collectively pursue a regional approach to deliver solutions for refugees, internally displaced persons and returnees from the Central African Republic, whilst maintaining protection and promoting self-reliance, with the support of the international community and in accordance with the Global Compact on Refugees (GCR);
  - (ii) Support the ongoing reconciliation process in the Central African Republic and urge for the effective participation of forcibly displaced persons and returnees; and
  - (iii) Establish a regional cooperation framework to strengthen protection and the search for solutions for persons forcibly displaced by the Central African crisis, with the support of the international community.
2. **The Yaoundé Declaration calls for:**
  - The establishment of a solutions-oriented follow-up and coordination mechanism for countries affected by the Central African crisis, under the leadership of concerned States, with the support of regional institutions, UN system agencies, donors, development actors, financial institutions, the private sector, civil society organizations, the international community and forcibly displaced persons in a spirit

of shared responsibility and solidarity, in accordance with the commitments made in the framework of the Global Compact on Refugees;

- The provision of this mechanism with: (i) a steering committee that includes the seven countries directly affected by the Central African crisis (with a rotating co-chair while the Central African Republic remains statutory Chair); (ii) a secretariat with technical support from UNHCR; (iii) a group or groups of supporting partners composed of development actors, donors, regional organizations, and agencies of the United Nations system ;
  - Giving mandate to UNHCR, in consultation with the Central African Republic, to lead the necessary consultations to determine the dates and venues of future ministerial conferences as well as the modalities for the implementation of the steering committee;
  - Soliciting financial support for the implementation of the platform, including the effective implication of international, regional and national partners, to provide a comprehensive and concerted response to the needs of people affected by the Central African crisis including the host communities.
3. Considering the above and in light of its assigned role, UNHCR, secretariat of the platform, in consultation with the Central African Republic, chair of the Steering committee, proposes the following governance structure:
- A steering committee composed of representatives of the seven states parties to the Yaoundé Declaration,
  - A regional management committee,
  - Seven technical committees, one per country,
  - A secretariat,
  - A core group of supporting partners,
  - A monitoring and evaluation mechanism.
4. The below organigramme describes the Governance structure:

# Governance Structure



## 5. Composition/remit/ modus operandi of the different entities.

### 5.1 Steering committee of the support platform for solutions

- **Composition:**

The Steering committee is the governing body of the platform. It is composed of Ministerial representatives from the seven signatory states of the Yaoundé Declaration, namely the Republic of Cameroon, the Central African Republic, the Democratic Republic of Congo, the Republic of Congo, the Republic of Chad, the Republic of Sudan and the Republic of South Sudan.

- **Remit:**

The Steering committee sets the vision and objectives of the platform. As such, it establishes strategic priorities and identifies appropriate actions to help find solutions to the situation of forced displacement linked to the Central African crisis, while maintaining the momentum of cooperation between the different actors.

The members of the steering committee are responsible for nominating a representative and an alternate from the ministry (ies) responsible for affairs relating to forcibly displaced persons in their respective countries, to represent them on the regional management committee. These representatives will receive indemnities from UNHCR during the meetings of the said committee.

The designated persons will preferably have participated in the work of the regional ministerial conference in Yaoundé.

- **Chair and Co-Chair:**

The statutory chairpersonship is assured by the Central African Republic, with a rotating co-chairpersonship, by alphabetical order in French, for a period of one year.

- **Modus operandi:**  
The steering committee meets once a year with the technical support of UNHCR which participates in the meetings as an observer.

The Chairperson and Co-Chairperson of the steering committee, with technical support from the secretariat, and in consultation with States parties, organize the meetings and determine the agenda.

## 5.2 Regional management committee of the platform

- **Composition:**  
The regional management committee is composed of a government expert and alternate for every member of the platform.
- **Remit:**  
The regional management committee will provide recommendations to the national technical committees to ensure coherence between the different national action plans.

It acts as a catalyst to mobilize the various government structures working to effectively implement the solutions set out in the Yaoundé Declaration.

- **Chair and Co-Chair :**  
The chairpersonship of the regional meetings is on a rotation basis every three months. It is assured by each of the experts in the alphabetical order of states in French. The Chair decides on the agenda and ensures that the discussions are dedicated to one or several specific subjects.
- **Modus operandi:**  
The members of the regional management committee meet on a quarterly basis. The objectives of these meetings are:
  - To assess the progress of the national technical committees;
  - To ensure consistency between the national action plans and the regional action plan;
  - To promote the sharing of good practices;
  - To identify opportunities of support and to orientate them towards an optimal implementation of the action plans.
- The government experts have the prerogative to invite their counterparts from the technical ministries responsible for the theme(s) on the agenda. The secretariat's regional coordination participates in the experts' regional meetings. In addition, the members of the regional management committee and their alternates work in close collaboration with the UNHCR liaison officers to assure the platform's secretariat at national level.

The minutes of the quarterly meetings will be shared with the State parties.

## 5.3 National technical committees :

- **Composition:**  
Each national committee is composed of experts from the various technical ministries with responsibilities for the implementation of the Yaoundé Declaration, supported by civil society,

development actors and international organizations operating in each of the concerned states.

▪ **Remit:**

The national technical committees, on the basis of the Yaoundé Declaration recommendations, aim to:

- Develop a national action plan and a schedule for implementing solutions for forcibly displaced Central Africans and their host communities,
- Provide recommendations and technical support to the members of the regional management committee from their respective states;

The discussions of the national technical committees are organized around the priority themes of the Yaoundé Declaration, namely:

- Strengthening the institutional and normative framework for the protection of refugees, asylum seekers, returnees and internally displaced persons,
- Promoting the socio-economic inclusion, resilience and empowerment of refugees from the Central African Republic and host communities,
- Supporting conducive conditions to the sustainable return and the effective reintegration of forcibly displaced persons.

▪ **Modus operandi:**

The work of each of the seven national technical committees is organized around the above-mentioned themes. These thematic discussions will take place on a monthly basis, and will be based on already existing national coordination mechanisms (e.g. local Education Partners group).

In countries where a solutions strategy already exists (e.g. Central African republic), the national technical committee may undertake a revision of this strategy to include the recommendations of the Yaoundé Declaration.

#### 5.4 Secretariat :

▪ **Composition:**

The secretariat, assured by UNHCR, is composed of:

- A Regional Coordinator (based in the Regional Bureau for UNHCR for West and Central Africa);
- Liaison officers within UNHCR in the seven states parties to the Yaoundé Declaration.

▪ **Remit:**

The Secretariat is responsible for:

**At regional level:**

- Developing the agenda and providing technical support to the organization of the platform's activities, under the chairpersonship of the steering committee;
- Ensuring the implementation of the platform and information sharing between all the partners involved;
- Facilitating the organization of the meetings of the different entities, and guaranteeing a fluid exchange of information;
- Coordinating UNHCR action for refugees in support of the platform;

- Participating in steering committee meetings and providing technical support to the seven member states;
- Exploring opportunities of support with the technical and financial partners, development actors, the private sector, civil society, and agencies of the United Nations system, forcibly displaced persons and their host communities;
- Promoting good practices and sharing of experience and ensuring a harmonized approach to solutions integrating the recommendations of the Yaoundé Declaration;
- Encouraging the core group of supporting partners to assist in the organization of meetings and initiatives of the platform steering committee.

**At national level :**

- Support and coordinate the work of the national technical committees;
- Provide the secretariat for meetings;
- Mobilize the members of each national technical committee according to their expertise in line with the agenda of each meeting.
- Provide necessary technical support in the formulation and/or revision of the national solutions strategies and national action plans;
- Inform the line ministry(ies) responsible for affairs relating to forcibly displaced persons abreast of the conclusions of the various thematic meetings ;
- Follow up on the validation, dissemination and implementation of the national action plans;
- Convene quarterly meetings with the core group of supporting partners at national level.

### **5.5 The Core Group of Supporting Partners**

The terms of reference elaborated by the core group of supporting partners form an integral part of this document.

### **5.6. Monitoring and evaluation mechanism**

- In order to maintain the effectiveness of the platform, an internal audit mechanism will be put in place.
- The steering committee may recruit an external firm or consultant for the monitoring and evaluation of the activities of the platform. The methodology for selection of the firm or consultant will be proposed by the Secretariat and approved by the steering committee.
- An internal audit of the management of the platform's resources will be undertaken every year. The report of this audit will be presented to the steering committee for appraisal.

These terms of reference are subject to modification, amendment or revision by the steering committee as necessary.