



Accountability to Affected Populations Task Team (AAP TT)

Terms of Reference

Objectives and Tasks of the TT

As the AAP TT is an inter-sectoral platform, it is organically under the umbrella of the National Inter-Agency Task Force. However, considering the nature of the work carried out through the Task Force, the 3RP Protection Sector continues to work closely and support the TF in the preparation of meetings and deliverables. The general understanding is that members of the TT have technical know-how and prior knowledge on AAP.

The main objectives of the TT, established in March 2020, are outlined as follows:

- Existing AAP mechanisms of the members of the different sectors enhanced by provision of capacity development support;
- Guidance provided to organizations that do not have AAP mechanisms in place to enable them to establish such a mechanism;
- Recommendation paper on planning, budgeting and programming AAP, as well as advocacy notes developed for the Syria Task Force and donors.

The main activities of the TT are outlined as follows:

- Based on discussions and agreements reached in AAP workshop, identify priority actions and deliverables on AAP;
- Develop an action plan, including timelines and responsible organizations to follow-up on identified outputs;
- Prepare a national guidance note on AAP, to be submitted for the review of sectors and the Syria Task Force;
- Develop an AAP checklist, outlining minimum standards and optimal top-up standards;
- Experience sharing on AAP elements and documentation of practices;
- Develop a practical AAP toolkit (content outlined during the workshop, deliverables prioritized and included in TT action plan);
- Prepare and share a recommendation paper for the Syria Task Force and potentially the Syria Response Group on programming, budgeting and planning around AAP. If approved by these coordination platforms, a recommendation paper and advocacy note for donors should also be prepared.

Leadership and Membership

An election will be held between members for the roles of chair and co-chair. The general expectations from and responsibilities of chair and co-chair are outlined below:

Chair

- Organize, convene and chair meetings on a regular basis.



- Ensure regular communication with members on developments; maintain transparent and inclusive information flows between members.
- Steer implementation of the workplan.
- Support compilation and finalization of deliverables.
- Support protection sector coordinator in sharing outcomes and progress of task team, as required, in various platforms (such as the Syria Task Force) to facilitate linkages.

Co-Chair

- Support chair in organizing, convening and chairing meetings.
- Support information flow between members and relay messages to chair.
- Support secretariat duties (such as sending meeting invitations to members, compiling meeting minutes and sharing with members etc.)
- Support chair as required, including with the finalization of deliverables.

The current chair of the Task Team, per election results, is Turkish Red Crescent.

The protection sector coordinator will be responsible to follow-up on the general functioning of the TT and when needed, to facilitate linkages between the TT and different coordination platforms, as well as follow-up on the implementation of the work plan.

Membership is extended to UN agencies and I/NGOs from all sectors. It is crucial that those participating in the TT have prior and technical knowledge on AAP and are willing to allocate time and effort to contribute effectively towards TT efforts.

Member organizations are requested to regularly contribute and support activities that they have been designated responsible for, as indicated in the action plan.

Meeting Modality

Meetings will be facilitated on a quarterly/ad hoc basis, while meetings may be called more/less frequently based on need. In order to finalize activities and deliverables in a timely manner, in addition to regular TT meetings, groups responsible for activities are recommended to meet in between TT meetings as well. It is also noted that once groups finalize their designated deliverables, they will be requested to present outcomes during TT meetings for group feedback.

Meetings will be held online unless members specifically request to meet in person.