

# IPC Global Partnership Governance Structure

and

# Terms of Reference

## IPC Global Steering Committee



\*The EC in the global partnership is represented by the Joint Research Centre of the European Commission

## 1. Purpose

The purpose of this document is to clearly document and explain the current governance structure of the IPC global partnership, and the functions, including the roles and responsibilities, of each component in the structure. An effective and well functioning governance structure is essential in order for IPC to achieve the objectives of the new IPC Global Strategic Programme 2014 – 2016. This document will serve to streamline the different components of the IPC governance structure, and to identify and strengthen the complementarities between the different components. The document is prepared and under review by the IPC Global Steering Committee (IPC SC) and will be endorsed in October in 2014.

## 2. Background

Since its first application in 2004, the IPC has gained international recognition as a best practice in the global food security field and a model of multi-partner collaboration with country impact. Today the IPC is regularly used in 29 countries in Latin America, Africa and Asia and the demand for IPC by country governments continues to grow. The IPC world wide implementation is guided by a global partnership of leading international food security agencies and government institutions. With consolidation and building on the gains made in the past 10 years, the IPC global partnership endeavors to become a truly global standard recognized by governments, donors, and international and national agencies and NGOs alike.

As of today, 11 major food security organizations have joined the IPC Global Partnership to further develop and disseminate protocols and processes for food security analysis and classification. These include NGOs (ACF International, CARE, Oxfam and Save the Children), UN agencies (FAO and WFP), donor-related bodies (the EC-JRC, and FEWS NET), Regional Inter-Governmental bodies (CILSS and SICA) and the Global Food Security Cluster (FSC).

In 2013 the IPC Global Partnership launched a global, regional and country consultative process to develop an ***IPC Global Strategic Programme (2014 – 2016)***, which define the IPC overarching common vision of IPC together with strategic outcomes aims at ensuring best practices in IPC implementation and institutionalisation<sup>1</sup>. The strategic programme is formulated as a multi-year and results-based management approach to respond to the increasing demand for enhancing, consolidating and expanding the IPC.

The IPC Global Strategic Programme (2014-2016) is guided by multi-partner governing and implementing structures which coordinate the IPC development and implementation at three levels: Global, Regional and National. Implementation of the new strategic program also requires a consolidation of existing governance structures of the IPC, by reforming them to achieve a comprehensive and effective global governance structure for IPC. This

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<sup>1</sup> The IPC Global Strategic Programme (2014-2016): IPC Vision and Action Plan, IPC GSU, 2014.

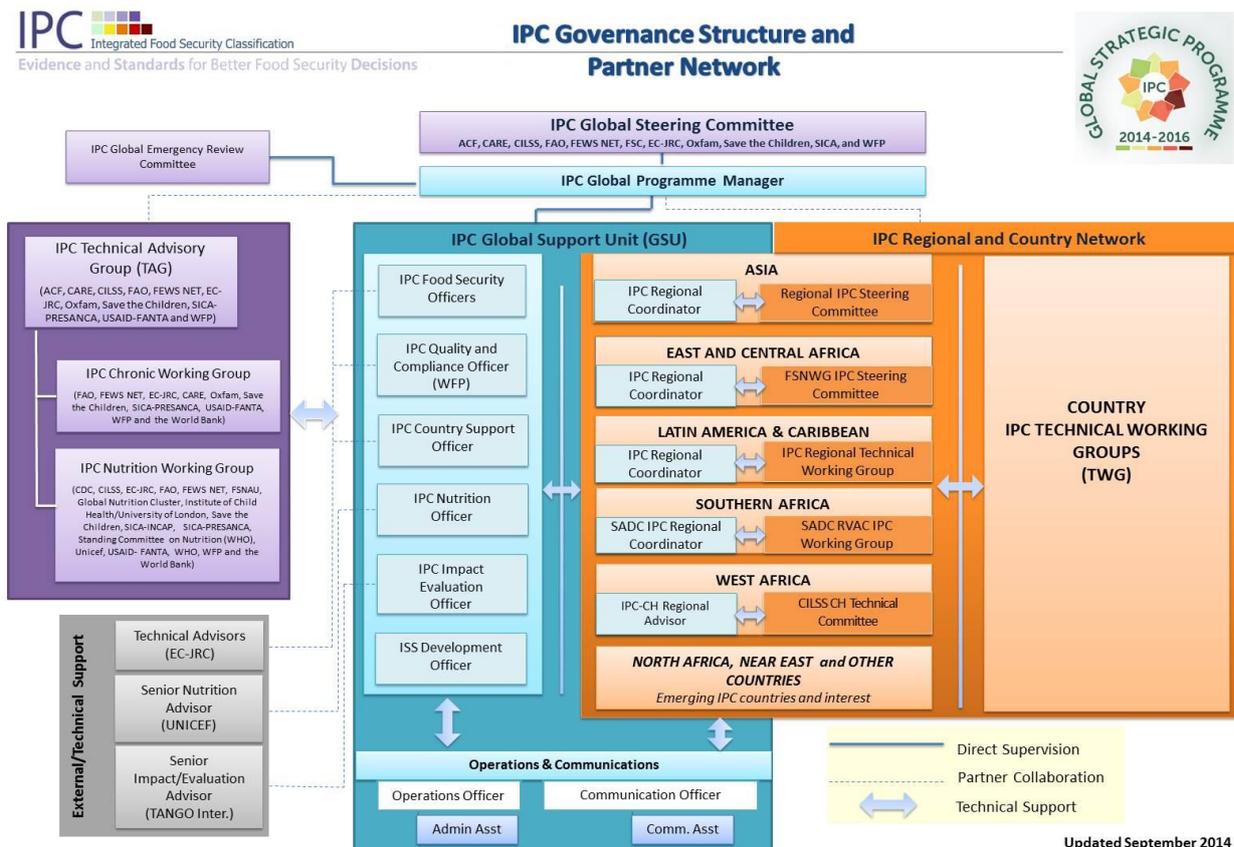
document reflects the revision and reform of these IPC governance structures and their linkages.

### 3. IPC Global Partnership and Governance Structure

#### 3.1 Overview

The IPC Global Governance Structure consists of the different internal and external partnerships and the internal working modalities of the IPC. The Governance Structure has been modified in 2014 in response to the requirements placed by the new IPC Global Strategic Programme 2014 - 2016. The IPC Organizational Chart is below, followed by a short description of each component of the governance structure.

**Figure 1: IPC Global Governance Structure and Partner Network**



### **3.2. IPC Global Steering Committee (IPC SC)**

The IPC Global Steering Committee (IPC SC) is the governing body of the IPC, tasked with strategically guiding and positioning the IPC globally and linking with relevant initiatives. The IPC Global Steering Committee has the following responsibilities: positioning the IPC in broader, international framework of food and nutrition security initiatives, promoting institutionalisation within partner agencies, overseeing the IPC Global Strategic Programme Management, providing strategic guidance, ensuring global coherence and respect of IPC principles, and endorsing the IPC technical approaches, tools and guidelines. IPC Global Steering Committee members endorse and commit to the *IPC Guiding Principles for Operating within the Framework of Common Interagency Approach* and agree to abide by these principals of operation (see Annex 8).

Currently, the committee consists of senior management and technical representatives of 11 IPC partner agencies: ACF, CARE, CILSS, Joint Research Center of the EC, FAO, FEWS NET, Global Food Security Cluster, Oxfam, Save the Children, SICA/PRESANCA, and WFP. The IPC Global Support Unit (IPC GSU) and the IPC Technical Advisory Group (IPC TAG) report to the IPC Global Steering Committee through the IPC Global Programme Manager, and the IPC Global Support Unit provides secretarial support to the IPC Global Steering Committee. See Annex 1 for the detailed ToR of the IPC Global Steering Committee.

### **3.3. IPC Global Support Unit (IPC GSU)**

The Global Support Unit (IPC GSU) of IPC is responsible for the day-to-day programme implementation of IPC Global Strategic Programme (2014-2016). The GSU is headed by the IPC Global Programme Manager, and the unit consists of two groups: the IPC GSU team based in FAO headquarters in Rome, and the IPC Regional Coordinators and technical teams based in five regions (Eastern and Central Africa, Southern Africa, West Africa [coordinator currently based in Rome], Asia, and Central and Southern America). The Rome-based section of the IPC GSU is responsible for operational planning and budgeting, technical development, coordination and implementation of global activities, global partnerships, and provision of surge support to regions and countries when requested.

The IPC Regional Coordinators are the IPC GSU field based team who coordinate and provide training and technical support to countries in their region for IPC activities in collaboration with the IPC GSU personnel in Rome and regional partners stakeholders. IPC Regional Coordinators support and work closely with IPC Regional Technical Working Groups and/or IPC Regional Steering Committees, as well as support awareness raising and advocacy of IPC within their regions and provide information to and participate in global IPC activities.

The IPC Global Programme Manager is guided by and reports to the the IPC Global Steering Committee. The IPC GSU chairs and provides secretarial support to the IPC Technical Advisory Group (IPC TAG), and the IPC Emergency Review Committee (IPC ERC) (when operational), participates in and chairs the TAG sub-working groups, and collaborates and

provides support as requested to the IPC Regional Steering Committees and the Country IPC Technical Working Groups.

### **3.3.1 Senior External Advisors to IPC GSU**

As needed, based on the specific technical requirements for the implementation of the IPC Global Strategic Programme, the IPC GSU will secure external technical advisory services, to support the achievement of specific programme deliverables. Currently, the IPC Global Strategic Programme has two priority deliverables that require Senior Advisory support. One is for the services of a Senior Nutrition Advisor, who will work closely with the IPC GSU Nutrition Officer to guide the development of the new IPC Nutrition Classification, working in collaboration with the IPC Global Nutrition Working Group. The other area of support is for a Senior Impact Evaluation Advisor, who will work closely with the IPC Impact Officer to support the design and implementation of an IPC Impact and Use Monitoring Framework and Baseline. This type of Senior Advisor technical support is secured by the IPC GSU on an as needed basis for specific tasks requiring expert advisory guidance.

### **3.4. IPC Technical Advisory Group (IPC TAG)**

The IPC Technical Advisory Group (IPC TAG) is a group of senior technical experts from the IPC SC member agencies, and the group is chaired by the IPC Global Programme Manager. The main tasks of the TAG are to provide technical guidance, oversight and recommendations on IPC technical development and quality assurance and compliance issues. In addition, the TAG is responsible for reviewing and clearing technical reports, materials, and new tools that require the endorsement of the IPC Global Steering Committee. The TAG may also have working groups, that are normally established to work on a specific technical development issues and technical issues that require more in-depth work. The working groups have specific and well defined objectives, terms of reference and a function for a limited timespan to achieve the specific task. The working groups report to the IPC TAG, whereas the IPC TAG reports to the IPC Global Steering Committee. In both cases the reporting takes place through the IPC Global Programme Manager. See Annex 2 for the detailed ToR of the IPC Technical Advisory Group.

#### **3.4.1. Technical Advisory Group Working Groups**

Currently the TAG has two working groups. The first is the IPC Chronic Working Group (IPC CWG), which is comprised of technical representatives of the IPC Global Steering Committee member agencies, and other technical agencies working on food security, such as the World Bank, FANTA and ICFI. The IPC Chronic Working Group was established in 2012 and is responsible for the development of V.1.0 of the IPC Chronic Food Security Classification, and the associated tools for the roll-out of this new IPC tool.

The other working group is the IPC Nutrition Working Group (IPC NWG), which was established in early 2014. The IPC Nutrition Working Group consists of technical representatives of the IPC Steering Committee agencies, and other global nutrition agencies and institutions, such as Unicef, WHO, INCAP, Global Nutrition Cluster, Institute of Child Health (Univ. of London), FANTA, World Bank, and the Standing Committee on Nutrition. The IPC Nutrition Working Group is responsible for the development and piloting of the IPC Nutrition Classification, with strong links to the IPC Acute Food Security Classification.

The IPC GSU chairs and lead both working groups. The sub-working groups report to the TAG, and through the TAG ultimately to the Steering Committee, through the IPC Global Programme Manager. See Annexes 3 and 4 for the detailed ToRs of the current sub-working groups of the IPC Technical Advisory Group.

### **3.5. IPC Emergency Review Committee (IPC ERC)**

The IPC Emergency Review Committee (IPC ERC) is a ad hoc specialized small committee consisting of a panel of internationally renown leading food security and nutrition experts. The committee membership is not fixed but can change according to needs, and the committee is chaired by the IPC Global Programme Manager. The committee is called upon by the GSU when there is a need to review IPC findings to support quality assurance and technical consensus building, especially in situations when there is a potential IPC declaration of famine. The ERC process can also start if there is a severe emergency situation with a break-down in the technical consensus process at the country level. The ERC provides recommendations to the country IPC Technical Working Group, and the IPC GSU serves as the chair, secretariat and coordination support to the ERC. See Annex 5 for the detailed ToR of the IPC Emergency Review Committee.

### **3.6. IPC Regional Committees**

Currently, there are IPC Regional Committees in the four regions: Eastern and Central Africa, Southern Africa, Asia, and Central America. These IPC Regional Committee's are integrated or linked within existing relevant regional food security coordination platforms where they exist. The specific names of these regional committee's vary dependent on the regional context in which they are linked or insituationalized. In East and Central Africa, is called the IPC Regional Technical Working Group and is a sub-working group of the IGAD/FAO Chaired Regional Food and Nutrition Food Security Working Group (FSNWG). In Southern Africa, the IPC Regional Committee is constituted within the SADC Regional Vulnerability Working Group (SADC RVAC), as the SADC RVAC IPC Regional Working Group. In Central America and Asia, there is an absence of a relevant regional food security coordination platform, therefore, the IPC Regional Committees are currently a free standing multi-partner regional committee. In Asia, it is called the Asia IPC Regional Steering Committee and in Central America it is called the IPC Regional Technical Working Group.

In West Africa, the IPC is harmonized with the CILSS Cadre Harmonize (CH) and IPC strictly supports the CH providing technical training and advisory support CH as a member of the the CILSS CH Regional Technical Committee.

The members of the various Regional Steering Committees all consist of representatives of the Global IPC partner agencies who have a regional presence in the respective region, as well as representatives of regional inter-governmental agencies and other regional partners engaged in IPC activities in that region. The IPC Regional Steering Committees are responsible for providing to Countries in their respective regions IPC technical oversight, guidance, training, coordination support, and promote cross-country learning in IPC, as needed. Where there are several countries in the region implementing the IPC/CH, the IPC Regional Committee's also consolidate country IPC to present Regional IPC Maps and Situational Overviews. This is currently happening in only two regions, East and Central Africa and West Africa.

In addition, the IPC Regional Committees support the institutionalisation of IPC within their regions, including promote strengthen institutionalation of IPC within relevant Inter-Governmental Bodies and within their own Regional and Country Office agencies. The IPC Regional Committees are supported and linked at the global level through outposted IPC GSU Regional Coordinators who work closely with and technical support the IPC Regional Committee to promote IPC global standards and links between the IPC Regional Strategies and IPC Global Strategic Programme. See Annex 6 for the General ToR of the IPC Regional Committees. This TOR is the general generic TOR for Regional Committee's, as each region develops is to develop their context specific TOR to be responsive to the context, needs and the unique institutional structures of their respect region.

### **3.7. IPC Country Technical Working Groups**

The IPC activities at the country level are implemented by country Technical Working Groups (TWG). They consist of technical representatives of food security agencies in the country, normally from government branches, UN agencies, international and national NGOs and the civil society. The TWGs are usually chaired by a representative of a government agency which officially hosts IPC in the country. TWGs are responsible for the organization of IPC trainings and analyses, including activities prior to, during and after the analysis, and the dissemination of the analysis findings. They also maintain contacts with the regional IPC structures and the IPC Regional Coordinators and participate in regional IPC activities. The Regional Coordinators actively support the TWGs, and surge capacity support is provided also by other members of the GSU upon request by the TWG. See Annex 7 for the detailed ToR of the IPC Technical Working Group.

#### **4. Annexes**

Annex 1: ToR of the IPC Global Steering Committee

Annex 2: ToR of the IPC Global Support Unit

Annex 3: ToR of the IPC Technical Advisory Group

Annex 4: ToR of the IPC Chronic Working Group

Annex 5: ToR of the IPC Nutrition Working Group

Annex 6: ToR of the IPC Emergency Review Committee

Annex 7: ToR of the IPC Regional Steering Committee

Annex 8: ToR of the IPC Country Technical Working Group

Annex 9: Lists of members of different components of the IPC Global Governance Structure

**ANNEX 1:**

**IPC Global Steering Committee  
Terms of Reference**

**1. Purpose**

- The purpose of the IPC Global Steering Committee is to provide high-level strategic advice, endorsement, oversight, and support to the IPC.

**2. Membership**

- The IPC SC members include ACF, CARE, CILSS, the Global Food Security Cluster, the Joint Research Centre of the European Commission, FAO, FEWS NET, OXFAM, Save the Children, SICA/PRESANCA, and WFP. One of the members will act as the Chair of the SC for a maximum consecutive duration of one year
- The overall number of members should be kept at a reasonable size (12 to 15) to ensure a balance between participation and efficient functioning of the SC.

**3. Linkages and Reporting**

- IPC GSU acts as the secretariat of the IPC Global Steering Committee
- IPC Global Programme Manager reports to the SC on the activities of the GSU, TAG, and the TAG Working Groups, as well as any other matters arising from the IPC implementation

**4. Working Modalities**

- The Steering Committee meets at least once a year at senior management and key donor level, and the other times at senior technical level
- The normal number of SC meetings is four per year, either face to face or by video- or teleconference. This number may vary according to needs.
- Decisions will be made by consensus, or at a majority of at least 75 percent of SC members participating in the meeting. The quorum for Steering Committee meetings is set at 50 percent or more of the total members.

**5. Roles and Responsibilities**

- Positioning IPC within broader food and nutrition security governance
- Ensuring that IPC analysis meets the needs of decision makers and informs policy, programme and resource allocation decision making at global level
- Promoting institutionalization within partner agencies
- Budget endorsement and monitoring of financial resources
- Oversight of IPC Global Programme Management. Endorsement and monitoring of implementation of work plan, and provision of strategic guidance to the IPC GSU, including aspects relating to structure, composition and recruitment
- Endorsement of technical approaches, tools, and guidelines
- Ensuring global coherence and respect of IPC principles, including at national and regional levels

## ANNEX 2

### IPC Global Support Unit Terms of Reference

#### 1. Purpose

- The IPC Global Support Unit (GSU) is responsible for the overall advocacy, implementation, and monitoring of the IPC Global Strategic Programme (2014-2017) and the promotion of the IPC as a global standard in food security analysis. The GSU acts as the operational arm of the IPC Global Steering Committee responsible for the day-to-day management, coordination and support of IPC activities at the global and regional levels, and provides technical assistance and guidance support on IPC activities in countries.

#### 2. Membership

- The IPC GSU is managed by the IPC Global Programme Manager who directly reports to the IPC Global Steering Committee.
- The IPC GSU consists of different teams based at the global and regional levels who provide technical assistance, guidance and coordination support to the implementation of IPC activities defined by the four outcomes of the IPC Global Strategic Programme (2014-2017), which include support to IPC governance and institutionalization, global, regional and country training and certification programme, technical assistance support to IPC country analysis and processes, IPC technical development, communication, operational support, and regional coordination and country support

#### 3. Linkages and Reporting

- The GSU provides secretariat support and regularly reports to the IPC Global Steering Committee through the IPC Global Programme Manager
- The GSU chairs and provides secretarial support to the IPC Global Technical Advisory Group (TAG) and the various Global Technical Working Groups which are formed under the TAG
- The IPC GSU activates and chairs the global IPC Emergency Review Committee when operational, working in collaboration and support to IPC Country Working Groups as required, and reporting to the IPC Global Steering Committee.
- The GSU Regional Coordinators based in the regions provide coordination and technical support to the IPC Regional Steering Committee's/IPC Regional Working Groups, and provide IPC awareness raising, technical training and analysis support to Countries in IPC, promoting global IPC standards.

#### 4. Working Modalities

- The GSU members are physically located in the offices of the IPC global partners with approximately half of the team located in Rome, whereas IPC GSU Regional Coordinators/Advisors and Regional support staff are located in five different regions

(Eastern and Central Africa, West Africa, Southern Africa, Asia, and Latin America and the Caribbean)

- The GSU team maintains linkages to and works in collaboration with IPC global partners, external institutions and agencies, donors, and IPC regional and country IPC Country Working Groups.

#### **5. Roles and Responsibilities**

- Provide support to countries in planning, coordination and implementation of IPC activities
- Conduct technical development including coordination of and participation in technical development activities and working groups, and preparation of IPC Manual, training and guidance materials
- Provide operational support, including fundraising, donor relations, budget management, administration and secretarial support, and monitoring and reporting
- Coordinate and implement internal and external communication activities

## ANNEX 3

### IPC Technical Advisory Group Terms of Reference

#### 1. Purpose

- The overall purpose of the IPC Technical Advisory Group (TAG) is provide technical guidance, oversight and recommendations on IPC technical development, quality assurance and compliance issues. Furthermore the TAG reviews and clears technical reports, materials and new tools that require IPC SC endorsement

#### 2. Membership

- In this reformulated IPC TAG, membership is restricted to IPC SC member agencies, and members are senior technical experts from IPC SC member agencies. IPC Global Steering Committee members nominate one senior technical expert and an alternate from their agency to represent their agency on the IPC TAG
- IPC TAG is chaired by the IPC Global Programme Manager

#### 3. Linkages and Reporting

- The IPC TAG Chair reports regularly on the IPC TAG activities to the IPC Global Steering Committee, and the minutes of the TAG teleconferences are shared with the IPC SC. The TAG, through the Chair, will also present to the IPC Global Steering Committee technical issues that require their review and decisions
- The TAG supports the formation and provides guidance to IPC Technical Working Groups tasked with specific technical development issues or activities that require more focused and in-depth work. The Working Groups report their progress regularly to the TAG.
- The IPC Global Support Unit (IPC GSU) acts as secretariat of the IPC TAG, and is responsible for taking meeting minutes and action points for each meeting

#### 4. Working Modalities

- The TAG functions as a dynamic technical advisory group to the IPC that is convened quarterly in structured teleconferences. The TAG may also have other teleconferences on an ongoing basis as needed to review and advise on ongoing technical development issues. The TAG may also have physical meetings if there is a particular need for that
- Most of the practical technical development work takes place in the Working Groups located under the TAG

#### 5. Roles and Responsibilities

- Technically advise and make recommendations to the IPC GSU on IPC technical developments, applied research, quality assurance and compliance issues, as needed
- Review, provide inputs and make recommendations on technical reports, training materials, guidance notes and new tools, especially those requiring IPC SC clearance and endorsement
- Monitor progress and provide technical guidance on the work and outputs of the IPC TAG Working Groups
- Potentially identify a need for commissioning technical studies, or recommend the establishment of a working group focusing on a specific issue to the GSU

## ANNEX 4

### IPC Chronic Working Group (2014 – 2015) Terms of Reference

#### 1. Background

The Integrated Food Security Phase Classification (IPC) is a standardized approach to classifying food insecurity for decision support. Originally developed in 2004 at the FAO managed Food Security Analysis Unit for Somalia, the IPC is now used in close to 30 countries in Africa, Central America, and Asia.

Version 2.0 of the IPC was released 2012. While the focus of version 2.0 is on classifying acute food insecurity, it was also decided that a separate classification for chronic food insecurity would be developed to provide a necessary counterpart for the acute food insecurity classification. Whereas classifying acute food insecurity is helpful for decision support with short term strategic objectives, a system for classifying chronic food insecurity would support decisions with medium and longer term objectives. The two are not mutually exclusive and understanding of both is important for comprehensive responses to end food insecurity. As a result the IPC Working Group on Classifying Chronic Food Insecurity ('Chronic Working Group' for short) was established in 2012, and the group continued working on the chronic food insecurity classification until early 2014, when the IPS Steering Committee endorsed the IPC Reference Table for Chronic Food Insecurity, and the associated tools (Analysis Worksheets and the Communication Template) developed by the group. More technical development and guidance is, however, required for the roll-out of the IPC chronic food insecurity classification in 2014, and it has been decided to reconvene the IPC Chronic Working Group to help in the accomplishment of these tasks.

#### 2. Purpose

The purpose of the reconvened IPC Working Group on Classifying Chronic Food Insecurity ('Chronic Working Group' for short) is to provide technical expertise and guidance for the preparation of the following outputs in 2014 and 2015:

- IPC Chronic Food Insecurity Classification Manual 1.0 in 2014
- Training materials for the roll-out of the IPC Chronic Food Insecurity Classification in 2014
- Roll-out of the chronic food insecurity classification to eight countries in 2014
- Possible revision of the Manual, associated guidance and training materials in 2015 on basis of the results of the roll-out of the chronic food insecurity classification
- Roll-out of the chronic food insecurity classification to 20-30 countries in 2015

#### 3. Membership

- The Chronic Working Group is chaired by Leila Oliveira and it is supported by the IPC GSU in terms of secretarial and organizational assistance

- Membership in the Chronic Working Group is on an invitation basis and limited in number. The members consist of the technical representative of the IPC Steering Committee agencies, and representatives of two external agencies: the World Bank and FANTA

#### 4. Linkages and Reporting

- The Chronic Working Group is a working group of the IPC Technical Advisory Group, and reports to the IPC Steering Committee through the Technical Advisory Group and the IPC Global Programme Manager.
- The reporting on the activities of the group takes place through submission of meeting minutes and finalized outputs (training materials, Manual 1.0 for Chronic Food Insecurity Classification)

#### 5. Working Modalities

- The Chronic Working Group is a virtual group that works mainly through teleconferences and by sending comments to documents. The group may establish sub-groups to work on specific issues. In addition physical meetings can be arranged if required.

#### 6. Roles and Responsibilities

- Members of the Chronic Working Group are expected to constructively engage in the process of developing the IPC Chronic Food Insecurity Classification Manual 1.0 and training materials in 2014 and in the foreseen revision of the materials in 2015 on basis of the experiences from the roll-out. Each member should be reflecting not just their institutional view, but, more importantly their technical insights.
- Members are expected to avail themselves for teleconferences and in-person meetings as needed. The members are also encouraged to participate in the roll-out of the chronic analysis to eight countries in 2014, and subsequent chronic analysis workshops in 2015. Given budget constraints, members are requested to cover their travel costs for country pilots and in-person working group meetings.

#### 7. Work plan and deliverables

Activity	Timeline	Deliverables
Reformulation of the Chronic Working Group	May 2014	A group of technical experts contacted and the CWG reformulated
Regular CWF teleconferences to continue technical development discussions in terms of the training materials and Manual 1.0	May – Aug 2014	Comments provided, decisions made, working documents prepared
Preparation of training materials for chronic food insecurity analysis roll-out and translation of the materials	Jun – Aug 2014	Training materials are prepared and translated for chronic food insecurity analysis roll-out
Preparation of the Chronic Food Insecurity Classification Manual 1.0	Jun – Aug 2014	Manual 1.0 prepared, translated and shared for the chronic food insecurity analysis roll-out
Training of the trainers for IPC chronic food insecurity analysis	8 – 12 Sept 2014	A pool of trainers on IPC chronic food insecurity are available to facilitate analyses in roll-out countries
Roll-out of the chronic food insecurity analysis	Sept 2014 – Dec 2015	Chronic food insecurity analysis products (Communication Templates and reports of analyses) produced and shared
Technical revisions continue on basis of roll-out results	2015	Revised training materials and Manual available by the end of 2015

## ANNEX 5

### IPC Nutrition Working Group Terms of Reference

#### 1. Background

The Integrated Food Security Phase Classification (IPC) is a standardized approach to classifying food insecurity for decision support. Built on standardized tools and procedures, IPC analyses food security and classifies food security situations. Although nutritional status is incorporated in the IPC analysis as an outcome, it is included only to the extent that the drivers of the nutritional status are food-related. Proper nutrition analysis is not possible with the current IPC tools and procedures, which leaves a gap in understanding the non-food-related components of the nutrition situation. This poses problems for IPC analysis, especially in areas where malnutrition levels are high, but the severity of food insecurity is not at a comparably high level.

To respond to this identified gap, the IPC Global Partnership is committed to developing an IPC Nutrition Phase Classification for Acute Situations. The IPC Steering Committee (SC) has endorsed the development of an IPC Nutrition Phase Classification for Acute Situations by piloting the Nutrition Classification tool developed and used by Food Security and Nutrition Analysis Unit (FSNAU) in Somalia. The piloting and the development of an IPC Nutrition Phase Classification for Acute Situations will commence with the establishment of an IPC Nutrition Working Group (NWG) under the IPC Global Technical Advisory Group.

#### 2. Purpose

- The purpose of the IPC NWG is to develop an agreed upon system for classifying nutrition in acute situations. An IPC Nutrition Phase Classification for Acute Situations prototype will be developed for piloting based on the FSNAU Nutrition Classification tool. This will be further refined on the basis of feedback/lessons learned from the pilots and Version 1.0 of the IPC Nutrition Phase Classification for Acute Situations will be developed. While the IPC NWG efforts build on the current FSNAU Nutrition Classification Tool, the group will be expected to remain open to integrating new and innovative approaches to classifying nutrition situations.

#### 3. Membership

- The NWG will be chaired by the IPC Nutrition Officer who will be supported by the IPC Senior Nutrition Advisor.
- Membership in the NWG is on an invitation basis and limited in number. Agencies invited include: IPC global partner agencies; agencies with a large role in developing normative nutrition guidance, such as UNICEF and WHO; and other entities that work on nutrition issues, such as the World Bank, the Food and Nutrition Technical Assistance III Project (FANTA), and research institutions (CDC).

#### 4. Linkages and reporting

- The IPC NWG is a sub-working group of the TAG, which is a standing group of technical advisors to the IPC who represent the member agencies of the IPC Global Steering Committee.
- The NWG will report to the TAG and IPC Steering Committee through the IPC Global Programme Manager. The reporting on the activities of the NWG will take place through submission of meeting minutes and finalized outputs (training materials, tools and guidelines for the pilots, and Version 1.0 of the IPC Nutrition Classification)

#### 5. Working modalities

- The NWG will meet approximately 3 times a year face-to-face and will also work through teleconferences and by sending comments to documents. Sub-working groups of the Nutrition Working Group may be established as required to work on specific issues.
- The IPC Nutrition Phase Classification for Acute Situations development will be done in 2 phases, phase 1 in 2014 and phase 2 in 2015. In phase 1, it is aimed to pilot the prototype in 5 countries. The prototype will be piloted in 5 more countries in phase 2, and Version 1.0 of the IPC Nutrition Phase Classification for Acute Situations will be developed. The existing FSNAU Nutrition Classification Tool will be reviewed by the NWG prior to the pilots and further refined on the basis of lessons learned.
- During the piloting it may also become necessary to conduct expert studies, for example, regarding the cut-offs and thresholds of certain nutrition indicators.

## 6. Roles and Responsibilities

- Members of the NWG are expected to constructively engage in the development of tools for classifying nutrition. Each member should reflect their institutional view, and, more importantly, their technical insights and remain open to integrating new and innovative approaches. Decisions on technical issues will be made collectively through discussions and convergence of available evidence.
- In case expert studies need to be conducted and/or commissioned, it is hoped that the NWG members will be willing to act as a peer review group and, if necessary, provide support in identifying possible funding sources for such studies.
- Members are expected to avail themselves for teleconferences, country pilots, and in-person meetings, as needed. Members do not need to participate in all country pilots but are strongly encouraged to participate in teleconferences and physical meetings. Given budget constraints, members are requested to cover their travel costs for country pilots and meetings.
- The piloting will be co-ordinated by the GSU and the IPC Nutrition Officer. In each country pilot, there will be a designated focal point from the existing IPC TWG in that country who will be responsible for liaising with national stakeholders and generally coordinating the logistics of the pilots. IPC Regional Coordinators will also provide co-ordination and technical support for the country pilots.
- The NWG is expected to review and/or develop tools and technical guidelines for the piloting and to assist in the piloting process. The results of the development of IPC Nutrition Phase Classification for Acute Situations and piloting will be presented to the IPC Global TAG, and the SC will endorse Version 1.0 of the IPC Nutrition Classification.
- During country pilots, participating members are expected to actively engage in all aspects of the analysis process. At least 3-4 NWG members should take part in each pilot. At the end of each country pilot, participating members are requested to provide feedback that can be shared with the NWG.

## 7. Work-plan and Deliverables for 2014 - 2015

Activity	Timeline	Deliverables
Constitute and initiate the NWG	Feb. – Mar.	A group of technical experts identified and NWG formed
Inaugural NWG teleconference	Apr. 15	An introductory meeting held and members briefed on the initiative
1 <sup>st</sup> Nutrition Working Group Meeting in person	Jun. 23 – 25	The FSNAU Nutrition Classification Tool reviewed and an IPC prototype developed for piloting
Development of tools for piloting	June – July	Reference tables, analytical framework, and analysis worksheets as well as training materials developed with inputs from the NWG
Phase 1 pilots in 2014: round 1	Aug. – Sept. (TBD)	The prototype piloted in 2-3 countries with recording of the process and lessons learned; all pilots reviewed and feedback given to the NWG
2 <sup>nd</sup> Nutrition Working Group Meeting	September (TBD)	A synthesis meeting to review initial pilots and to improve the prototype developed
Phase 1 pilots in 2014: round 2	Oct. – Nov.	The prototype piloted in 2-3 countries with documentation of the lessons learned; all pilots reviewed and feedback given to the NWG
3 <sup>rd</sup> Nutrition Working Group Meeting	Late Nov. – early Dec. (TBD)	2 <sup>nd</sup> physical meeting held and outcomes of all pilots reviewed and discussed; final prototype developed for the 2 <sup>nd</sup> round of piloting 5
Phase 2 pilots in 2015: 5 country pilots	(TBD)	The revised prototype piloted and the process and lessons learned documented; all pilots reviewed and feedback given to the NWG
3 physical meetings in 2015	(TBD)	The results of the pilots reviewed and the prototype further refined
Finalisation of the tools	End of 2015	The final tools and Version 1.0 of the IPC Nutrition Phase Classification for Acute Situations developed and endorsed by the IPC SC

ANNEX 6

## IPC Emergence Review Committee Terms of Reference

### 1. Purpose

- The purpose of the IPC ERC is to support the IPC quality assurance and help ensure technical rigor and neutrality of the analysis, especially in situations of extreme food insecurity with a potential outcome of IPC Phase 5 (Famine/Catastrophe) or in case of a break-down in the technical consensus process at the country level

### 2. Membership

- The ERC has no fixed members, as the Committee is convened on a case-by-case basis. The ERC is composed of a team of 4-6 members who are independent technical experts
- Members are identified at the activation of IPC ERC and selected based on the following criteria:
  - Globally recognized as leading technical food security and nutrition experts
  - Specific technical knowledge and experience in the country or region of crisis
  - Neutral to the IPC outcome, who have not participated in the analysis under review, nor have produced any related analysis or reports

### 3. Linkages and Reporting

- The ERC is activated by the IPC GSU in support to the IPC Country TWG to review the IPC results. IPC GSU also serves as the chair, secretariat and coordination support to the ERC
- IPC GSU transmits and communicates the IPC ERC report and findings to the Country IPC TWG
- IPC ERC review and consultations remain confidential and internal to the members of the IPC ERC, and are not to be publically released. The IPC ERC report also remains confidential and IPC ERC members are not allowed to publically release the findings

### 4. Working Modalities

- ERC is a virtual group which meets through video- and teleconferences as needed
- ERC process may include consultations with resource persons from different stakeholder groups and organizations, e.g. the Technical Working Group of the country, the National Government, and partner agencies.

### 5. Roles and Responsibilities

- Technically review and debate the IPC Country Technical Working Group IPC analysis results with the purpose of validating the findings against the IPC tools and protocols. This review includes the examination of the IPC TWG matrix, Analysis Worksheets, IPC Communication Template, and the TWG Self-Assessment Tool
- Technically and independently validate the findings and submit a report on the findings and recommendations to the IPC GSU, who then transmits the report and findings to the Country IPC TWG

**ANNEX 7**

**IPC Regional Committees  
General - Terms of Reference**

**1. Purpose**

- The purpose of the IPC Regional Committees is to provide technical support and monitor the implementation of the IPC at regional and country levels; to promote the institutionalisation of IPC within the IPC regional and country partner agencies and governments.

**2. Membership**

- IPC Regional Committees consist of regional representatives of IPC Global Partner agencies with regional presence, plus representatives of regional inter-governmental bodies and other regional partners engaged in IPC activities.

**3. Linkages and Reporting**

- The IPC Regional Coordinators provide secretarial, coordination, technical and training support at the regional and country level as needed, through the IPC Regional Committees and linking with IPC Global Support Unit.
- The minutes of the IPC Regional Committee meetings are shared with the IPC Global Support Unit and the IPC Technical Working Groups in the region
- Regional Committees can participate in global IPC activities and technical development on a voluntary basis

**4. Working Modalities**

- The IPC Regional Committees hold regular physical meetings. Exact number of meetings per year is decided by each Regional Steering Committee
- Besides the physical meetings, the members can also have video- and teleconferences
- More detailed rules concerning chairmanship and for making decisions (e.g. voting or consensus) are at the discretion of each Regional Committee.

**5. Roles and Responsibilities**

- Guiding and monitoring the implementation of IPC's Regional Strategies and Work Plans of the region, ensuring effective linkages and monitoring aligned with the IPC Global Strategic Programme and Work Plan
- IPC raising awareness and supporting institutionalization at regional and country levels
- Providing technical and training support to IPC activities at regional and country levels, e.g. awareness raising meetings, presentations, trainings and facilitation of analyses
- Preparation and dissemination of joint statements on IPC at regional level
- Provide a technical forum for examination of different Country IPC analysis products, identify lessons learned for future improvement, and facilitate cross-country learning
- Dissemination of IPC analysis products and results, and where appropriate and feasible the consolidation of these into regional IPC Maps and Situational Analysis to guide regional level programming support and decision making
- Participation in the global IPC activities, encouraging cross regional –global learning
- Mobilization of resources and looking for funding opportunities for IPC activities in the region

## ANNEX 8

### IPC Country Technical Working Group Terms of Reference

#### 1. Purpose

- The purpose of an IPC Country Technical Working Group (TWG) is to enable technical consensus on the food security situation in the country, by conducting joint food security analysis by using IPC tools and protocols

#### 2. Membership

- IPC Country Technical Working Groups include members with different sectoral expertise, e.g. agriculture, livelihoods, nutrition, markets, water and sanitation or gender
- The members should represent key stakeholder agencies working on food security
- The TWG is ideally chaired by a technical officer from the national government

#### 3. Linkages and Reporting

- The TWGs collaborate with the IPC Regional Coordinators, who provide technical support to the TWGs. Upon request, other members of the IPC GSU can also provide support
- The TWGs communicate with the IPC Regional Steering Committees, in particular through the IPC Regional Coordinators
- Upon finalising an IPC analysis, the TWG completes the Self-Assessment Tool and the IPC Communication Template (accompanied by possible other products). The TWG disseminates the IPC products after validation with stakeholders and decision-makers. The products are shared with the country and regional stakeholders, and with the GSU

#### 4. Working Modalities

- The TWG commits to conducting critical and unbiased analysis using the IPC tools and protocols
- IPC is hosted by an existing food security agency, preferably a government institution
- A smaller key group of TWG members may act as a secretariat of the TWG by taking care of coordination of IPC events, such as IPC awareness raisings, trainings and analyses in the country
- The TWG is also in consultation with the key decision-makers, especially before findings are released, allowing for any possible revisions substantiated with evidence

#### 5. Roles and Responsibilities

- TWG is responsible for conducting IPC activities, e.g. IPC awareness raising events, trainings, and analyses in the country
- TWG members are also responsible for institutionalisation of IPC within the food security structures of the country, and in their own agencies and institutions
- TWG is responsible for preparation and dissemination of IPC products in the country
- TWG members are also expected to secure funds for regular IPC activities within their own countries

## **ANNEX 9: IPC Guiding Principles and Commitments for Operating with the Framework of an Agreed Common Inter-Agency Approach**

**Below are the IPC partner institutional guiding principles and commitments for operating within the framework of the common interagency approach of the IPC.** Members of the IPC Governance Structures and Partner Network agree and commit through memberships to IPC Global Steering Committee to abide and uphold these principals of operation as IPC Global Steering Committee Members:

1. The implementation of the IPC should be a consensus process facilitated by a broad interagency working group, including government and key constituencies. Where there is an IPC Country Process, IPC Global Partners agree to engage, support and participate in this process.
2. All efforts should be made to engage and build capacity of government and promote ownership and strengthen the institutional process of IPC.
3. Collaborating IPC agencies should strive to maintain internationally agreed standards, tools and procedures for IPC analysis, even during the technical development, so as not to lose the potential for country, regional and global comparison of results.
4. The timing of analysis should be linked to events/critical seasons that affect food security situation. The entry point might be a multi-agency planning event.
5. There should be commitment by members of an inter-agency working group to multi-year process.
6. The implementation of IPC processes should be demand driven by government where possible.
7. IPC can be started regardless of data availability. The initial situation analysis will be useful and improved as the process proceeds and will highlight key information gaps to be filled.
8. Any data used should contain confidence rankings.
9. IPC process should comprise a mechanism to build an institutional commitment from government.
10. To promote transparency, the results of IPC analysis should be made available to the public in a timely manner, and where there is technical consensus a common and coordinated messaging is sought to increase the clarity and uptake of information by decision makers.
11. IPC analysis should be done with technical neutrality through having a broad membership of the interagency group and through a transparent process of consensus building and ensuring group members participate in their technical capacity.
12. IPC results should be open and if needed subjected to an external peer review process to check quality and maintain standards.
13. The IPC should be developed as an iterative learning process, in which collaboration agencies commit to document practice and lessons learned.
14. The leadership of IPC processes in countries should be decided by the interagency group in-country based on both comparative advantages and responsibilities (e.g. Government leadership).
15. The IPC should be used to engage/advocate with donors to make decisions according to need.

*Source: IPC Global Steering Committee Members endorse and agree to abide by these Guiding Principles (August 2014). Guiding principles and commitments are based on a revision of those identified by a IPC Special Partnership Meeting, March 2007, Oxford, UK. (2007).*

## ANNEX 10: Lists of Members and Agency (Updated as Needed)

### IPC Global Steering Committee

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## IPC Emergency Review Committee

No fixed membership as committee is activated on an ad hoc basis as needed and requested. Chaired and activated by the IPC Global Programme Manager.

## IPC Regional Committees

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Lists of members of each IPC Country Technical Working Group available upon request.