



## **SMART SUSTAINABLE DEVELOPMENT MODEL INITIATIVE**

### **TERMS OF REFERENCE FOR THE**

### **Working Group on the Volunteers for Emergency Telecommunications (VET)**

#### **1. Scope and Objective**

The Working Group on the Volunteers for Emergency Telecommunications (VET) is a sub-group of the Smart Sustainable Development Model Initiative Advisory Board to which it provides input. The Working Group is tasked with reaching out to Member States and support them in setting up such a network aimed at rapid response to disasters and to facilitate the contribution of ICTs in disaster management and sustainable development processes.

#### **2. Activity**

The working group will, among other things:

- i. identify key stakeholders and their respective roles,
- ii. assess the needs and carry-out a gap analysis of existing platforms and training programmes,
- iii. based on real life experience, identify tools and mechanisms for setting up networks of volunteers for emergency response,
- iv. Explore the various opportunities of setting up regional networks,
- v. Compile and report best practices based on country experiences contributing to the development of capacity building/training programmes for volunteers,
- vi. Explore the potential of and the requirements for setting up an exchange programme between national networks of volunteers, and in particular, to support countries at the initial stage of the process,
- vii. draft a work plan,
- viii. identify and carry out the activities that will support the implementation of the work plan.

### **3. Membership**

Members of the working group serve in their individual capacity and any interested Board Member can participate in the work of the group and any other working group. Third parties may also be invited to participate on the basis of their potential contribution to the Working Group's activities.

### **4. Methods of Work**

The Working Group will determine its own methods of work, including time for consideration of requests, preparation and conduct of its tasks. Activities of the group will be coordinated and led by the leading Board Member who was designated during the Advisory Board meeting. In principle, the working group will carry out its work by electronic means, using conference calls etc.

### **5. Secretariat and Administrative Support**

Within available resources, ITU will provide the administrative and secretariat support required by the working group, including record keeping, distribution of documents and SharePoint related services.