CTP technical working group (TWG) key responsibilities[[1]](#footnote-1)

## Brief description

The National Society (NS) should set up a CTP technical working group (TWG) made up of appropriate representatives from all departments that will be involved in CTP delivery. Board members, senior managers in programmes or support services, staff and volunteers with CTP experience, branch representatives, Movement partners, and perhaps external participants with relevant experience can also be invited to join the TWG as a way to widen the range of experience and promote engagement. However, balance must be sought between being inclusive and becoming unwieldy. The CTP TWG will be led by the CTP focal point.

## Key responsibilities[[2]](#footnote-2)

* Map out the National Society’s plans, systems, procedures, capacities, tools, communication, and response mechanisms that are involved in CTP preparedness and emergency response. Identify where there is a need to:
	+ Integrate CTP considerations into existing systems, plans or tools
	+ Develop CTP-specific procedures, capacities, plans or tools
* Rank CTP preparedness priority objectives based on the recommendations from CTP workshops, National Society priorities, resources and commitments.
* Develop a CTP Preparedness Plan of Action (PoA) that is aligned with the four tracks of this guidance:
	+ Enabling systems
	+ Resources and capacity
	+ Programme tools
	+ Communication and coordination
* Implement and monitor the activities and outputs of the CTP preparedness PoA
* Develop a meetings calendar and participate in regular internal meetings to share and monitor progress and identify bottlenecks and corrective actions needed.
* Participate in external CTP meetings when relevant.
* Define the strategy, criteria and selection processes for deciding which branches will participate in the implementation of the CTP preparedness activities (baselines, market mapping and assessment, mapping potential CTP mechanisms available, cash grant values for different relief and recovery outcomes etc.).
* Develop the TOR and oversee a final evaluation of the CTP preparedness PoA
* Be CTP champions and advocate within the National Society and the Movement in the country.

Each member will have particular outputs assigned to them in the CTP preparedness PoA and will be responsible for monitoring progress and reporting on behalf of their department.

## Tips for an effective TWG

* All the members of the TWG should have either relevant CTP experience or should receive basic training or awareness-raising, which can be refreshed over time through further training or experience.
* Clear ToR should be developed and each of the CTP TWG members must be able to commit realistic working time to support the process, to ensure comprehensive progress can be made across the Society. Not all members may need to commit the same amount of time, depending on their roles.
* The TWG should meet regularly (e.g. monthly) to share information and monitor progress against the plan of action (PoA). These meetings are important to identify the main challenges faced during the development and implementation stage and to propose corrective measures when relevant. If members cannot participate, alternative representatives should be sought. All TWG meetings should be reported upon and decisions made should be documented and circulated periodically to the wider audience at headquarters and in the branches.
* The TWG should identify challenges faced by the different departments as early in the process as possible and monitor any delays in implementation. It should propose solutions proactively to such problems: e.g., the revision of the CTP preparedness PoA, or mobilization of additional support/resources, which could be volunteer-based.
* Whenever possible, members of the Movement present in the country should be included in the CTP TGW to promote a one-programme approach and encourage commitment and support for the process. It can be useful, also, to invite CTP experts from other organizations in the country, such as NGOs, UN agencies, government representatives, donors and private sector companies, as regular members or for particular meetings, events or workshops. The TWG should also link to any external cash-coordination structure in the country.
1. Based on International Red Cross Red Crescent Movement CTP Preparedness Guidance [↑](#footnote-ref-1)
2. These responsibilities can be used as the basis for the TWG ToRs [↑](#footnote-ref-2)